

## Retention and Classification Report

**Agency:** Paradigm High School (Utah) (3454)

11577 South 3600 West  
South Jordan, UT 84095  
801-676-1018

**Records Officer:** \_\_\_\_\_

29674	Accounts payable, vendor, and procurement files
27581	Special education files
29787	Student records

**AGENCY:** Paradigm High School (Utah)

**SERIES:** 29674

3

**TITLE:** Accounts payable, vendor, and procurement files

**DATES:** 2012-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These records are used to monitor school purchases and payments. Documents may include invoices, purchase orders, receiving reports, vendor contracts, bids, and related records.

**RETENTION:**

Retain for 7 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Contract and lease records, GRS-1731.

**AUTHORIZED:** 07-30-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

**APPRAISAL:**

These records have administrative, and/or fiscal value(s).

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Paradigm High School (Utah)

**SERIES:** 29674

**TITLE:** Accounts payable, vendor, and procurement files

(continued)

**SECONDARY DESIGNATION(S):**

Public

Public

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 08/2018.

**AGENCY:** Paradigm High School (Utah)

**SERIES:** 27581

3

**TITLE:** Special education files

**DATES:** 2006-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These records document the progress and participation of students enrolled in special education programs provided by Utah school districts. Files are kept in accordance with federal regulations which define record keeping practices and funding requirements. District services can be discontinued when students move, refuse services, or are reclassified as no longer needing special education services. Student folders contain various reports and completed forms including individualized education program records (IEPs), inspection logs, evaluation and re-evaluation forms, parental approval forms, test protocols, parent surveys and information, third party information, placement documents, refusal of services forms, and other legal documents. 34 CFR 300.562 (2008) & 34 CFR 99 (2008).

**RETENTION:**

Retain for 3 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Special education student records, GRS-1476.

**AUTHORIZED:** 11-05-2019

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 month after student graduates or services end and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

These records have legal value(s).  
Required by state and federal law.

**AGENCY:** Paradigm High School (Utah)

**SERIES:** 27581

**TITLE:** Special education files

(continued)

**PRIMARY DESIGNATION:**

Exempt

34 CFR part 99 [2008], Family Educational Rights and Privacy Act (FERPA);  
and 34 CFR 300.562 [2008], access rights

**AGENCY:** Paradigm High School (Utah)

**SERIES:** 29787

3

**TITLE:** Student records

**DATES:** 2012-

**ARRANGEMENT:** Alphabetical by last name.

**DESCRIPTION:**

These are student cumulative files for students whose records were not transferred but no longer attend this school. They were used to document the student's attendance. They include test scores, immunization record, eye testing, and all pertinent information on the student. These student files are commonly known as "dead files."

**RETENTION:**

Permanent. Retain for 40 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Student history, GRS-1499.

**AUTHORIZED:** 08-01-2013

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 39 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have historical value(s).

These records can be used to determine citizenship per the Dream Act (S. 952, H.R. 1842, S. 1258). They also have long-term historical value documenting student participation in school systems and residency.

**AGENCY:** Paradigm High School (Utah)

**SERIES:** 29787

**TITLE:** Student records

(continued)

**PRIMARY DESIGNATION:**

Exempt 4 CFR Part 99.30,31 (2017); Utah Code 63G-2-201(3)(b)(2017)