

# **Student discipline files (GRS-1556)**

## **Utah General Retention Schedule**

### **Description**

These are files maintained by the vice-principal or counselors on students who have misbehaved in class or on the school grounds. The files include notes, teachers' reports, memoranda, standard violation tickets, reprimands, related correspondence, individual progress reports, and student counseling reports.

### **Retention and Disposition**

Retain for 1 year after separation, and then destroy records.

### **Appraisal**

These records have administrative value(s).

### **Categories**

Education

### **Effective**

10/1999 – 07/2014

### **Previous Schedule Number**

SD-19-48