

Attendance reports (RS-28031)

Utah General Retention Schedule

Description

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

Retention and Disposition

Retain for 3 years; then destroy records.

Categories

School District

Previous Schedule Number

28031