

**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: Transcripts 1991-1992 A-J
    - Example: Academic grades 1<sup>st</sup>-3<sup>rd</sup> 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

<b>DEPARTMENT OF ADMINISTRATIVE SERVICES UTAH STATE ARCHIVES &amp; RECORDS SERVICE</b>	
AGENCY NAME (DEPT., DIV., & BUREAU): School Name – Canyons School District	
RECORD SERIES NUMBER: (Leave Blank)	AGENCY-ASSIGNED BOX NUMBER: SN 01
Attendance Records 1995-1996	
BAR CODE LABEL (ARCHIVES USE ONLY)	