# Records Appraisal & Management Program

## Quick Disposition Guide

### Non-Records
- Items of no legal, administrative, fiscal or historical value
- Drafts
- Rough notes
- Extra copies

### One Year or Less
- Attendance rolls
- Permission & passes
- Student discipline
- Surveillance recordings
- Working files
- Inventory records
- Internal committee records
- Transitory correspondence

- **Disposal:** 1 year after resolution, or issue is superseded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

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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.

ADA Compliant 5/2021

State Archives
801-531-3863
recordsmanagement@utahe.gov