

# Intradistrict Communication

DATE: April 8, 2021

TO: Principals  
Elementary Administrative Assistants  
Secondary Registrars

FROM: Michael Anderson, Associate Superintendent  
Administrators of Schools  
Travis Hamblin, Director of Student Services  
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SUBJECT: Updated Process for Non-Transferred Student Records

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This memo supersedes previous memos on the handling of non-transferred student files (commonly known as “dead files”).

The approved retention scheduled for non-transferred student files ([GRS-1497](#)) does not require these files to be advanced to the high school and transferred to the State Archives for permanent retention. Rather, it requires the files to be retained for three years after separation prior to their destruction.

To comply with this retention schedule, please follow the updated procedure below to process non-transferred student files:

## Grades K-8:

- At the end of each year, separate non-transferred files from active files. Mark the files with a destruction date three years after the student left the school.
- Non-transferred files should not be advanced with their age cohort. Retain the files at the school of origin.
- On a regular basis, check non-transferred files against the UTrex database. If the student is active at another Utah location, contact their new school to ask the school to request the file.
- When the three-year retention has elapsed, check files in UTrex one final time before destroying. Follow the procedures on the “Records Maintenance and Retention” document (April 2021 revision) from Planning & Enrollment to appropriately destroy the files.

## Grades 9-12:

- If the student did not earn credit, follow the process listed in the “Grades K-8” section of this memo.
- If credit WAS earned, the transcript becomes the official record and is retained with other transcripts for the age cohort. The cumulative folder materials are retained with the age cohort and destroyed as outlined in the “Records Maintenance and Retention” document (April 2021 revision) from Planning & Enrollment.
- On a regular basis, check non-transferred files against the UTrex database. If the student is active at another Utah location, contact their new school to ask the school to request the file.