Retention and Classification Report

Agency: Granite School District (Utah). Granger High School (2968)

3580 South 3600 West
West Valley City, UT 84119
385-646-5320

Records Officer: _____

22677	Official transcripts
28945	Yearbooks

AGENCY: Granite School District (Utah). Granger High School

SERIES: 22677 3
TITLE: Official transcripts
DATES: 1958-
ARRANGEMENT: Chronological by graduation year, thereunder alphabetical by student's surname.
DESCRIPTION:

These cards are the official record of school attendance and high school graduation. They are used to document graduation from high school and to verify classes attended and credits earned. They are used for college admission and employment. They also include the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). They contain student's name, address, birthdate, names of parents/guardians , lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security number. They are part of the Student Cumulative File until they are weeded after graduation.

RETENTION:

Permanent. Retain until administrative need ends

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 40 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Granite School District (Utah). Granger High School

SERIES: 22677
TITLE: Official transcripts

(continued)

PRIMARY DESIGNATION:

Exempt 34 CFR 99 (2008)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2017.

AGENCY: Granite School District (Utah). Granger High School

SERIES: 28945 3
TITLE: Yearbooks
DATES: 1955-
ARRANGEMENT: Chronological by publication year.
DESCRIPTION:

These histories are compiled by the schools. They are used for reference purposes. They describe the school's beginnings and developments and are updated annually to include significant school activities.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule School histories, GRS-1551.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of faculty, staff, students, programs, and activities of the school.

PRIMARY DESIGNATION:

Public