Records Retention Schedule - Quick Guide

CANYONS School District

Attendance Records (quarter/trimester records used to create reports)	Current year or until audited
Attendance Summary Report (year-end report)	4 years at school then destroy
Check-in/Check-out Log	Current year
Class Schedules	1 year
CUM Files (does NOT include official high school transcripts)	3 years after graduation provided official high school transcripts have been removed from file and retained. Digital copy stored in AppXtender
DCFS - Report of Child Abuse-Neglect Form (This form is filled out when a CSD employee suspects child abuse or neglect and has reported it to DCFS or local Law Enforcement)	**Send 1 copy to Legal Services,** maintain school copy in Principal's file for 4 years
DCFS - Confidential Information-Notice of Investigation Form (This form is filled out when a DCFS case worker or law enforcement come to your school to interview a student)	Maintain at school for 2 years.
"Dead" files (does NOT include official high schhol transcripts)	Retain until 3 years after the student would have graduated provided official high school transcripts have been removed from file and retained
Discipline Files	1 year after the student leaves the district
Early Grad Certificate	1 year
Enrollment Cards	Retain until superseded
Grade Sheets	3 years
Graduation Programs	Permanent 2 copies plus back-up electronic copy
Health and Immunization Records	3 years after student would have graduated
Health Room Logs	1 year
Home Excuse Files (doctor/parent notes, leave forms)	Current year plus 1 year prior
Homeschool Affidavit	Retain until superseded
Injury Reports	7 years or until litigation is resolved
Literary Publications	Permanent 2 copies plus back-up electronic copy
Locator Cards	End of school year
Medication Authorization/Dispensing	3 years after student graduates
Official Transcript (high school)	Permanent Stored at the high school last attended in AppXtender database. If hard copies are kept at the school, you may send to the records center after being stored at the school for at least 5 years
Registration Records	1 year
Release Time Records	Stored in online data base
Report Cards	Stored in Skyward and AppXtender database
Request for Records	1 year
School Bulletins	Record Copy 1 year Duplicate Copies 1 day
School Choice Permits	Stored in online database
School Handbook	Permanent 2 copies plus back-up electronic copy
School Newspapers	Permanent 2 copies plus back-up electronic copy
Test Scores	3 years after student would have graduated
Truancy Notice Citations	3 years
Withdrawal Records	2 years
Yearbooks	Permanent 2 copies plus back-up electronic copy

Records are to be destroyed as scheduled