

## Retention and Classification Report

**Agency:** Washington County School District (Utah). Dixie High School (1653)

350 East 700 South  
St. George, UT 84770  
435-673-4682

**Records Officer:** \_\_\_\_\_

85247	Official transcripts
85212	Student cumulative files

**AGENCY:** Washington County School District (Utah). Dixie High School

**SERIES:** 85247

3

**TITLE:** Official transcripts

**DATES:** 1964-

**ARRANGEMENT:** chronological, thereunder alphabetical by student's name

**DESCRIPTION:**

This card is the official record of school attendance and high school graduation. It is used to document graduation from high school and to verify classes attended and credits earned. It is used for college admission and employment. The card includes the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). It contains the following information: student's name, address, birthdate, parents' names, lists of high school classes and grades, date of graduation, and in most cases, test scores, class ranking, grade point average, and social security number. Class rolls may take the place of missing official transcripts.

**RETENTION:**

Permanent. Retain for 50 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Graduation and transcripts, GRS-1506.

**AUTHORIZED:** 09-01-2017

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years after being microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office for 50 years and then destroy.

**AGENCY:** Washington County School District (Utah). Dixie High School

**SERIES:** 85247

**TITLE:** Official transcripts

(continued)

**PRIMARY DESIGNATION:**

Exempt 34 CFR 99

**AGENCY:** Washington County School District (Utah). Dixie High School

**SERIES:** 85212

3

**TITLE:** Student cumulative files

**DATES:** 1971; 1977-

**ARRANGEMENT:** Chronological, thereunder alphabetical by name of student

**DESCRIPTION:**  
1971, Utah Permanent Student Record Form.

**RETENTION:**

Permanent. Retain for 10 year(s) after separation

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 10 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office for 50 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).  
Retain for student record information and then destroy.

**PRIMARY DESIGNATION:**

Public