

# School compliance certification forms (GRS-1489)

## Utah General Retention Schedule

### Description

These records are submitted to the State Office of Education (USOE) in accordance with UCA 53A-3-403(4) (2004). Individual school principals submit information to the District which is then compiled and submitted to the USOE on school fee waivers. The forms include names of superintendent and school board president, district's fee schedule, fee policy, fee waiver policy, and community service policy.

### Retention and Disposition

Retain for 5 years, and then destroy records.

### Appraisal

These records have administrative value(s).

### Appraisal Note

Value of records is based on their usefulness for carrying out the agency's current business.

### Categories

Education

### Effective

10/1998

### Previous Schedule Number

SD-17-14