

School activities report files (GRS-1509)

Utah General Retention Schedule

Description

These reference files describe the school's special activities such as dances, tournaments, awards banquets, homecoming activities, school plays, workshops, and the annual prom. They are used by teachers and student committees as a planning tool. The files include receipts, programs, flyers, and an activity report which has a description of the activity, items purchased for the activity, amount of money spent, date and name of the event.

Retention and Disposition

Retain permanently. Records may be transferred to the archives.

Categories

Education

Effective

12/1999

Previous Schedule Number

SD-19-1