

Retention and Classification Report

Agency: Wasatch Waldorf Charter School (Utah) (4102)

1800 East Harrison Ave.
Salt Lake City, UT 84108
801-871-3950

Records Officer: _____

30175 Student cumulative files

AGENCY: Wasatch Waldorf Charter School (Utah)

SERIES: 30175

3

TITLE: Student cumulative files

DATES: 2016-

ARRANGEMENT: Chronological by school year, thereunder alphabetical by student surname.

DESCRIPTION:

These records document the performance and educational history of students attending Wasatch Waldorf Charter School. Records may include test scores, grades, attendance, and any other progress or performance measures.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Education performance and testing, GRS-1503.

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after separation and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Computer data files: Retain in Office for 3 years after separation and then delete.

APPRAISAL:

These records have administrative value(s).

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(continued)

PRIMARY DESIGNATION:

Exempt Utah Code 63G-2-107(2) (2021)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 09/2021.