

**This schedule has been discontinued.**

## **Student dead files (GRS-1492) (DISCONTINUED)**

### **Utah General Retention Schedule**

#### **Description**

These are student cumulative files for students in grades 9-12 who are no longer enrolled or who did not graduate. They contain the copies of achievement test scores, copies of report cards, health records, and immunization cards. The official transcript is not included here.

#### **Retention and Disposition**

Retain for 4 years after separation, and then destroy records.

#### **Categories**

School District  
Student

#### **Effective**

10/1998 – 12/2008

#### **Previous Schedule Number**

SD-17-17