

# **Student cumulative records (GRS-1602)**

## **Utah General Retention Schedule**

### **Description**

These are records maintained in the school's office on all enrolled students. They are used to document students' participation in school. They include test scores, immunization record, eye testing, grades and credits earned, and all pertinent information on the student.

### **Retention and Disposition**

Retain for 3 years after separation, and then destroy records.

### **Appraisal**

These records have administrative value(s).

### **Categories**

School District

Junior High/Middle School

### **Effective**

10/1999 – 08/2008

### **Previous Schedule Number**

SD-21-33