



Procedure

Business Services

School Record Retention and Disposal/ Destruction Utah State Archive Recommendations

Record Description	Recommended Retention	Destruction Required
Activities Report Files	Permanent	
Administrative Subject Files	1 Year	
Asbestos Management Plan	Permanent	
Attendance Rolls	3 Years	Yes
Bank Statements	4 Years	Yes
Budget Reports	1 Year	
Bus Transportation Requests	2 Years	
Cancelled Checks	7 Years	Yes
Counselor's Student Files	1 Year	Yes
Daily Absence Reports	1 Year	Yes
Discipline Files	1 year after student leaves school	Yes
Fee Waiver Records	4 Years	Yes
Financial Reports	4 Years	
Fixed Asset Report	Keep current copy	
Free and Reduced Meal Applications	3 Years	Yes
General Ledgers	4 Years	Yes
Gifted & Talented Student Tests	Retain until student moves to Jr. High	Yes
Grade Sheets	3 Years	Yes
Graduation Programs	Permanent	
Historian's Books	Permanent	
Home Excuse File	1 Year	Yes
Literary Publications	Permanent	
Maintenance Work Orders	4 Years	
Meals Served	3 Years	
Medication Authorization & Dispensing	7 Years	Yes
Non-Transferred Student Files (Dead Files)	5 Years	Yes
Official Transcripts	Permanent	
Pupil Transportation Permission Slip	1 Year	Yes

Purchase Orders & Requisitions	4 Years	
Receipt Books	4 Years	Yes
Registration Fee Report	4 Years	Yes
Rental & Facility Supervision Report	3 Years	
Safety Self-Inspection Reports	4 Years	
School Handbook	Permanent	
School Histories	Permanent	
School Lunch Payment Records	3 Years	Yes
School Newspapers	Permanent	
School's Accounts Payable	4 Years	Yes
Scrapbooks	Permanent	
Student Class Schedules	1 Year	Yes
Student Cumulative Records	Transfer to new school when student leaves; dispose 3 years after graduation	Yes
Student Executive Board Minutes	Permanent	
Student Information Card	Keep current copy	Yes
Student Injury Report	7 years or 2 years after completion of litigation	Yes
Student Registration Records	1 Year	Yes
Student Report Cards	1 Year	Yes
Student Withdrawal Records	2 Years	Yes
Time and Attendance Reports	3 Years	Yes
Workers' Comp/Employee Injury Report	3 Years	Yes
Yearbooks	Permanent	

This list was summarized from the Utah School District's General Retention Schedule. The retention schedules can be found in their entirety at the following web site:

<http://archives.utah.gov/recordsmanagement/grs/sdgrslist.html>

Disposal/Destruction Instructions

1. Documents which contain a "Yes" are to be destroyed. All other documents can be disposed of through recycling.
2. Documents that require destruction should be destroyed on site with a shredder when the quantity of documents is manageable.
3. When you purge a large volume of documents you will follow the instructions found on the Warehouse webpage for destruction by the Warehouse.

Questions

For questions regarding document retention please contact the Budget Office at 385-646-4554. For questions regarding disposal or destruction of documents contact the Warehouse at 385-646-4286.