Canyons School District  
Department of Planning and Enrollment

Disposition of Student Records

**Records to be destroyed:**  *Records that have reached the end of their retention schedule*
- Place records in a box and clearly label it for destruction

**Records to be kept permanently:**  *Records that contain demographic, credit, and attendance data*
- File or box in “Archive Boxes” these records by year and keep at the school for 10 years.
- Clearly label each box with the year and the type of records (see label format)
- DO NOT mix different type of records in the same box

**Records to be sent to the State Records Center:**
Use only boxes specified by the State Records Center – “Archive Boxes”
- “Archive Boxes” are available from the district warehouse
- Put only one type of record in each box
- Complete the label preprinted on the end of each box (see label format)
- Use BLACK permanent marker to label the boxes (DO NOT use stickers, pen or pencil; DO NOT tape paper to the outside of the boxes)

**Labeling of Archive Boxes:**
- Use the following format to label the boxes
  - **Agency name** – School Name
    - Example: Midvale Elementary – Canyons School District
  - **Record Serial #** - (call Planning and Enrollment for this number)
  - **Agency Assigned Box #** - Schools initials and two digit box number
    - Example: JHS 05
  - **Records series title or folder range** (**Blank Box**) – Type of records and range
    - Example: Attendance Records 1995-1996
    - Example: Academic grades 1st-3rd grade
- Make a box contents list
  - Complete the Box Contents List
  - Make three copies of the Box Contents List
    - Keep one copy at the school
    - Send one copy to the Department of Planning and Enrollment
    - Put one copy in the box
- Call Planning and Enrollment. We will contact the State Archives and get your boxes approved. Once approved we will arrange for the warehouse to come pick them up.
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**Records to be sent to the State Archives:** Permanent records older than 50 years  
- Contact the Department of Planning and Enrollment for instructions

**Pick-up of boxes for destruction and State Records Center:**  
- Contact Kevin Ray by e-mail to schedule pick up of records scheduled for destruction.  
- The warehouse will pick-up all boxes.

*example*