

## Retention and Classification Report

**Agency:** Provo City School District (Utah). Center for High School Studies (3058)

243 East 2320 North  
Provo, UT 84604  
801-374-4830

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

22998      Official transcripts

**AGENCY:** Provo City School District (Utah). Center for High School Studies

**SERIES:** 22998

3

**TITLE:** Official transcripts

**DATES:** 1961-

**ARRANGEMENT:** Chronological, thereunder alphabetical by 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, parents' names, 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 until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

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(continued)

**PRIMARY DESIGNATION:**

Exempt 34 CFR 99