

Student locator cards (GRS-1533)

Utah General Retention Schedule

Description

This is used to locate students during regular school hours. It contains the student's name, student number, sex, grade, age, birth date, address, home telephone number, guardian's name, business or work telephone number, student's locker number, a description of all classes, room numbers, and teacher's name.

Retention and Disposition

Retain for 1 year, and then destroy records.

Appraisal

These records have administrative value(s).

Categories

Education

Effective

12/1999

Previous Schedule Number

SD-19-25