

Records Retention Schedule

Attendance class rolls (if not computerized)	4 years, if transferred to cum record
Attendance records (used to create reports)	1 year or until audited
Attendance summary report	4 years
ATE Roll books	4 years
Bus permission slips	1 year, or until resolution of any litigation
Bus requests (field trips, etc.)	1 year at school; 2 years at district office
Bus Rules and Regulations, sent home	1 year
Check-Out slips	1 year
Court ordered Community Service files	1 year after completion
Cum files (does NOT include transcripts)	3 years after graduation
Dead files (does NOT include transcripts)	3 years after graduation
Discipline files	1 year after student leaves school
Early Graduation certificates	1 year
Grade sheets	3 years
Fee Waiver Records	4 years
Handbook, School/Student	Permanent, may be transferred to State Archives
Homeless Student Report	2 years
Information card	Until superseded or end of school year
Injury report	7 years, or until resolution of any litigation
Locator card	1 year or to end of school year
Medication authorization/dispensing	1 year after graduation
Registration fee report	4 years
Registration records	1 year, if not part of cum folder
Rental Agreements	4 years
Report cards	1 year
School Choice/Permit applications	Graduation or moved from district
Student Membership Records	3 years
Transcripts, Official, keep at school	Permanent
Withdrawal records	2 years
Young Mothers applications	Graduation or until superseded

School Memorabilia, etc.

Activities report files	Permanent, may be transferred to State Archives
Graduation Programs	Permanent, may be transferred to State Archives
Literary Publications and Newspapers	Permanent, may be transferred to State Archives
Scrapbooks / Photo Albums	Permanent, may be transferred to State Archives
Student Council Minutes	Permanent, may be transferred to State Archives
Yearbooks	Permanent, may be transferred to State Archives

For a more detailed description of the document, please go to <http://archives.utah.gov>