

This schedule has been discontinued. Please use GRS-1504: Student discipline.

Student discipline files (GRS-1556) (DISCONTINUED)

Utah General Retention Schedule

Description

These are files maintained by the vice-principal or counselors on students who have misbehaved in class or on the school grounds. The files include notes, teachers' reports, memoranda, standard violation tickets, reprimands, related correspondence, individual progress reports, and student counseling reports.

Retention and Disposition

Retain for 1 year after separation, and then destroy records.

Appraisal

These records have administrative value(s).

Categories

Education

Effective

10/1999 – 07/2014

Previous Schedule Number

SD-19-48