

JORDAN SCHOOL DISTRICT  
Anthony Godfrey, Ed.D., Superintendent of Schools  
West Jordan, Utah

# Intradistrict Communication

DATE: April 8, 2021

TO: Principals  
Assistant Principals  
Administrative Assistants  
Secondary Attendance Secretaries  
Secondary Registrars

FROM: Michael Anderson, Associate Superintendent  
Administrators of Schools  
Travis Hamblin, Planning & Student Services  
Caleb Olson, Consultant, Planning and Enrollment

SUBJECT: New Records Retention Schedule

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A revision to the records retention schedule has been prepared and is now available from Planning & Enrollment. The new document includes information on record maintenance and state requirements for record destruction. Changes have been made to the retention requirements of certain types of documents to align with current retention requirements from the State Archive.

The new document is available at the Planning & Enrollment website (<http://planning.jordandistrict.org>) on the "School Resources" page of the "Resources/Forms" tab. It can also be accessed by searching "Records Retention" on the Planning & Enrollment website.

If school staff cannot find a specific record or report on the new retention schedule, they may contact Planning & Enrollment for direction and to have the report added to the schedule. As the list of reports may change, school staff should refer to the report electronically rather than printing a hard copy.