



DESOTO INDEPENDENT SCHOOL DISTRICT

RECORDS RETENTION GUIDELINES, POLICIES & PROCEDURES

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DESOTO ISD RECORDS MANAGEMENT AND RETENTION POLICY AND PROCEDURES

INTRODUCTION:

The DeSoto Independent School District strives to achieve excellence in all aspects of education – in the classroom and in all extracurricular activities. This statement demonstrates the desire of the Board and staff to create a dynamic infrastructure designed to ensure the maximization of student and staff capabilities through the introduction and implementation of state-of-the-art methodologies and tools required to achieve its goals and objectives,

An important element to the accomplishment of this goal is the development of an efficient district-wide electronic record and content management solution that implements best practices, standardizes guidelines, procedures and technological solutions.

SCOPE

This document details the guidelines, policies and procedures for a standardized approach to document and information management for active electronic and hard copy archive records for use by the DeSoto Independent School District. When implemented, these procedures will provide criteria for the location, organization, management, ease of retrieval, and destruction of documentation both manually and via digital media.

The Record Series detailed in this document can be found in the GR, Revised 4th Edition, Effective July 4, 2012 and the SD, Updated August 14, 2011, and prepared and published by the Texas State Archive and Library Commission. This document is to be used as a QUICK REFERENCE GUIDE.

Sections 1 details the internal organization, roles and responsibilities to be established by the Records Management Officer.

Sections 2 and 3 address policies and procedures for active and archive electronic record management with a specific focus on e-mail usage and retention.

Section 4, referencing Active Records, has been included for the benefit of the clerks and/or registrars on each campus. This section refers solely to the contents of cumulative folders because these documents are transferred from one campus to another campus as the student progresses; and, if not maintained properly, the costs and time involved in reviewing each folder to cull unneeded documentation are substantial.

Section 5 and 6 address procedures to be utilized in the archiving and destruction of hard copy documentation. This will apply to departmental documentation that is not to be converted to electronic record management.

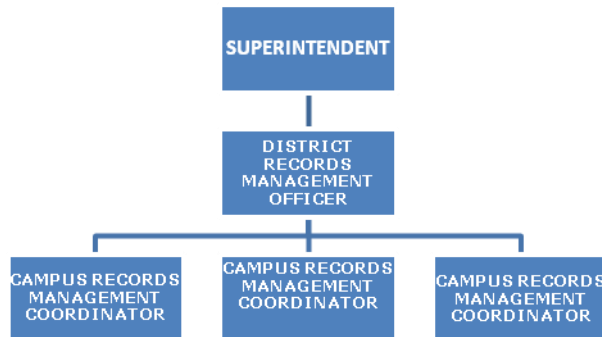
Sections 7 and 8 detail the retention periods for documentation generated by each department and campus.

Specific focus has been addressed to the retention of electronic documents with particular focus on e-mails. E-Mails are documents subject to the same policies and procedures as other record series.

The amplified usage of technology for the creation and storage of documents has resulted in an increase in hard copy, a large majority of which are duplicative. Likewise, the storage of these duplicate documents is costly, difficult to retrieve and unnecessary. Consequently, it is important that duplicate copies of electronically created and/or stored documents be shredded and not retained in hard copy.

This document further addresses the future wherein active records will be stored electronically with specific emphasis on the method in which retention periods are affixed when the records are archived.

ORGANIZATION
ROLES AND RESPONSIBILITIES



Records Management Officer

In implementing the Local Government Records Act, the records management officer shall perform the following duties:

- Assist in establishing and developing policies and procedures for the District's records management program;
- Administer the records management program and provide assistance to the coordinators;
- Prepare and file records control schedules, amended schedules and lists of obsolete records with the assistance of the coordinators;
- Direct the approval process for the destruction of records that have reached the end of their retention period in accordance with the Authorization for Destruction document prepared by a third party;
- In cooperation with the records management coordinators identify and take adequate steps to preserve District records of permanent value;
- Standardize the media by which records will be stored;
- In cooperation with the records management coordinators, identify and take adequate steps to protect essential District records;

- Ensure that the maintenance, preservation, scanning, destruction or other disposition of records is carried out in accordance with the District's records management program and legal requirements; and
- Establish procedures to ensure that the handling of records is carried out with due regard for the duties and responsibilities of coordinators that may be imposed by law and the confidentiality of information in records to which access is restricted by law.

Records Management Coordinator

The campus Principal and/or the Department Director shall designate an employee to act as the Records Management Coordinator. The coordinator shall act in concert with the Records Management Officer to perform the following duties:

- Carry out the policies, guidelines and procedures established by the Board, District and campus for the secure, efficient and economical management of archive and active records;
- Ensure that active records are properly boxed and culled prior to transfer to elementary, middle and high school campuses;
- Ensure that archive records are boxed and transported to offsite storage in accordance with the District record retention program; and
- Document relevant information from all identical duplicate records to be shredded in-house.

Coordinators should receive training to properly apply records management guidelines and procedures to campus operational strategies.

**BOARD OF TRUSTEES' DESIGNATION OF RECORD
MANAGEMENT OFFICER**

This Section shall serve as an amendment to Section 5. "DESIGNATION OF RECORDS MANAGEMENT OFFICER" as found in the RECORDS MANAGEMENT ORDER approved by the Board of Trustees of DeSoto Independent School District dated May 29, 1990 and filed with the Local Records Division, Texas State Library on February 10, 1992.

"SECTION 5. DESIGNATION OF RECORDS MANAGEMENT OFFICER. The Board of Trustees shall designate the individual, employed by the school district and serving in the position of Chief Financial Officer to serve as the Records Management Officer for the school district.

In the event of the resignation, retirement, dismissal, or removal by action of the Board of Trustees of the individual fulfilling this position, the interim person appointed to act as Chief Financial Officer shall assume the duties and responsibilities of the Record Management Officer until the district has appointed a permanent replacement for the position.

The name of the Records Management Officer shall be filed with the librarian of the Texas State Library and Archive Commission within thirty (30) days of the date of designation, as provided by state law."

ELECTRONIC COMMUNICATION STORAGE & RETENTION

Electronic Communication shall refer to and include email, text, and instant messaging.

Email has increased productivity and efficiency and become an indispensable part of today's business processes. It is critical to understand, however, that "email" is the medium or the delivery mechanism and, as such, plays no part in the period of time that a correspondence must be retained.

The email system, like all other district property, is meant to be utilized for the business purposes of the District. The following policy is intended to maintain an ethical and amicable working environment and to meet the requirements governing the use of District resources.

Documents received and/or sent on District equipment via this medium are business records and District property. Consequently, as stated in Texas Local Government Code §201.005, employees do not have, by virtue of their position, any personal property right to government records even though the employee developed or compiled it. As such, this documentation must be managed, controlled, and disposed of in accordance with the records retention policies and procedures of DeSoto ISD specifically addressing each record series.

The content of the email determines the significance of the correspondence and governs the retention period. All email sent or received by the District may be considered a District record. All email messages must be retained or disposed of according to the District's approved retention schedule. The District's email system shall meet the requirements found in statute. The fact that emails are subject to discovery via open records requests and/or subpoena has necessitated precautions be adopted to secure the information transmitted.

The primary responsibility for determining the importance of the content and the requisite retention period belongs to the recipient and/or author. To limit liability, employees should review all emails received and/or sent and save them in a designated folder for ease of retrieval. When the data is no longer required for business purposes and/or has met the retention period requirements, the user should ensure the deletion of the data. Retention periods for all record series, by Department, are provided in this document.

As a result, the responsibility of the DeSoto ISD Technology Department is to retain emails stored in the users Inbox and Sent Items folders for a period of time

not to exceed ninety (90) days from the date the document is sent or received. After the ninety (90) day period, emails shall be deleted from these respective folders. Users may move any correspondence to storage or print it to meet the parameters of the District's approved retention schedule.

All student electronic storage files shall be purged annually. These files may include, but are not limited to, My Documents folders, email Inbox, Sent Items, and any other storage locations that may be assigned for student use.

District employees shall be responsible for managing music, videos, images and other electronic media within the DeSoto ISD electronic systems. Documentation stored within the system should meet the intent of the District's approved document retention schedule and/or meet instructional goals/outcomes. It is the responsibility of all employees to purge personal files annually. It is at the discretion of the District to purge personal files relative to any user at any time.

RETENTION REQUIREMENTS

Email content determines the significance of the records and governs the retention period. Email generally falls into several common record series categories. These general categories are:

Administrative Correspondence: Incoming/outgoing and internal correspondence, in any format, pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the program, services, or projects of the District and the administrative regulation, policies and procedures that govern them.

General Correspondence: Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of the District.

Transitory Information: Records of temporary usefulness that are not an integral part of a record series of the District, that are not regularly filed within the District's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the District or in the preparation of an on-going record series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of District functions.

MAINTENANCE OF ELECTRONIC MAIL

Documents/records created using an email system shall follow the parameters outlined in the District's retention plan. Electronic documentation shall be retained only as long as deemed administratively valuable.

Email correspondence shall be retained in the District's system for twenty (20) days after deletion.

Terminated employee email accounts shall be purged from the system no less than two (2) weeks after last date of employment. Student email accounts shall be purged no less than two (2) weeks after the last day of enrollment.

PERSONAL EMAILS

The use of the District's email system for personal use is a privilege. Incidental and occasional personal use of electronic mail may occur when such use does adversely affect the District.

When personal emails are stored along with the source and destination, they are subject to discovery via an Open Records Request and/or subpoena. Personal emails should, therefore, be limited, read and immediately discarded. District email shall not be used for personal subscriptions and/or mailing lists.

Personal e-mails are not the type of record that is subject to retention regulations, do not have to be saved and should be deleted immediately after receipt. However, if the e-mail content in any way refers to school business, the e-mail is no longer deemed to be a personal e-mail and is subject to the appropriate retention schedule.

USER RESPONSIBILITIES

It is the responsibility of the user of the email system, with guidance and training from the Records Management Officer, to manage email messages according to the retention schedule established by the Texas Library and Archive Commission and adopted by the DeSoto Board of Trustees.

It is the responsibility of the sender and recipient of messages to retain the messages for the approved retention period. Names of sender, recipient, date/time of the message, as well as any attachments must be retained with the message.

USER TRAINING IN ELECTRONIC COMMUNICATION RETENTION POLICY

Reference to this Electronic Communication Policy and Procedures will be incorporated into the Employee Handbook. Each District user shall be responsible for signing and executing the DeSoto ISD Acceptable Use Policy.

System users shall be instructed on the policies and procedures concerning acceptable use of the electronic resources available within the District.

LITIGATION HOLD

Upon being notified that litigation may be imminent, the District shall provide written notification to all parties that may have knowledge and/or documentation related in any way to the incident. This correspondence provides notice that no applicable records, whether electronic or hard copy, relating to the incident shall be destroyed.

Upon receipt of this notification, all records are to be placed in a secure location and stored until such time as the matter has been resolved.

Any electronic records placed on litigation hold are not to be destroyed until the matter has been resolved.

CONFIDENTIALITY

Unsecured electronic communication of a confidential or sensitive nature should never be delivered outside of DeSoto ISD.

If it become necessary to create messages that contain confidential or sensitive information, they should be retained and in an electronic folder to comply with FERPA and HIPAA requirements. (For example, personal information such as medical condition, disciplinary action, and special education documentation are considered confidential in nature and fall under this requirement.)

Electronic mail is treated like other district records and is to be retained in accordance with the state and federal laws.

ADDENDUM TO ELECTRONIC COMMUNICATION, STORAGE & RETENTION SECTION

Past practices relating to retention of emails will be null and void upon acceptance by the Board of Trustees and implementation of the policies and procedures contained herein.

ELECTRONIC DOCUMENT MANAGEMENT, STORAGE & RETENTION

DeSoto Independent School District's dependence on electronic document generation and storage has necessitated the deployment of a District wide Electronic Content and Record Management System. The electronic document management system is a secure, encrypted, web-based, SaaS (Software as a Service) solution.

The District has begun the conversion of its active and/or archive paper records to electronic media on a departmental basis. The file structure is designed by departmental users and stakeholders to house all requisite documentation currently stored in its active and archive records.

The paper records are to be destroyed within sixty (60) days of the completion of the conversion process. No paper or electronic records will be destroyed without first obtaining the written permission of the administrative project manager.

ARCHIVING ELECTRONIC RECORDS

The electronic record management system utilized provides for on-line record archiving. The Archive Section designates the retention periods for the record series for each department comprising the document collection. Records selected for archiving can be placed into the section displaying the appropriate retention period by the System Administrator and/or persons responsible for system maintenance either by the "drag and drop" or the "cut and paste" method. Records shall remain in their respective Archive Sections until they are eligible for destruction.

DESTRUCTION OF ELECTRONIC RECORDS

Prior to the time active and/or archive paper records are to be converted to electronic records, the vendor should prepare an index detailing the record date, description of record, retention period, and date of electronic destruction. This index is to be accessible by administrative personnel after the date of destruction.

An electronic index of special education records by student should be prepared and retained detailing the name, social security number, birth date, date of last ARD, retention period, and date of destruction. When records are eligible for destruction, the

system administrator should prepare a listing of the student records for submission to the Special Education Director for approval.

The Director should advertise in the local newspaper that the records for students involved in the special education program during the specific years to be destroyed if not claimed by the parents of the children and/or the students.

The data included in the Index previously approved for destruction should be attached to the Affidavit of Destruction and permanently retained.

An Affidavit of Destruction from the System Administrator or person performing the destruction, detailing the date of destruction and a listing of the records destroyed, should be maintained in an electronic folder identified as "Destruction of Records".

NO RECORDS ARE TO BE REMOVED FROM THE SYSEM WITHOUT THE WRITTEN PERMISSION OF THE RECORD OWNER HAVING BEEN OBTAINED ON A PRINTOUT OF RECORDS ELIGIBLE FOR DESTRUCTION.

In accordance with the retention periods established by the Texas State Archive Commission, certain documentation within a record is to be retained permanently while other document series comprising the record can be destroyed at the end of the designated retention period. At the time of destruction, the documentation can be separated by record series and managed in accordance with the retention schedule.

Records are removed from the system by placing them into the "Trash" and emptying the "Trash". The records are no longer accessible for retrieval and have been destroyed.

Within ninety (90) days from the date the "Trash" is emptied, the backup of that documentation will be removed from the backup copies of the system. **After the documentation has been removed from the primary system, it cannot be retrieved and/or reactivated from the backup copies without a court order.**

DATA MIGRATION

A data/record migration plan is essential for archive records where the destruction date for the electronic records is greater than five (5) years from the implementation date of the computer system or software that maintains the records. This is critical particularly for records deemed to have a permanent retention period, and for which there is no paper copy.

If there is no index to the records currently stored on electronic media for which there is no software available capable of record retrieval, the media should be destroyed after

the preparation of an affidavit detailing as much information as possible about content, year of creation and/or storage on the media and the method of destruction.

ACTIVE STUDENT RECORDS

The standardized methodologies, relating to active student records, contained in this document will begin implementation at the start of the 2010–2011 semester with new registrants. However, in a timeline set out by the department head or as time permits, existing student files should be reviewed to ensure their completeness and compliance with these standardized methodologies.

STUDENT RECORDS

Student records are to be maintained in locked, fireproof cabinets in secure locations with access limited by job description and need to know. No records are to be viewed until the FERPA compliance portion of the sign-in has been completed. A detailed explanation of the FERPA compliance regulations is attached.

Unnecessary documents are to be culled from cum folders prior to transfer of folders to middle and/or high school campuses. Culled documents can be made available to parents or shredded.

Records governed by FERPA or HIPAA requirements cannot be viewed until the following information is supplied:

- Date records are being viewed;
- Viewer's name;
- Viewer's title;
- Name of persons whose records are to be reviewed; and
- Reason for viewing.

Records maintained on electronic media under the control of a Regional Service Center should be maintained in digital media on DVD's retained in a secure location off-campus.

Exact duplicate copies of records maintained on electronic media and/or hard copy should be destroyed when the retention period has expired.

At the end of the semester, teachers, department heads and administrative staff maintaining copies of student records and other administrative documents not required to be retained should be boxed and designated for shredding.

CUMULATIVE FOLDERS CONTENTS

Student cumulative folders should contain the following personal records:

Birth Certificate;

Registration Form;

Home Language Survey;

Legal Documents / Court Orders;

Shot Record / White Medical Record;

Social Security Card (copy);

Transcript of Grades; and

Withdrawal / Enrollment Documents Certificate.

Additionally, an Information Sheet should be completed and affixed to the left, inside flap of the cumulative folder over the personal records.

**DeSoto Independent School District
Information Sheet**

Name:	SS / ID No.
A.K.A.:	

Student Personal Records

Registration Form	Birth Certificate
Home Language Survey	Demographic Form
Legal Documents / Court Orders	Shot Record / White Medical Record
CPS Notice _____	Social Security Card (copy)
Proof of Residence by Parent or Guardian	Withdrawal / Enrollment Documents
Date of Request _____	Date Docs Received _____

Emergency Contact:	Relationship
Home Phone:	Cellular Phone:
Date of Entry into ISD:	Entering School:
Entering Grade:	Free Lunch Program:
ESL Program:	Special Education Program:
Gifted and Talented Program:	504:
Bus Number:	Withdrawal Date:
Withdrawal / Transfer School:	Re-Enrollment Date:
Re-Enrollment Campus:	Graduation Date:

Comments:

REQUIREMENTS FOR INTERNAL MAINTENANCE

Students' grades and test results should be posted either on the cover of the cumulative folder or on a separate page stored within the cumulative folder.

Identify children involved in special programs by placing a check mark next to the appropriate program on the data sheet.

Separate withdrawn or no-show cumulative folders from active records.

Maintain withdrawn cumulative folders by alphabetical order within the year of withdrawal. Do not maintain withdrawn student folders on campus after end of semester.

Separate graduate cumulative folders from high school withdrawals.

CULLING PRIOR TO PASSING ON RECORDS

Elementary School to Middle School

Restrict documentation in cumulative folders to personal data, test results and grades.

Cull active cumulative folders of all extraneous documentation and pictures prior to packing for transport to new campus.

Documents removed from cumulative folder should be sent home with students.

Do not send withdrawn cumulative files to new campus.

Maintain these files on campus for one year from the date of withdrawal.

Withdrawals and/or no-shows from students in the elementary and middle schools are not permanent records and will be retained for 7 years from the year of withdrawal.

Middle School to High School

Restrict documentation in cumulative folders to personal data, test results and grades. It is only necessary to maintain one home language survey in the cumulative folder.

Cull active cumulative folders of all extraneous documentation and pictures prior to packing for transport to new campus.

Documents removed from cumulative folder should be sent home with students.

Do not send withdrawn cumulative files to new campus. Maintain these files on campus for one year before sending them to storage.

TRANSFER TO ALTERNATIVE CAMPUSES

Student is withdrawn from school attended. Withdrawal forms containing student information and grades of courses completed is sent to alternative campus.

Permanent student records are maintained by the home campus unless student is eighteen (18) years old or older.

Transcripts are returned to students' home campus for issuance of report cards.

ARCHIVE RECORDS

Archive records should not be stored on campuses or in administrative offices. If necessary, one (1) year of data can remain on the campus or in the administrative offices for reference. In this way, there is no storage burden imposed.

Documents should be packed for storage and removed at the end of each school year. Select records will be converted to digital media for retrieval on a secure, FERPA-compliant, web-based system in according to the District's Archive Records Plan.

RETRIEVAL OF ARCHIVE RECORDS

A general index is prepared of all archive records immediately upon receipt at the storage facility. The index captures the following information:

- Record Series, i.e., Withdrawn Cumulative Folders; Graduate Cumulative Folders; Activity Budget; Personnel;
- Semester Year, i.e., 2003/2004;
- Identify alphabetical series in box, e.g., "Abrams – Albert";
- Campus or Department;
- Retention Period; and
- Warehouse Location.

No boxes or individual records are to be removed from the warehouse or delivered to the warehouse or other storage facilities on campus without approval from the Records Management Officer.

Records stored in warehouses or other storage facilities are retrievable by request to the District Records Management Officer or Coordinator. The request should include: name of department, record series and year and should be e-mailed or faxed.

Records required from the company retained to handle the document conversion to digital media can be obtained by contacting the vendor's district representative.

PREPARING RECORDS FOR OFF-SITE STORAGE

At the end of each semester, the Record Coordinator will notify requisite administrative staff that it is time to perform the following tasks:

- Prepare records for transport to off-site storage facility and/or identify the records to be boxed for transport
- Obtain copy of index of box contents
- Obtain approximate count of boxes required; and
- Schedule time of pickup

After preparation, records will be picked up at each campus and operating department by the company managing archive records.

PACKING RECORDS

For records packed internally the following procedures apply:

- Use a standard records center box (15 1/8"x 12 1/2" x 10"). These boxes are available through the campus Records Management Coordinator.
- Remove records from file drawer and place in box in the same order in which they are found in the file drawer.
- Records are not to be culled prior to packing for storage.

Do not pack hanging folders along with records. Hanging folders will hamper box lids from closing securely.

Do not pack box too tightly to ensure that folders can be easily removed.

Do not commingle multiple record series in one box even if half of the box is left empty.

On the outside of the packed box, in black marker, write the following information:

- Record Series, i.e. Withdrawn Cumulative Folders; Graduate Cumulative Folders; Activity Budget; Human Relations – Professional;
- Semester Year - 2003/2004;
- Identify alphabetical series in box, e.g., “Abrams – Albert”; and
- Campus or Department.

The retention period will be affixed by outside contractor or Records Management Coordinator or Officer.

Prepare an electronic index containing all information recorded on the outside of the box using the “**RECORDS TRANSFER INDEX**” format attached.

Do not send computer diskettes or audiocassettes to storage. Inform records management coordinator of all boxes containing these types of media.

Provide Records Management Coordinator with a copy of the Records Transfer Index, number and location of packed boxes via e-mail when boxes have been prepared for transfer to off-site facility for storage and conversion to digital media.

Duplicate records are to be boxed, identified as “duplicate records to be shredded or destroyed/record series/department or campus name”.

Records Transfer Index

School / Department:		Date:
Record Series:	Series:	
Description:	Year	
Box No.	Your Initials:	
Comments:		

RECORDS DESTRUCTION

When records reach the end of their designated retention period, they are identified for destruction by shredding. Shredding is the preferred method because the destruction is complete. The process for destruction includes the following steps:

The Records Management Officer is served with a written Request for Destruction with an attached listing of all records eligible for destruction.

The Records Management Officer will disseminate a listing of records eligible for destruction to the appropriate Records Coordinator.

The Coordinator will obtain permission for destruction from the departments designated.

When approval has been obtained by each Coordinator and returned to the Records Management Officer, the destruction can be scheduled.

PREPARATION FOR DESTRUCTION

- Remove boxes approved for destruction from warehouse shelves.
- Compare description and box number with index of boxes to be destroyed.
- Place date of destruction on index next to box number.
- Place boxes onto pallet to be removed by destruction company.
- Destruction.
- Obtain certificate of destruction from company performing service.
- Attach executed Request for Destruction, List of Boxes and Certificate of Destruction and store in a secure location.

Dear

RE: Record Destruction

This letter is to obtain your approval to destroy the attached documents in accordance with your Record Retention Policy. If there are any records you wish to retain for an extended period, please identify the box numbers with your initials and the date.

Upon receipt of a duly executed copy of this letter and attachment, we will reconfirm the extensions in writing and proceed with the destruction of the balance of the records.

Thank you in advance for your attention to this matter.

Very truly yours,

Records Management Coordinator
DeSoto Independent School District

Enc.

Approval for Destruction

By: _____
(Department Head or Representative)

Date: _____

ALPHABETICAL FAST REFERENCE GUIDE

Accounts Payable	Fiscal Year End + 5 Years
Academic Records – Grades K – 8	Date of Withdrawal Plus 5 Years
Academic Records – Grades 9 – 12	Permanent
Agendas	2 Years
Applications for Free Lunch	Fiscal Year End + 5 Years
Asbestos Documentation (AHERA)	Fiscal Year End + 30 Years
Attendance Slips	5 Years
Audits	Permanent
B	
Bank Statements	Fiscal Year End + 5 Years
Bids – Successful	Fiscal Year End + 5 Years
Unsuccessful	2 Years
Unsuccessful – Informal	1 Year
Bilingual and Special Language Program Records	Cessation of Services + 5 Years
Bond Coupons	1 Year After Bond Paid
Bond Administration Documentation	Permanent
Budgets – District	Permanent
C	
Certificates of Eligibility(COE) – (Migrant)	End of Eligibility 5 Years
Checks – Cancelled	Fiscal Year End + 5 Years
Checks – Copied	Fiscal Year End + 5 Years
Checks – Stubs	Fiscal Year End + 5 Years
Construction Structures & Systems	Permanent
Construction Temporary Buildings	Completion + 10 Years

Construction Transitory	RE + 5 Years
Contracts – General - Leases & Agreements – Not Construction	4 Years After Completion
Contracts – School Bus Transportation	4 Yrs. After Expiration Or Termination
CRIMINAL BACKGROUND CHECKS	BY LAW – WHEN IMMEDIATE AUTHORIZED PURPOSE IS FULFILLED
D	
Daily Food Records	Fiscal Year End + 5 Years
Daily Menus	5 Years
Daily Registers of Pupil Attendance	5 Years
Deeds	Permanent
Deposit Records	Fiscal Year End + 5 Years
Discipline – Expulsion, Suspension, ISS, DAEP	5 Years
Discipline – Other	1 Year
Driver's Education Licensing & Completion Records	5 Years
Driver's Medical Exam Reports, Bus Driver Training & Certification Records	Until Superseded + 3 Years
Drivers' License Record Checks	US or Date of Separation + 2 Years
E	
Emergency Management	Until Superseded
Easements	Permanent
Elections – Early, Absentee and Restricted Ballot Voting Records	Election Day Plus 60 Days
Election Minutes, Notices & Orders	Permanent
Election Contracts	4 Years After The Expiration or Termination of The Instrument According To Its Terms
Equipment	Life Of The Asset
Excused Slips	2 Years
F	
Financial Statements	Permanent

Food and Food Equipment Inventory	Fiscal Year End + 5
G	
Gifted and Talented – Qualifying Tests	Cessations Of Service + 5
Grade Books	1 Year
General Ledger	Permanent
Grants	Fiscal Year End + 5 Years
H	
Hazardous Materials Records	Until Superseded
I	
Immunization Records	Date Of Withdrawal + 2 Years
Insurance Claims	Fiscal Year End + 5 Years
Insurance Policies	4 Years After Termination
J	
Journals General	Fiscal Year End + 5
L	
Ledgers General	Permanent
Legal Notices	10 Years
Licenses	Superseded Or Termination + 5
List of Eligible Free Lunch Students	Fiscal Year End+ 5
M	
Maps/Drawings	Permanent
Medication Log	3 Years
Minutes – Board	Permanent
Minutes – Staff Meetings	1 Year
N	
Notes taken for Minutes	1 Year
O	
Open Records Requests (Non-Exempt)	1 Year If Fulfilled
Open Records Request (Exempt)	2 Years
P	

Paid Bills	Fiscal Year End + 5
Payroll Records/Journals	Permanent
PEIMS	5 Years
Permits - Construction	10 Years After Project
Personnel – Former Employees	5 Years After Termination
Personnel – Retirement	5 Years After Termination
Personnel – Social Security	Permanent
Personnel – Taxes	4 Years After Tax Is Paid Or Due
Personnel – Time Sheets/Cards	Fiscal Year End + 4 Years
Petty Cash	Fiscal Year End + 5 Years
Public Notices	2 Years
Purchase Orders	Fiscal Year End + 5 Years
R	
Records – Rental Permission	Until Cessation Of Activity + 2
Records – Pipeline Crossing	Permanent
Records Management	
Control Schedule	Permanent
Records Destruction Documentation	Permanent
Records Inventories	Until Changes Occur
Plans and Policy Documentation	Until Superseded + 5
S	
Safety Injury Forms	5 Years
Sales Tax	Fiscal Year End + 3
School Bus Driver Training Certification	3 Years
Surveys and Plats of Land in ISD	Permanent
T	
Tax Reports from Appraisal District	Fiscal Year End + 4
Tax Rolls	25 Years

Tests – Achievement	1 Year
Texas Local Government Record Law	Until Superseded
Transfers from Out of District	RE + 5 Years
U	
UIL	2 Years
Unemployment Compensation Claims	5 Years
V	
Vendor Files	5 Years
W	
Withdrawals – Students – Grades 9 – 12 Transcripts	Permanent
Workers Compensation Claims	5 Years

ADMINISTRATIVE RECORDS

Documents	Retention Period
Access Policies	US
Accreditation Reports	AV After Subsequent Accreditation
Accreditation investigative reports from TEA to Board of Trustees (3425-01)	Permanent
Evidence of community / parent involvement in establishing performance objectives (3425-02)	AV ¹
Agendas	2 Years
Asbestos Abatement Documentation	FE + 30 Years
Audits	Permanent
Deeds & Easements	Permanent
Emergency Management	US
Board Minutes	Permanent
Planning Records – self-studies (3425-02)	AV After Subsequent Accreditation
Reports to TEA on accreditation planning or self-monitoring of progress toward the achievement of goals (3425-01)	AV After Subsequent Accreditation
Title 1 Program Documents	FE + 5 Years
Title V Program Documents	FE + 5 Years

AV - As long as administratively valuable

ATTENDANCE RECORDS

Documents	Retention Period
Correspondence to and from parents or guardians re absences and tardiness (3275-01)	AV
Documents relating to student attendance hearings and appeals (3275-01)	Date of Decision + 2 Years
Attendance officer's logs and home visits reports (3275-01)	2 Years
Attendance reports sent to TEA (retain copies including term and period reports submitted to the superintendent by principals for purposes of compiling state-mandated reports (3275-02)	5 Years
Attendance Excuse Notes (3275-01)	1 Year
Attendance – Truancy Court Records and Judgments (3275-01)	10 Years
Daily registers of pupil attendance (3275-02)	5 Years
Law enforcement correspondence concerning compulsory school attendance law (3275-01)	2 Years
Scholastic census records of school age children (3275-03)	Permanent
Transfer, applications for and associated reports (3275-04)	5 Years

AUTOMATED APPLICATIONS

Documents	Retention Period
Audit trail records (5800-01)	Until requirements are met
Except for electronic file replacing or in lieu of textual record when retention period for textual record prevails or which is subject to audit – disposal is after completion of audit and questions relating to it	Completion of third system backup cycle
Finding aids, indexes and tracking systems (5800-02)	Until related hard-copy or electronic records are destroyed
Hardware documentation (5800-03)	Until electronic records are transferred to and useable in new hardware environment or there are no electronic records retained to meet an approved retention period requiring hardware to be retrieved and read
Master files (5800-04)	Completion of third system backup cycle
Output data file extracted from system to distribute data to individuals or program units for reference or to product printed reports or other publications (5800-04)	Completion of third system backup cycle
Processing files (5800-05)	Completion of third system backup cycle

COMMUNICATIONS RECORDS

Documents	Retention Period
Postal and delivery service records (1075-40)	1 Year
Telephone logs or activity reports not used for cost allocations (1075-41)	1 Years
Records used for cost allocation	5 Years

COMPUTER OPERATIONS AND TECHNICAL SUPPORT RECORDS

Documents	Retention Period
Electronic Data Audits	Until Audit Requirements Are Met
Batch data entry control records (5825-02)	AV
Chargeback records to data processing services users (5825-03)	FE + 5 years
Computer job schedules and reports (5825-04)	90 days
Data processing planning records (5825-06)	US Or 5 years
Data processing policies and procedures (5825-05)	5 years
Design documentation (5825-15)	3 years after project completion
Disaster preparedness and recovery plans (5825-07)	US
E-Rate	FE + 5 Years
Electronic media library system files (5825-08)	Until destroyed or withdrawn
Feasibility studies (5825-15)	3 years after project completion
Input documents (5825-09)	AV
Network circuits inventory (5825-10)	US
Network implementation files (5825-11)	US
Output records for computer production (5825-13)	AV
Project justifications (5825-15)	3 years after project completion
Project management records (5825-15)	3 years after project completion

Documents	Retention Period
Project user requirements (5825-15)	3 years after project completion
Quality assurance records (5825-14)	AV
History Files – Websites and Internet Cookies	AV
Software Registrations, Warranties and Licenses (5825-20)	LA + 3 Years
System activity monitoring (5825-16)	AV
Training course information (5825-17)	AV
Training Required to Hold Position	5 Years

DISCIPLINE AND COUNSELING RECORDS

Documents	Retention Period
Disciplinary forms other than removal to a Disciplinary Alternative Education Program, Expulsion or Suspension (3350-01)	1 Year
Expulsion or suspension records or records relating to removal to a Disciplinary Alternative Education Program (3350-01)	5 Years
Student guidance and counseling files, including parental conference reports. (3350-02)	AV
Law Enforcement Notification of the arrest of student enrolled in a primary or secondary school in accordance with Code of Criminal Procedure, Article 1527. (3350-03)	END OF SCHOOL YEAR BY LAW

FAMILY EDUCATION RIGHTS AND PRIVACY ACT RECORDS

Documents	Retention Period
Access Policies – Written Policies and Procedures Demonstrating How District Meets FERPA Requirements (3225-01)	US – By Law 34 CFR 39.32
Records of Personally Identifiable Access to Education Records of Students, e.g. Requests From and Disclosure to Parents; Officials of District for which has been determined re legitimate and educational interests or party seeking directory information (3225-02)	2 Years
Access to Records or Information of Student by Persons Not Listed Above (3225-02)	Permanent
Access to Records or Information of Student – Written Consents from Parent or Eligible Student for Disclosure a. From the Parent; b. From the Student (3225-02)	Until Student is 18 or If Student is Taken as a Deduction by Parents. Permanent Exception: Consents associated with student enrollment in Grades Pre-K through 8.
Access to records or information – written refusals from parent or eligible student a. If refusal valid as long as student in attendance; or b. If refusal must be renewed each academic year. (3225-02)	AV after withdrawal; US or AV after withdrawal, as applicable.
Protest of Record Statements – Statements of parents or eligible students commenting on contested information in student record or stating reason for disagreement with district’s decisions. (3225-03)	For as long as record containing contested information is maintained. 34 CFR 99.21c1`
Record Amendment Requests and Related Documentation (3225-04)	2 Years

FEDERAL FUNDS OTHER THAN CONSTRUCTION

Documents	Retention Period
Applications, successful (1025-08)	FE + 5 years
Applications, unsuccessful (1025-08)	AV
Attendance officer's logs and home visits reports (3275-01)	2 years
Attendance reports sent to TEA (retain copies) (3275-02)	5 years
Daily registers of pupil attendance (3275-02)	5 years
Direct federal grants (1025-08)	End of grant + 5 years
Financial, performance and compliance reports submitted to agencies (1025-08)	End of grant + 5 years
Grant development and administrative records (1025-08)	End of grant + 5 years
Grant development, similar records used in the development process (1025-08)	3 years
Indirect federal grants (1025-08)	End of grant + 5 years
Reports, planning memoranda, studies and correspondence (1025-08)	End of grant + 5 years
State and private grants (1025-08)	End of grant + 5 years

FINANACIAL RECORDS

Documents	Retention Period
Accounts payable and receivable; ledgers and journals used to document receipt and expenditure of local agency funds from clearing accounts custodial in nature, (3550-01)	FE + 3 Years; Compare GR 1025-26, GR 1025-27, GR 1025-30
Agency Fund Accounting Records	FE + 3 Years
Budgets – District Annual	Permanent
Budget – Work Papers	RE + 7 Years
Budgets – Campus	RE + 2 Years
County available reports (3550-02)	FE + 3 Years
Fiscal Financial Audit Report – Ledgers and Journals	Permanent
General Ledger	Permanent
Bond Registers and All Administrative Documentation Relating to Bond	Permanent
Bond Coupons	1 Year After Bond Paid
Financial Reports – Monthly, Bi-Monthly, Semi-Annual, Quarterly	FE + 3 Years
Annual Financial Reports – Long Range Fiscal Planning	Permanent
Capital Assets (1025-05)	FE + 5 Years
Fixed Capital Asset Records (Inventories & Logs)	3 Years
Bank Statements	FE + 5 Years
Deposit Records	FE + 5 Years
Fee Books	FE + 5 Years
Checks (Canceled Copies, Stubs)	FE + 5 Years
Petty Cash	FE + 5 Years

Documents	Retention Period
School Bonds, Applications for Guaranty (3550-03)	Until Receipt of Guaranty Document
Transaction Summaries Including Trial Balances	Daily – 30 Days Weekly – 90 Days Monthly/Qtrly 2 Years Annual – 5 Years

PAYROLL

Documents	Retention Period
Adjustments to payroll and leave status documents (1050-55)	FE + 3 years
Deduction authorizations (1050-50)	4 years after separation or 4 years after amendment, expiration, or termination of authorization, whichever is sooner
Deduction information and amounts, records to include: Health, Dental, Life Insurance (1050-52)	Termination of Coverage + 4 years
Deduction information for Pension and Deferred Compensation TRS, 401 (k), 403 (b)	Permanent
Federal and State Tax Form used to report collection, distribution and deposit – W-2 1099 an	4 Years after payment is due BY LAW
Annual Reports from Pension System or Fund	Permanent
Employee service record if wage or salary rate for each position is expressed in dollars (1050-12)	Permanent
Federal and state tax forms and reports – W- 4 (1050-53)	4 Years After Separation Or 4 Years After Form Amended, Whichever Is Sooner
Employee Service Record If Wage Or Salary Rate For Each Position Is Expressed In Dollars (1050-12)	Permanent
Master Payroll Records - If Wage Or Salary Rate For Each Position Listed On Employee Service Record	Permanent

Documents	Retention Period
Is Indicated By Grade Or Step Number Only Then It Is A Master Payroll Record. (1050-52)	
Overtime Requests And Authorizations; And Other Actions That Effect Normal Work Time Except Leave Requests (1050-57)	FE + 2 Years
Salary And Wage Rate Tables For Each Position Listed On An Employee Service Record Expressed In Dollars (1050-59)	2 Years After Last Effective Date
Travel Requests Authorizations And Reimbursements	FE + 5 Years
Time And Attendance Reports (1050-56)	4 Years

FOOD SERVICE

Documents	Retention Period
Applications from Parents (3450-04)	FE + 5 Years
Certificates of Authority (3450-01)	US + 5 Years
Daily Food Service Records (3450-02)	FE + 5 Years
Daily Menus (3450-06)	5 Years
Food and Food Equipment Inventory Records (3450-03)	FE + 5 Years
Free or Reduced Price Meal Records (3450-04)	FE + 5 Years
Health Inspection Reports (3450-05)	3 Years
Meal Planning Records (3450-06)	AV
Policy Statements (3450-04)	US + 5 Years
Rosters or Lists of Eligible Students (3450-04)	FE + 5 Years

GROUNDS MAINTENANCE

Documents	Retention Period
Construction Project Files relating to planning, design, conversion or modernization of facilities, structures and systems (1075-16)	Permanent
Equipment And Facility Usage Report (1075-20)	RE + 2 Years
Facilities: Facility Maintenance, Repair And Inspection Records. (1075-18)	5 Years
Routine Cleaning, Janitorial And Inspection Work (1075-18)	1 Year
Hazardous Materials Records – Asbestos	30 Years Upon completion of action
Hazardous Material Training Records (5750-04)	FE +5 Years
Lost And Stolen Property Reports	FE + 3 Years
Facility and Workplace Chemical Lists	30 Years Upon reporting to Department of State Health Services
Hazard Communication Plans	US + 5 Years
Transitory Buildings and Structures that do not require maintenance	5 Years
Prefabricated Storage Sheds, Bus Shelters, Parking Lot Kiosks, - Non-Structural Facilities, Such As, Baseball Diamonds And Tennis Courts, And Similar Facilities (1075-16)	10 Years After Completion Of Project
Property Accident And Damage Reports Exception is if no personal injury involved (1075-15)	3 Years
Service Requests / Work Orders (1075-19)	2 Years
Vehicle Assignment Records (1075-21)	2 Years After Return or Reassignment
Visitor Control Registers (1075-22)	3 Years
Warranties (1075-23)	Expiration Of Warranty + 1

Documents	Retention Period
	Year.

INSTRUCTION AND GRADE REPORTING RECORDS

Documents	Retention Period
Curriculum Guides (3325-01)	US
Grade Books (3325-02)	1 Year After Entry On Records
Grade Reports (3325-03)	AV
Lesson Plans (3325-04)	AV
Report Cards (3325-05)	1 Year After Entry In Academic Achievement or Cumulative Records

**** If copies of report cards or grade reports are the only record of grades received at the K - 8 levels, they must be retained from date of student withdrawal plus 5 years.**

If only record of grades received at the 9 – 12 levels prior to the use of a standardized academic achievement record, records are retained Permanently.

INSURANCE

Documents	Retention Period
Insurance on inventory and transportation	4 Years after Termination
Policies available to employees after the policy is cancelled, terminated, suspended or expired (1050-08)	4 years
Student injury and accident report. (3300-01)	2 Years After Student Reaches 18 or 5 Years Whichever is Later.
Unemployment claims and payments (1050-29)	5 Years After Closed
Workers compensation claims and payments (1050-32)	CLOSURE OF CLAIM + 5 YEARS EXCEPT IF CLAIM IS IN REGARD TO HAZARDOUS MATERIALS, THEN DATE OF SEPARATION + 30 YEARS

PERSONNEL RECORDS

Documents	Retention Period
Absence From Duty Reports (3575-01)	4 Years
Affirmative Action Plans (1050-01)	US + 5 Years
Annual Reports From Pension System Or Fund (1050-08)	Permanent
Enrollment Forms for Pension and Deferred Compensation (1050-08)	Permanent
Enrollment Forms for Health, Life, Accidental Death, Disability Insurance (1050-08)	Termination of Coverage + 4 Years
Application For Non-Renewable Permit (3575-02)	1 Year
Copies of All Other Applications and Recommendations for Professional or Paraprofessional Certificates or Permits (3575-02)	AV
Certificates of Completion and Test Scores Documenting Training (1050-28)	Date of Separation + 5 Years
Training Manuals, Course Outlines (1050-28)	US + 2 Years
Skill and Achievement Measurement Records of a Group or Class	2 Years
Audit Cards – Addenda To Teacher Service Record (3575-03)	Permanent
Case Files Relating To Discrimination Complaints (1050-16)	Case Resolution + 3 Years
Employment Applications - Professionals (1050-14)	Date of Separation + 5 Years
Advertisements and Postings for Employment	2 Years
Employment Applications – Non-Professionals	2 Years

Documents	Retention Period
Conflict Of Interest Affidavits (1050-05)	5 Years After Leaving Position For Which Affidavit Was Filed
Criminal History Checks FOR EYES ONLY (3575-11)	1 Years From Date Obtained at Maximum or After Intended Purpose
Deficiency Plan (3575-04)	Until Superseded By Teaching Certificate Or Separation Of Employee + 5 Years
Disciplinary And Adverse Action Records: Demotion, Probation, Termination, Suspension, Leave Without Pay (1050-07)	2 Years After Case Closed Or Action Taken
Employee Service Record (1050-12 b)	Permanent
Employee Counseling (1050-06)	3 Years After Termination of Counseling
Employee Grievance and Response Records – Non- EEO (1050-20)	2 Years
Employee Recognition Records (1050-09)	2 Years
Employee Security Records (1050-10)	Until Date Of Expiration Or Date Of Separation + 2 Years
Employee Selection Records (1050-11)	2 Years From Creation Or Receipt Of The Record Or The Personnel Action Involved Whichever Is Later
Equal Pay Records and Reports In Compliance with Equal Pay Act (1050-17)	2 Years
Fidelity Bonds (1050-18)	Effective Life Of Bond + 5 Years
Fingerprint Cards (1050-19)	Date Of Separation + 5 Years
Health Or Physical Examination Reports Or Psychological Reports or Certificates If a Factor for Hiring, Promotion, Transfer (1050-22)	2 Years

Documents	Retention Period
Medical and Exposure Reports for Employees Exposed to Toxic Substances Including Asbestos	Date of Separation + 30 Years
Performance Appraisal Records, Career Ladder System, Staff Appraisal, Job Descriptions (3575-05)	Permanent
Observation/Evaluation Forms (Including Documentation Submitted by the Teacher) (3575-05)	4 Years After Teacher Signs For Receipt of Appraisal Record.
Teacher Assessments of Instructional Goals and Outcomes (3575-05)	AV
Personnel Action Or Information Notices (1050-24)	2 Years
Personnel Requisitions (1050-26)	2 Years
Personnel Rosters (3575-16)	3 Years
Personnel Studies And Surveys (1050-25)	3 Years
Position Description, Classification And Staff Monitoring Records (1050-26)	Until Superseded Or Position Abolished + 4 Years
Professional Growth Plans (3575-05)	4 Years
Reduction In Force Plan (1050-27)	US Or 2 Years From Date Of Last RIF Plan If Implemented
Requests And Authorizations For Vacation Compensatory, Sick Or Other Types Of Authorized Leave (1050-54)	FE + 5 Years
Samples Of Artwork, Publications Or Other Products Of Prior Achievement (1050-14)	AV
Statements Of Commitment (Out Of State Certificates) (3575-07)	Until Receipt By District Of Texas Certificate Or Date Of Separation + 5 Years
Substitute Teaching Rosters (3575-18)	If Substitute Becomes Full Time, Record Kept

Documents	Retention Period
	Permanently – If not 3 Years
Teacher Certificate Registers (3575-09)	Permanent
Terminated Employees – Non-Professional (1050-35)	Termination Date + 2 Years
Unemployment Compensation Claim Files (1050-29)	5 Years After Case Closed
Verification Of Employment Eligibility (INS Form I-9) (1050-30)	3 Years From Hire Or 1 Year From Separation Whichever Is Later. If Rehired While Form Is Still On File, 3 Year Retention Dates From Date Of First Hire
Work Schedules (1050-56)	4 Year

POLICE DEPARTMENT

Documents	Retention Period
Activity and Statistical Reports – Annual Reports	Permanent
Monthly, Bi-monthly, Quarterly, Semi-annual Reports	3 Years
Daily – Weekly Reports; Chronological Logs or Activity Registers	1 Year
Daily Bulletins	1 Year
General and Emergency Orders	
Orders issued establishing policy or standard operating procedures	US + 5 Years
Special orders declaring emergencies, ordering evacuations, etc.	3 Years – Orders determined by Records Management Order to merit retention for historical reasons must be permanently retained.
Codes of Conduct	Permanent
Operational Permits and Certifications	
Granted Permits, Certifications, Associated Documentation	Expiration/Cancellation + 3 Years
Denied Permits Documentation	AV
Planning Studies and Reports	
Special reports prepared at request of state agency or court	Permanent
Weapons Records	
Weapons issued to public safety personnel	Return of weapon + 3 Years
Inspection and repair of weapons	LA
Documenting sale, gift, loss or destruction of public safety weapons	3 Years
Inventories of weapons	US + 3 Years
Personnel Records – Additional Documentation	
Investigation of law enforcement shooting incidents resulting in Death or injury to any person	Permanent
Investigations resulting in sustained formal discipline	15 Years
Investigations resulting in sustained in-formal discipline or Inconclusive findings	5 Years provided a 1 Year infraction free

	period precedes destruction
Investigations where findings not sustained, unfounded/exonerated	3 Years
Written or oral complaints from public concerning officers conduct that do not lead to internal affairs investigation	Determination not to investigate + 2 Years
Applications for Deputies	AV
Personnel Training Records	
Police Academy Records	5 Years
Inspection reports	5 Years
Weapons Proficiency Tests	US + 3 Years; Date of Separation + 1 Year, whichever is sooner
Resignation or termination of persons licensed by commission	Date of separation + 5 Years
Arrest and Offense Records	
Activity Logs or Dockets detailing data on complaints and offenses investigated	2 Years
Arrest Reports and fingerprints on persons with felony Or misdemeanor not punishable by fine	75 Years or Date of Death of Individual
Bail Bond Record	3 Years
Offense Investigation Records	
Class C misdemeanors and unclassified violations punishable by fine	6 Months
Second and third-degree felonies	10 Years
First Degree and capital felonies	50 Years
DWI offenses	10 Years
Rap Sheets	AV
Incident Records	
Accident reports	2 Years
Child Abuse Reports	3 Years
Stolen Property Records	AV
Protective Orders	
Emergency Protective Orders issued by magistrates	Date of Order + 31 Days
Orders pursuant to Family Code, Notices of Vacation	Date of Receipt; Expiration Date or 1 Year whichever is soonest
Juvenile Delinquency (Unsealed) Records	
Juvenile Disposition Reports and Procedural	AV

Documentation	
Juvenile Delinquency Records of Cases Referred to Juvenile Court Conduct committed on or before 8/31/87 – Reached age 18 – no record of offense committed after reaching age 17	Must be destroyed immediately upon fulfillment of conditions listed in Family Code, Sec. 51.15(e) before 1987 amendment.
Juvenile adjudged delinquent on violation other than the Grade of felony	Until individual is 23.
Juvenile Detention Register	2 Years
Death Investigation Records	
Reports of deaths resulting from traffic accidents	AV
Inquest case files	Permanent
Photographs; tissue slides; requests and consents for autopsy; Funeral home releases; etc.	AV
Notices of and documentation re organ removal for transplant	3 Years
Inquest and/or autopsy logs	Permanent
Missing Persons Documentation	AV

PURCHASING

Documents	Retention Period
Informal bids, requests for quotations (1075-01)	1 Year
Inventory records (parts and supplies) (1075-02)	1 Year
Packing slips, order acknowledgements (1075-03)	AV
Purchase order and receipt records (1075-03)	FE + 5 years
Purchasing log, register or chronological record of purchase orders issued, orders received and data on procurement status (1075-03)	FE + 3 years
Successful bids and requests for proposals (1075-01)	Fiscal year of award + 5 Years
Unsuccessful bids (1075-01)	2 Years
Vendor and commodity lists (1075-03)	US

SAFETY RECORDS

Documents	Retention Period
Evacuation And Fire Exit Plans (3525-01)	US
Fire Drill Records (3525-02)	3 Years
Fire Safety Inspection Reports (3525-03)	3 Years

SPECIAL POPULATIONS & PROGRAMS

DYSLEXIA

Documents	Retention Period
Enrollment Lists and Rosters (3250-26)	Cessation of Services + 5 Years
Student Records of Dyslexia Program Services (3250-27)	Cessation of Services + 5 Years

GIFTED / TALENTED

Documents	Retention Period
Committee reports and Recommendations (3250-16)	Cessation of Services + 5 Years
Parental consents (3250-16)	Cessation of Services + 5 Years
Student records: Nomination and observant documents testing (3250-16)	Cessation of Services + 5 Years

MIGRANT STUDENT RECORDS

Documents	Retention Period
Daily MSRTS Logs (3250-33)	5 Years
Data Verification Reports (3250-35)	5 Years
Enrollment and Withdrawal Reports (3250-34)	5 Years
Monitoring Documentation (3250-35)	5 Years
Recruiting Records (3250-36)	5 Years
Student Records to Include Certificates of Eligibility; Copies of Most Current Educational and Health Records (3250-37)	End of Eligibility + 5 years *Eligibility Ends 6 Years from Qualifying Arrival Date (QAD).

SPECIAL EDUCATION PROGRAM RECORDS

Documents	Retention Period
Enrollment Lists and Rosters (3250-01)	5 Years
Student Records <i>Referrals</i> <i>Assessments and reevaluation reports</i> <i>Enrollment and eligibility forms</i> <i>Admission, review and dismissal</i> <i>Transitional planning committee documents</i> <i>Individual education plans</i> <i>Transitional plans (3250-02)</i>	Cessation of Services + 5 Years EXCEPTION: 7 YEARS DUE TO SHARS/MEDICAID DOCUMENTATION
Grades 9 – 12 Participants Classes attended (3250-02) <i>Grade level and year completed</i> Note: If academic achievement records are created and maintained for student, separate retention of this information not required. <i>Name</i> <i>Last known address</i> <i>Student identification or social security number</i> <i>Grades (3250-02)</i>	Permanent
McKinney Homeless Assistance Act Student Records (3250-44)	5 Years
Parental Consent Form (3250-02)	Cessation of services + 5 Years
SHARS/MEDICAID Documentation	Cessation of services + 7 Years for Texas vs 5 Years for Federal
Section 504 Student Records (3250-02)	Cessation of services + 5 Years
Federal Impact Aid and Survey Forms (3250-43)	5 Years

Eligible student or parents of student must be notified prior to destruction of records in this series.

If an academic achievement record is created for the student and maintained among those for students in the regular populations, it is not necessary for special education records be maintained beyond 5 years after the cessation of services.

STUDENT ACADEMIC & CAMPUS RECORDS

Documents	Retention Period
Birth Date Documentation (3200-02)	AV
Correspondence – Routine (1000-26)	AV
Correspondence – General (1000-26)	2 Years
Correspondence – Internal Memorandum & Subject Files Relating to Specific Category or Record Series (1000-26)	Category or Record Series Governs
Counseling Files-At Discretion Of Counselor (3350-02)	AV EXCEPTION: Does not include Special Programs
Correspondence – Administrative	4 Years
Custody Documents (3200-03)	Child Reaches 18 Years
Driver's Education Records (3400-01)	5 Years
Enrollment Or Registration Forms (LPAC) (3200-04)	Withdrawal Or Cessation Of Services + 5 Years
Ethnicity Forms – Student and Staff Ethnicity and Race Data Questionnaire (3200-10)	3 Years or Until Litigation, Claim or Audit is Complete, Whichever is Later.
Final Exams – After Grades Are Recorded On The Cumulative Folder (3200-01)	1 Year
Fingerprint Cards (3200-06)	Date of Withdrawal
Grade Books (After Listing On Cumulative Record) (3325-03)	1 Year
Home Language Survey (3200-05)	Withdrawal Or Cessation Of Services + 5 Years
Instructional Checklists (3325-01)	US
Parent Consent Letter (3200-06)	AV After Fingerprints or Photographs are Taken.

Documents	Retention Period
Parental Permission Letters For School Activities and Programs (3200-07)	Cessation Of Activity + 2 Years
Daily & Periodic Absentee Reports of Students (3275-02)	5 Years
Photographs (Must be Returned to Parent or Destroyed. (3200-06)	US or 3 Years, Whichever Is Sooner.
Registration And Withdrawal Information (3200-04)	Date of Withdrawal + 5 Years
Requests For Recognition Of Completion Documents (3400-05)	AV
Sign In/Sign Out Sheets (3275-01)	2 Years
Student Academic Achievement Records (Includes Transcript and Testing Results Grades 9 – 12) (3201-09)	Permanent
Student Cumulative Folders – No Transcripts Grades Pre K – 8	Date of Withdrawal + 5 Years
Student Admittance Books (3275-01)	2 Years
Student Rosters (3275-02)	5 Years
Student Withdrawal/Record Transfer Form (3200-08)	AV
Scholastic Census Records (3275-03)	Permanent
Teacher Plan Books (3325-04)	AV
Testing and Academic Measurement Reports – Reports of Results of TAAS, TEAMA, TABS, TAKSA, STAAR, and Other Standardized State and National Achievement, Mental Abilities, and Aptitude Tests Reported by Score, Percentile Rank, etc. (3200-09)	1 Year After Recording of Data in the Academic Achievement or Cumulative Record
Testing Records Recorded On Cumulative Folder (Documentation Kept 1 Year After Posting) (3200-09)	Permanent for Grades 9 – 12; Until Withdrawal + 5 Years For Pre K - 8.
Test and Academic Measurement Reports – District Summaries on a Group Basis of the	3 Years

Documents	Retention Period
Results of Standardized Testing (3200-09)	
Test and Academic Measurement Reports – Reports of Results of Other Tests Or Measurements (e.g., reading/mathematics profiles) (3200-09)	Date of Withdrawal + 5 Years
Unexpected Tardy (3275-01)	2 Year
Adult and Vocational Education Records (3375-01 – 04)	5 Years

STUDENT HEALTH RECORDS

Documents	Retention Period
Accident Reports (3300-01)	5 Years or 2 Years After Student Reaches 18 Years Old, Whichever Is Later.
Activity And Statistical Reports (3300-02)	3 Years
Affidavits Of Medical Contradictions (3300-06)	Withdrawal + 2 Years
Affidavits Of Religious Conflicts (3300-06)	Withdrawal + 2 Years
Annual Reports Of Immunization Status (3300-08)	3 Years
Correspondence With Parents And Guardians (3300-03)	2 Years
Cumulative Health Card Or Record (3300-04)	Withdrawal + 2 Years
Emergency Cards (3300-05)	US or Until Withdrawn
Health Screening Documentation (3300-07)	AV After Entry on Health Record
Health Screening Vision, Hearing & Spinal Reports Submitted to THS (3300-07)	2 Years
Immunization Record (3300-08)	Withdrawal + 2 Years If Not Administered by District. If Administered by District, i.e., school nurse, retention schedule of SD 3300-08a applies.
Parents Requests And Physicians Authorizations For Specialized Health Care (3300-11)	End of Authorization + 2 Years
Physicians Referrals And Reports (3300-09)	AV After Logged on Health Record
Reports To Enforcement Agencies (3300-10)	2 Years

Documents	Retention Period
Special Health Care Reports – Logs Of Medications Or Treatment Administered (3300-11)	3 Years
Verification From Physicians Or Health Agencies Of Health Tests (3300-06)	Withdrawal + 2 Years
Verification Of Mumps Or Measles Illness (3300-06)	Withdrawal + 2 Years
Vision, Hearing And Spinal Screening Reports (3300-07)	RE + 2 Years

TEXTBOOK RECORDS

Annual Membership Report (3475-01)	FE + 2 Years
Inventories (3475-04)	US + 1 Year
Local Textbook Committee Report (3475-02)	US
State Owned Books That Have Been Destroyed Report (3475-04)	FE + 2 Years
Textbook Custodian Bonds (3475-03)	US + 2 Years
Textbook Disposition by Donation or Destruction of Expiring or Out of Adoption Textbooks (3475-06)	AV
Textbook Sales Records (3475-06)	FE + 2 Years
Textbook Procurement Records (3475-05)	FE + 2 Years
Textbook Procurement Records – TEA Notifications Processing Orders; Documentation Relating to Sample Textbooks, Learning Systems, etc. (3475-05)	AV After Receipt and Reconciliation of Shipment
Textbook Reports, Distribution, Transfer And Return (3475-04)	FE + 2 Years

TRANSPORTATION RECORDS

Documents	Retention Period
Accident And Damage Reports to Vehicle (1075-15)	3 Years
Activity Report, Daily (3500-07)	2 Years
Annual Operation Cost Reports To TEA (3500-07)	FE + 5 Years
Applications For New Transportation Programs – Requests to TEA for Approval of State Funds for Eligible Student Transportation (3500-01)	FE + 5 Years
Bus Usage Reports For Extracurricular Activities (3500-07)	2 Years
Contracts for Transportation Services (3500-02)	4 Years After Expiration or Termination of Contract According to Its Terms
Daily Activity Reports – Fuel Consumptions, Odometer Readings & Routine Inspections (3500-07)	2 Years
Driver's License Record Checks (3500-03)	Date of Separation + 2 Years
Driver's Medical Examination Reports (3500-03)	US + 3 Years
Driver's Training Certificate Verification (3500-03)	3 Years
Eligible Rider Documentation Including Lists of Actual Bus Riders by Name, Route Number and All Associated Records (3500-04)	3 Years
Maintenance Repair And Inspection Records (3500-07)	3 Years
Master Vehicle Record (3500-07)	Life Of Asset
Pupil Transportation Reports (3500-05)	3 Years
Route Descriptions (3500-06)	US + 3 Years
School Bus Driver Training Certification Verification (3500-03)	3 Years
School Bus Purchase Requisitions (3500-08)	FE + 5 Years
Service Request / Work Orders (3500-07)	2 Years

Documents	Retention Period
School Bus Video Surveillance – No Incident (3500-09)	10 Days
School Bus Video Surveillance – Incident (3500-09)	30 Days After Incident Resolved or Verdict is Rendered

MISCELLANEOUS REPORTS AND SURVEYS

Documents	Retention Period
Public Education Information Management System (PEIMS) Data Submissions (3600-01)	5 Years
Data Verification Reports/Printouts from TEA Provided for Informational Purposes And Copies of Data Verification Reports Returned to TEA to Confirm or Update Data for Texas School Directory (3600-02)	AV
Surveys, Questionnaires, Opinion Polls Received from TEA or Other Agencies Completed and Returned by Superintendent (3600-03)	AV
Surveys Received from Regional Educational Service Center as Surveying Agency (3600-03)	5 Years
Program Approved Applications (3625-01)	US + 5 Years or Life of Program + 5 Years, Whichever is Applicable
Program Applications Not Approved (3625-01)	AV
Requests for Waiver of TEA Policies and Rules – Granted (3625-02)	5 Years
Requests for Waiver of TEA Policies and Rules – Not Granted (3625-02)	AV
School Calendar (3625 –03)	US + 2 Years
Extracurricular Activity Records Application, selection and evaluation records for participants (3625 – 05)	2 Years
Student Drug/Alcohol <u>Positive</u> Test Results (3625-06)	Date of Withdrawal, Graduation or 5 Years Whichever is Sooner.
Student Drug/Alcohol <u>Negative</u> Test Results (3625-06)	1 Year
Visitor Logs (3625 – 07)	2 Years
Parking Decal/Permit Records (3625-07)	US or Expiration of Permit

GLOSSARY:

AC	After closed.
Active Record	A frequently consulted record needed to perform current operations.
AV	As Long as Administratively Valuable. Immediate purpose for which record was created has been fulfilled and any subsequent need for the record to conduct the operations of the agency has been satisfied.
CE	Calendar Year End: December 31.
Departmental Retention Schedule	A retention schedule limited to records series held by a singular program unit.
Document	A written or printed paper that bears the original, official, or legal form of something and can be used to furnish decisive evidence or information.
FE	Fiscal Year End: August 31.
LA	Life of Asset: Disposal of Asset.
PM	Permanent.
Record	Piece of data, in any form, required to be kept as documentation of the organization's decisions, actions and transactions.
Record Copy	Exact copy of a record on which no notes or other memorabilia appear that is used for reference purposes.
Records Series	Group of identical or related records with the same function and retention period that is evaluated as a unit for retention scheduling purposes.
Retention Period	The amount of time a records series must be retained before destruction or archival preservation.
US	Until superseded by an updated version. If record is discontinued or is no longer required by law, the date of super-session is the date the decision to discontinue the record is made or the law takes effect. If the record relates to an employee, date superseded is the date of termination or last date record is needed regarding employee.

