

What is permanent in an educational cumulative file?



division of
**Archives and
Records Service**

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What must be in a cumulative file?

Utah Administrative Code R277-100-2 (6)(a)

- Name
- DOB
- Demographic data
- Parent information
- Record of classes, teachers, and grades
- Performance on statewide assessments
- 504 services
- Record of suspensions and expulsions
- May include more info at school discretion

Student History GRS-1499

Student's name, date of birth, parents or guardians, date student entered and exited the school, number of days in attendance.

Retention & Disposition: Retain for 40 years after separation, then transfer to State Archives.

Graduation and Transcripts GRS-1506

Official transcript of classes attended, credits earned, graduation, and suspensions and expulsion from school; includes transcripts of students who did not graduate.

Retention & Disposition: Retain for 40 years after separation, then transfer to State Archives.

How do I transfer records to the State Archives or to the Records Center for storage?

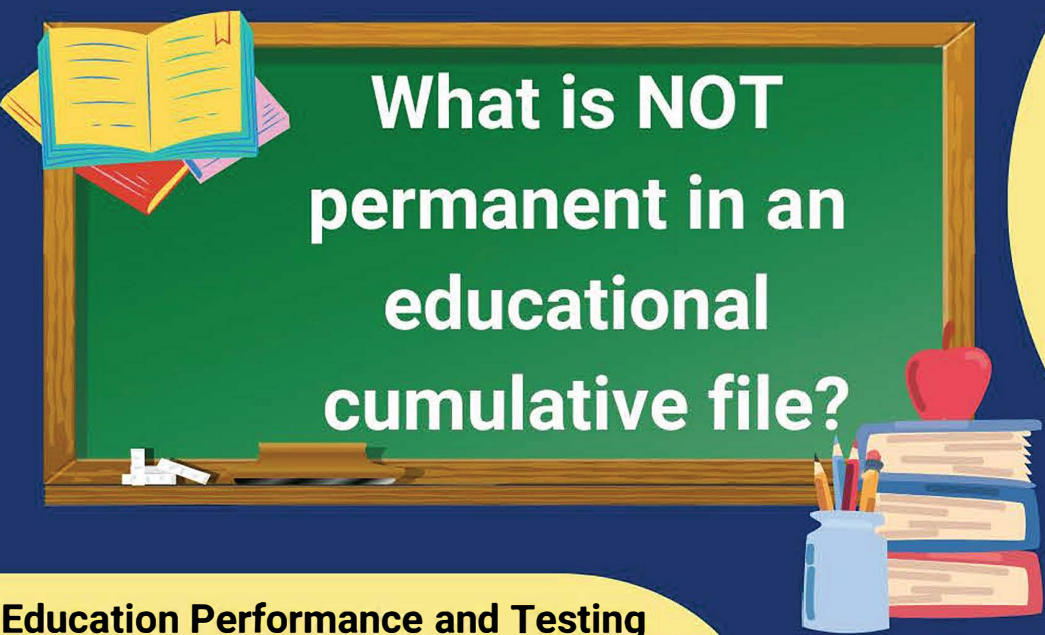
Contact your records officer to find the right record series number to use. If no number exists, State Archives will work with your records officer to create one.

Arrange the records in boxes, then submit a transfer form on State Archives' website. You'll receive an auto-reply email, then a transfer approval email, at which point you may arrange for delivery of the boxes.

Ask if you have questions!

If you think a document may have historical value, contact your Records Officer specialist before destroying it.

For instance, normally attendance records would be destroyed, but if they're from 1915 and show the beginning of the school district, then they may be historical!



What is NOT permanent in an educational cumulative file?

Permissions and Passes

GRS-1505

Consent for a student to participate in an activity or leave school during school hours

Retention & Disposition: Retain for 1 year, then destroy.

Education Performance and Testing

GRS-1503

Test scores, grades, and other progress/performance measures.

Retention & Disposition: Retain for 3 years after separation, then destroy.

Student Discipline

GRS-1504

Any record or information created or used to address student misconduct.

Retention & Disposition: Retain until resolution of issue, then destroy.

Student Enrollment and Registration

GRS-1501

Enrollment, attendance, course of study; includes home school and alternative program application records.

Retention & Disposition: Retain until superseded, then destroy; OR retain for 4 years, then destroy.

Section 504 Student Records

GRS-16548

504 plans, manifestation review records, parental information/correspondence, financial assistance, assessments, and related records.

Retention & Disposition: Retain for 3 years after separation, then destroy.

Student Medical Log Records

GRS-1502

Any records maintained to ensure students meet mandated health requirements to attend school, and medical needs are met during school hours.

Retention & Disposition: Retain for 3 years after separation, then destroy.

Special Education Records

GRS-1476

Individualized education program records (IEPs), evaluations, parental information/correspondence, assessments, and related records.

Retention & Disposition: Retain for 3 years after separation, then destroy; OR retain for 5 years after separation (LEAs that bill to Medicaid), then destroy

