

Special education student records (GRS-1476)

Utah General Retention Schedule

Description

A student with a disability under the age of 22 who has not graduated from high school with a regular diploma may participate in a public school program or extracurricular activity. (Utah Code 53G-6-709)) These records document the progress and participation of students or clients enrolled in special education programs. Information includes individualized education program records (IEPs), evaluations, parental information and correspondence, assessments and related records.

Retention and Disposition

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

Retain for 5 years after separation, and then destroy records.

Appraisal

These records have administrative, and/or legal value(s).

Appraisal Note

Retention is based on requirements specified in 34 CFR 300.562 (2019).

Categories

Education

Effective

11/2019

Previous Schedule Number

SD-16-5