

Teacher career ladder files (GRS-1519)

Utah General Retention Schedule

Description

These files document the career ladder process at the elementary school. They are used by the school principal to review the teachers' goals and accomplishments and to evaluate their teaching abilities. The school principal meets with each teacher on a regular basis to discuss their career ladder and teaching goals. These files include: the results of inventories taken on prerequisite skills, goals for the teachers and the school, various test results (including the California Achievement Test), teaching and observation results. The district normally maintains the official copies of all career ladder records.

Retention and Disposition

Retain for 3 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

06/1999

Previous Schedule Number

SD-19-11