

Counselor's student files (GRS-1569)

Utah General Retention Schedule

Description

These are student files maintained by the school's counselors. They are used to become better acquainted with students and to better track their progress during the course of the school year. Although the files may vary somewhat between students, the files usually contain a student course credit summary, Academic Achievement Record, correspondence, test results, academic reports, notes from discussions with students, a locator card, class changes, and notes on disciplinary actions taken on students.

Retention and Disposition

Retain for 1 year, and then destroy records.

Categories

Education

Effective

12/1999 – 07/2014

Previous Schedule Number

SD-19-61