

# Principal's personnel evaluation records (GRS-2189)

## Utah General Retention Schedule

### Description

These are records maintained by the school's principal on all school employees. They are used for easy reference. The school district office maintains the official personnel files on all district employees. These files include evaluation forms, career ladder information, and teaching observation forms. All significant information is duplicated in the teacher's personnel file.

### Retention and Disposition

Retain for 65 years, and then destroy records.

### Categories

School District

Secondary Schools

### Effective

06/1994

### Previous Schedule Number

SD-2(94)-24