



## RECORDS MANAGEMENT – QUICK DISPOSITION GUIDE

### ONE YEAR OR LESS\*\*



**NON-RECORDS-** ● DRAFTS ● ROUGH NOTES ● EXTRA COPIES  
● NO LEGAL, ADMINISTRATIVE, FISCAL OR HISTORICAL VALUE



- 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DISPOSE 1 YEAR AFTER RESOLUTION, OR ISSUE IS SUPERSEDED

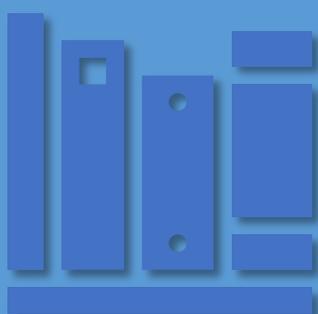
### ONE TO SIX YEARS\*\*



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

SEE STATE ARCHIVES FOR SPECIFIC DISPOSITION SCHEDULE

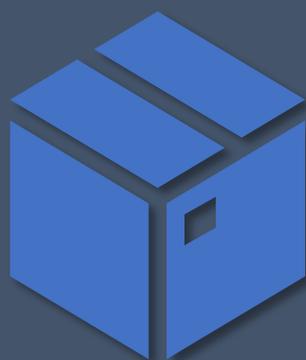
### MORE THAN 7 YEARS\*\*



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

SEE STATE ARCHIVES FOR SPECIFIC DISPOSITION SCHEDULE

### PERMANENT



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

STATE ARCHIVES  
801-531-3863  
RECORDSMANAGEMENT@UTAH.GOV

**\*\* 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.**