

# **Child at risk case files (GRS-2488)**

## **Utah General Retention Schedule**

### **Description**

These files document information collected by caseworkers on methods to assist children at risk. These risks include alcohol, drugs, gang activities, and other negative influences children are exposed to in their lives. Information includes case worker activity logs, progress reports, grade reports, correspondence, samples of student work assignments, and comments from teachers, principals, and counselors.

### **Retention and Disposition**

Retain for 5 years, and then destroy records.

### **Categories**

Child and Family Services

### **Effective**

02/1998 – 12/2011

### **Previous Schedule Number**

SG-1(1116)-30