# Special education student records (GRS-1476)

## Utah General Retention Schedule

### Description
These records document the progress and participation of students or clients enrolled in special education programs. 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). Information includes individualized education program records (IEPs), evaluations, parental information and correspondence, assessments and related records.

Retention note: Utah State Board of Education Special Education rules set a standard retention of 3 years after the records are "no longer needed to provide educational services to the student," which is further defined as "three years after the student graduates or three years after the student turns 22." Local education agencies that bill to Medicaid are required to keep the records for 5 years after separation.

### 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
05/2023

### Previous Schedule Number
SD-16-5