

Non-transferred student files (GRS-1497)

Utah General Retention Schedule

Description

These are student cumulative files for students whose records were not transferred but no longer attend this school. They were used to document the student's attendance. They include test scores, immunization record, eye testing, and all pertinent information on the student. These student files are commonly known as "dead files."

Retention and Disposition

Retain for 3 years after separation, 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

10/1999

Previous Schedule Number

SD-17-23