

# Special education records (GRS-1476)

## Utah General Retention Schedule

### Description

"All students with disabilities, who are between the ages of 3 and 22 and have not graduated from high school with a regular diploma, are entitled to a free, appropriate public education." (Utah Code 53A-15-301(1)(a)(2015)) These records document the progress and participation of students or clients enrolled in special education programs. Information includes individualized education program records (IEPs), evaluations, parental information and correspondence, assessments and related records.

### Retention and Disposition

Retain for 3 years after separation, and then destroy records.

Retain for 5 years after separation, and then destroy records.

### Appraisal

These records have administrative, and/or legal value(s).

### Appraisal Note

Retention is based on requirements specified in 34 CFR 300.562 (2019).

### Categories

Education

### Effective

08/2015

### Previous Schedule Number

SD-16-5