

[Record Maintenance](#)

[Record Retention](#)

[Record Destruction](#)

[Record Retention Schedule](#)

[Cumulative Folders](#)

The Family Educational Rights and Privacy Act (FERPA) protects student privacy by restricting access to records. Specifically, records may only be accessed by “school officials with a legitimate educational interest” in the contents. Any school employee who has a relevant job-related reason to access records may do so, but must be sure to appropriately maintain, retain, and when necessary, destroy the records.

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## Record Maintenance

Student records must be stored securely. While not all records must be stored under “lock and key”, records must be kept in a way that prevents casual or unauthorized access.

Records must be stored in a manner that makes it easy to identify the student(s) connected to the record and what type of record(s) are contained in the file.

Student records must not leave the school site (except for official school business or transfer). A teacher or employee should not be authorized to take files home for review or preparation. When records must be transferred, they should be sent securely (through Movelt, secure district mail, or certified US mail) when in-person transfer is not an option.

Secure district mail may not be used for year-end transfer of records from one level/location to another.

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## Record Retention

The record retention schedule outlined below is taken from the Utah State Board of Education “Records Appraisal and Management Program” (RAMP) document, available [here](#).

The RAMP document outlines the retention, disposition, and transmittal for each record type:

- The **retention** (R) of the record, or the minimum amount of time required for the retention of the record according to either the official state retention schedule or an approved schedule for the individual agency.
- The **disposition** (D) of the record, or what should happen to the record at the end of its retention period. The disposition could require the destruction of the record or a change in its location or custody.
- The **transmittal** (T) of the record, or how the record can be moved to long-term storage. Records that are destroyed do not have a transmittal description.

The record types listed below include the relevant item number from the RAMP document. School staff should check the RAMP document (or contact Planning & Enrollment staff) for more information on record types or for classifying other types of documents.

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## Record Destruction

Records classified as “Destroy” for their disposition should be shredded in such a way that the information cannot be recovered. Prior to destruction, records should be logged on an official records destruction log that is retained at the school. **A sample destruction log can be copied [here](#).** For ease of access, the destruction log can be stored electronically in a common location, such as a District file share or a shared Google Drive. If a shared Google Drive is used, the Drive should be shared with all staff members with a need of access and with the generic school email address provided by Information Systems.

Records subject to an active GRAMA request, litigation, or audit should not be destroyed until the process (and any related appeal) is complete.

If a specific record is not included in the list below, contact Planning & Enrollment for assistance with classifying the record and adding it to the retention schedule.

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## Record Retention Schedule

Some records are listed as needing to be retained “until superseded.” This means that the record is only kept until a new record of the same type replaces it.

Records listed as “after separation” can be reasonably assumed to mean the last time the student was enrolled at the entity.

Record entries highlighted in **GREEN** have been recently updated with a new retention period or additional information.

Record Type	<u>RAMP</u> Index	Description and R-D-T
504 Records	5.1.20	R: 3 years after separation D: Destroy
Acceleration / Retention paperwork	5.1.9	<b><i>School copy: Place in cumulative folder, retain per cumulative folder guidelines.</i></b> District copy: R: 4 years D: Destroy
Accounting/Finance	<b><i>Please see the chart on page 54 of the <a href="#">Accounting Manual</a></i></b>	
Attendance class rolls / records	5.1.1	<i>Including CTE roll books.</i> R: 1 year D: Destroy

Attendance letters	1.2.5	R: 1 year after final action D: Destroy
Attendance summary report	5.1.1	R: 1 year D: Destroy
Birth certificate letters	1.2.5	R: 1 year after final action D: Destroy
Budget records	3.1.20	R: 4 years D: Destroy
Bus requests	2.3.4	<i>Paper copies of forms submitted to Transportation for busing requests (not required if request is entered electronically)</i> R: 2 years D: Destroy
Bus transportation rules/regulations	2.3.5	R: 1 year D: Destroy
Check-out slips	5.1.1	<i>Includes signature logs of student check in/out.</i> R: 1 year D: Destroy
Child Abuse Report form	GRS-1386	<b><i>School copy must be retained in principal's office through end of school year before destruction. Official copy must be sent to Planning &amp; Enrollment, which will retain as outlined below.</i></b> R: 7 years after incident D: Destroy
Cumulative files (excluding transcripts)	5.1.10	<b><i>Transcripts must be removed and permanently retained.</i></b> R: 3 years after separation D: Destroy
Dead files (excluding transcripts)	5.1.7	<b><i>When high school credit was earned, transcripts must be removed and permanently retained. Special Education dead files should be advanced through to the feeder high school.</i></b> R: 3 years after separation D: Destroy
Discipline files (Student)	5.2.4	R: Until resolution of the issue D: Destroy
Early graduation certificates	5.1.3	R: 1 year D: Destroy
Education vacation leave form	5.1.11	R: 1 year D: Destroy
Evaluation Results	5.1.10	<i>Includes results of ALPS testing, NJHS/NHS ratings, etc.</i> R: 3 years after separation D: Destroy
Fee waiver records	5.1.13	R: 4 years after separation

		D: Destroy
FERPA Releases	5.1.11	R: 1 year after end of activity D: Destroy
Foreign Exchange Student Documentation	5.1.2	R: 4 years D: Destroy
Grade sheets / Report cards	5.1.10	R: 3 years after separation D: Destroy
Graduation programs	5.1.14	R: Permanent T: Transfer to State Archives
Handbooks, school or student	1.4.5	R: Permanent T: Transfer to State Archives
Home School Forms & Affidavits	5.1.9	R: 4 years or until superseded D: Destroy
Homeless Student report	5.1.5	R: 2 years D: Destroy
Information card	5.1.9	R: Until superseded or retain for 4 years D: Destroy
<a href="#">Injury report</a>	4.1.9	R: 7 years D: Destroy
Inservice rolls	4.2.1	R: 6 years D: Destroy
Legislative Money Envelopes		R: 4 years D: Destroy
Literary publications and newspapers	5.3.1	R: Permanent T: Archives
Local Professional Improvement Committee (LPIC) Minutes	4.1.13	R: 5 years D: Destroy
Locator card	1.2.5	R: 1 year after final action D: Destroy
<a href="#">Medication authorization / dispensing</a>	5.2.3	R: 3 years after separation D: Destroy
Notary files	3.1.3	R: 1 year after final action D: Destroy
"Notice of Investigation" form	GRS-1720	R: 1 year after final action D: Destroy

Nutrition: Daily school food service report	3.5.8	R: 1 year D: Destroy
Permission slips	5.1.11	Field trip or other activities R: 1 year D: Destroy
Registration fee report	3.1.2	R: 4 years D: Destroy
Registration records	5.1.9	<i>Records capturing the necessary information to enroll a student. Would include records used for registration of YIC students.</i> R: Until superseded or 4 years D: Destroy
Rental agreements	2.1.3	R: 7 years after expiration of contractual agreement D: Destroy
<a href="#">Report: 100% Attendance</a>	5.1.5	R: 3 years D: Destroy
Report: Boundary Exception Report	5.1.4	R: 3 years D: Destroy
Report: Daily Attendance	5.1.23	R: 1 year D: Destroy
<a href="#">Report: Entries and Withdrawals</a>	5.1.23	R: 1 year D: Destroy
<a href="#">Report: Home &amp; Hospital List</a>	5.2.3	R: 3 years D: Destroy
<a href="#">Report: Membership Report</a>	5.1.8	R: 40 years D: Permanent T: Transfer to State Archives
<a href="#">Report: Monthly / Quarterly Attendance</a>	5.1.8	R: 40 years D: Permanent T: Transfer to State Archives
Report: Office Report	5.1.10	R: 3 years after separation D: Destroy
<a href="#">Report: Pupil Data Master (PDM)</a>	5.1.8	R: 40 years D: Permanent T: Transfer to State Archives
<a href="#">Report: Registration Report</a>	5.1.9	R: 4 years or until superseded D: Destroy
Report: Valley Referral List	5.1.9	R: 4 years or until superseded D: Destroy
Residency Questionnaire	5.1.9	R: 4 years or until superseded

		D: Destroy
Safe School Hearings paperwork	5.1.10 & 82448	R: 3 years after separation D: Destroy
School choice / permit applications	5.1.9	<i>Paper applications should no longer be collected. All applications should be processed through PowerSchool. A permit application is "superseded" when the student moves to a new school/level, when the permit is revoked, or when the enrollment record changes through other means.</i> R: Until superseded or 4 years D: Destroy
School general ledgers	3.1.11	R: 10 years D: Destroy
Scrapbooks / Photo albums	5.3.7	R: Permanent T: Transfer to State Archives
Special Education files	5.2.2	R: Utah State Board of Education Special Education rules set a standard retention of 3 years after the records are "no longer needed to provide educational services to the student," which is further defined as "three years after the student graduates or three years after the student turns 22." Local education agencies that bill to Medicaid are required to keep the records for 5 years after separation. D: Destroy
Staff acquisition records	4.1.29	<i>All records related to the hiring of employees, including candidates not hired.</i> R: 2 years after final action D: Destroy
Student council minutes	5.3.2	R: Permanent T: Archives
Student Death Form	1.2.5	<b><i>School should provide original cumulative folder to family (if desired by family) and maintain a copy of the cumulative folder with others of the grade level. This retention is for the paper from sent to Student Services indicating a student has passed away.</i></b> R: 1 year D: Destroy
Student employee files	4.1.12	R: 1 year after separation D: Destroy
Student history	5.1.8	R: 40 years after separation D: Permanent T: Transfer to State archives
Student release form	5.1.9	R: 4 years or until superseded (returning to 100% enrollment for the following school year counts as superseding the release) D: Destroy

Surveillance recordings	5.4.2	R: Until resolution of issue D: Destroy
Transcripts	5.1.12	R: 40 years after separation D: Permanent T: Transfer to State Archives
Withdrawal records	1.2.5	R: 1 year after final action D: Destroy
Volunteer Files	4.1.28	R: 5 years after separation D: Destroy
Yearbooks	5.3.2	R: Permanent T: Archives
Young Mother application	5.1.9	R: 4 years or until superseded D: Destroy

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## Cumulative Folders

See the “What Goes Where?” document here: [📄 Digital Cumulative Folders: What Goes Where?](#)