



### NON-RECORDS

- ITEMS OF NO LEGAL, ADMINISTRATIVE, FISCAL OR HISTORICAL VALUE
- DRAFTS
- ROUGH NOTES
- EXTRA COPIES



STATE ARCHIVES  
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RECORDSMANAGEMENT@UTAH.GOV



### ONE YEAR OR LESS

- ATTENDANCE ROLLS
- PERMISSION & PASSES
- STUDENT DISCIPLINE
- SURVEILLANCE RECORDINGS
- WORKING FILES
- INVENTORY RECORDS
- INTERNAL COMMITTEE RECORDS
- TRANSITORY CORRESPONDENCE

DISPOSE 1 YEAR AFTER RESOLUTION, OR ISSUE IS SUPERSEDED



### ONE TO SIX YEARS

- DEAD FILES (3)
- PAYROLL PROCESS (3)
- PERFORMANCE & TESTING (3)
- SECTION 504 STUDENT RECORDS (3)
- STUDENT MEDICAL LOGS (3)
- TIMEKEEPING (3)
- ACCOUNTS PAYABLE (4)
- BUDGET RECORDS (4)
- ENROLLMENT & REGISTRATION (4)
- SPECIAL EDUCATION RECORDS (5)

SEE STATE ARCHIVES FOR SPECIFIC DISPOSITION SCHEDULE



### MORE THAN 7 YEARS

- ADMINISTRATIVE CORRESPONDENCE (7)
- GRANT RECORDS (7)
- INVESTIGATION RECORDS (7)
- AUDIT WORK PAPERS (10)
- CIVIL CASE FILES (10)
- FIXED ASSETS (10)
- PROGRAM & PROJECT ANALYSIS (10)
- SCHOOL GENERAL LEDGERS (10)
- INSURANCE CLAIMS (12)
- EMPLOYEE WAGE RECORDS (65)

SEE STATE ARCHIVES FOR SPECIFIC DISPOSITION SCHEDULE



### PERMANENT

- ARTIFACTS
- AUDIT RECORDS
- SPORTS TEAMS RECORDS
- STUDENT ACADEMIC RECORDS
- CLOSED MEETING RECORDS
- GRADUATION & TRANSCRIPT
- GRADUATION PROGRAMS
- HISTORIAN BOOKS
- MEETING MINUTES
- OFFICIAL REPORTS
- PUBLIC MATERIALS
- PUBLIC RELATIONS
- PUBLICATIONS
- SCHOOL HISTORIES
- STUDENT HISTORY
- TRAINING AIDS



**PLEASE REFER TO STATE ARCHIVES FOR SPECIFIC SCHEDULE LENGTHS, AND RECORD DISPOSITION NOTES.**

**THIS IS DESIGNED TO BE A QUICK GLANCE GUIDE FOR THE MOST USED RECORD TYPES.**