

ALPINE SCHOOL DISTRICT - RECORDS RETENTION SCHEDULE

DOCUMENT	WHEN TO DESTROY - SHREDDING IS REQUIRED. 'DESTROY' MEANS TO SHRED IF IT IS A PHYSICAL PAPER COPY	WHO IS RESPONSIBLE FOR DESTRUCTION?	STATE DOCUMENT RETENTION LINK
Administrator's personal written notes on students	Destroy after one year or until purpose is fulfilled	Administrator	SD 17-30 Discipline (GRS-1504)
Approved Release Forms (Including School to School)	Destroy at end of academic year	HS Registrar	SD 17-31 Permission and Passes (GRS-1505)
Attendance Excuse Files (Doctor, parent notes, leave forms)	Destroy at the end of the academic year	School	SD 17-31 Permission and Passes (GRS-1505)
Attendance Records	Retain 4 years after current year , then destroy	Data Services	SD 17-26 Attendance (GRS-1501)
Bulletins (School)	Record Copy 1 year ; Duplicate copies 1 day	Secretary	SG-1-73 Transitory tracking records (GRS-1720)
Check-In Log	Destroy all paper copies at the end of the academic year	School	SD 17-31 Permission and Passes (GRS-1505)
Class Rolls	Destroy all paper copies at the end of the academic year	School	SD 17-27 Enrollment and Registration (GRS-1501)
Class Schedules	Destroy all paper copies at the end of the semester	School	SD 17-27 Enrollment and Registration (GRS-1501)
Counseling (Counselor's personal notes on students)	Destroy all paper copies after 1 year or until purpose is fulfilled	Counselor	SD 17-30 Discipline (GRS-1504)
Crime Court Record	Destroy after one year or until purpose is fulfilled	Principal	SD 17-30 Discipline (GRS-1504)
CUM Files (immunization, divorce documents, Health Care Plan, birth certificate, out of district records, registration form, home school affidavit, legal records request, OOA, withdrawal forms, homebound, McKinney Vento Homeless, 506 Form, ELL Documentation, record of student's courses, teachers, grades and progress, statewide assessments, IDEA or 504 documentation of eligibility, allergies, vision and health screening results, record requests, withdrawal forms) See R277-100-2(6)	Destroy 3 years after Graduation provided official transcript has been pulled and retained. Native American Student 506 Form- 4 years ELL Documentation- 4 years McKinney Vento- 4 years	HS Registrar	Cumulative Records: Performance and testing (GRS-1503)
			R277-100-2(6)
			Immunization Records: Medical Log (GRS-1502)
			McKinney-Vento: SD 17-19 (GRS-1494)
Discipline Files	Destroy 1 year after Graduation or until student would have graduated. Paper copies destroyed at year end after recorded in Skyward	Data Services	SD 17-30 Discipline (GRS-1504)
Early Grad Certificate	Destroy after 1 year after Graduation	HS Registrar	SD 17-15 Early Graduation Certificate (GRS-1490)

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Emergency Form	Retain until superseded , then destroy	School	SD 17-28 Medical (GRS-1502)
Grade Sheets	Destroy all paper copies at end of academic year . Now recorded on Skyward. Electronic: Destroy after 3 years	School/Data Services	SD 17-29 Performance and Testing (GRS-1503)
Graduation Cohort	Retain for 20 years ; then transfer records to the archives.	Data Services	SD 17-25 Student History (GRS-1499)
Graduation Programs	PERMANENT (2 copies)	HS Registrar	SD 19-21 Graduation Programs (GRS-1529)
Handbook (School)	PERMANENT - 2 copies plus back-up electronic copy	School	SD 19-43 School Histories (GRS-1551)
Health and Immunization Records	Destroy 3 years after graduation	HS Registrar	SD 17-28 Medical (GRS-1502)
Health Care Plans - Student (Kept in CUM folder)	3 years or until superseded; or student transitions to next school	Nurse	SD 17-28 Medical (GRS-1502)
Health History - Student (Kept in CUM folder)	3 years or until superseded; or student transitions to next school	Nurse	SD 17-28 Medical (GRS-1502)
Health Room Logs	Destroy paper copies after 1 year	Nurse	SD 17-28 Medical (GRS-1502)
Homeschool Affidavits	Retain until superseded or Graduation, then destroy	HS Registrar	SD 17-27 Enrollment and Registration (GRS-1501)
INACTIVE CUM files	Destroy 3 years after Graduation provided official transcript has been pulled and retained.	HS Registrar	SD 17-23 Non-Transferred Student Files (GRS-1497)
Injury - Written Reports	7 years or until litigation is resolved	School/ Risk Mgmt	SD 8-9 Student Injury Report (GRS-1386)
International Students	4 years after exchange year	HS Registrar	SD 17-13 Student Exchange Records (GRS-1503)
Locator Cards (Student Schedule)	Destroy end of semester	JH/HS Attendance Secretary	SD 17-27 Enrollment and Registration (GRS-1501)
McKinney-Vento Student (Homeless) Documents	Destroy after 4 years after the student is no longer homeless.	School	SD 17-20 Monthly Homeless Children and Youth (GRS-1495)
Medication Logs	Retain 3 years or until student transitions to next school; then destroy	Nurse	SD 17-28 Medical (GRS-1502)
Newspapers (School)	PERMANENT - 2 copies plus back-up electronic copy	School	SD 19-43 School Histories (GRS-1551)

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Official Transcript	Retain 40 years and then transfer to archives	HS Registrar	SD-17-32 Graduation and transcripts (GRS-1506)
Out of Area Application	Paper copies - Retain until student transitions to new school, graduates, or leaves the district. Electronic purge: after graduation.	School and Data Services	SD 17-27 Enrollment and Registration (GRS-1501)
Preschool Records	Preschool records will be forwarded to corresponding boundary school and integrated into cum file; follow same guidelines as inactive cum files	HS Registrar	SD 17-23 Non-Transferred Student Files (GRS-1497)
Report Cards	Retain for 3 years after graduation, then destroy	School	SD 17-29 Performance and Testing (GRS-1503)
Request for Records (Guardian or school)	Retain for 3 years after graduation or student leaves school, then destroy	School	SD 17-29 Performance and Testing (GRS-1503)
Student History (Census)	PERMANENT - retain for 20 years then transfer to archives	School	SD 17-25 Student History (GRS-1499)
Student Injury Form	Complete paper form immediately. Document on https://sir.health.utah.gov/ . Retain paper form for 7 years after date of incident.	School	Student and Patron Injury Records (GRS-1386)
Special Education Records	Retain records until the January after the student turns 27 years old, then destroy	Special Education	SD 16-5 Special Ed Records (GRS-1476)
Student Interview Form	Retain in a secured location. Destroy after 5 years.	School	GRS-2020
Subpoenas	Registrar can hold for one year, then destroy.	Student Services	No guidelines from state. Not considered an archive record.
504	Retain for 3 years after Graduation or if the student leaves the school , then destroy	Student Services/HS Registrar	Section 504 student records (GRS-16548)
Test Scores	Retain for 3 years after Graduation, then destroy	Data Services	SD 17-29 Performance and Testing (GRS-1503)
Truancy Notice Citations	Retain until Graduation or until student would have graduated; then destroy	Data Services	SD 17-30 Discipline (GRS-1504)
Withdrawal Records	Destroy one year after Graduation . Destroy paper Entry/Withdrawal forms six months after the academic year ends.	Data Services	SD 17-27 Enrollment and Registration (GRS-1501)
Yearbooks	PERMANENT - 2 copies plus back-up electronic copy	School	SD 19-43 School Histories (GRS-1551)
IMPORTANT NOTE: SENDING RECORDS TO STATE ARCHIVES REQUIRES SPECIFIC BOXING AND LABEL PROCEDURES AND SPECIFICATIONS. STATES ARCHIVES WILL SEND A TEAM TO THE SCHOOL TO ASSIS IN THE PROCESS. PLEASE CONTACT Kendra Yates, (801) 531-3856, kendrayates@utah.gov			

Updated: 5/23/2022- These guidelines have been established to this date and moving forward

<https://archives.utah.gov/recordsmanagement/retention-schedules.html>