

Guidelines for Student Records Retention

Disposition Process: Every entity/school prior to disposing of any records or documents must fill out a "Disposition Form". A copy of the Disposition Form can be found under Government and Community Relations. Should you have any questions on the Disposition Form, contact Casey at 633-1000 ext is 453. The process should flow in this manner:

1. Fill out Disposition Form in its entirety – (using the General Records Schedules as guidelines)
2. Submit Disposition Form to Casey for approval via the courier service.
3. Once Disposition Form is approved and received back to the entity/school, the entity/school is to set up for the disposal of documents and/or records. For schools, once they receive the Disposition Form back, they start the DCR Process and allow it to move forward.
4. Once all the disposal has taken place and is complete the way it was stated it would be on the Disposition Form (either DCR or shredding) then the Disposition form is signed off on by the entity/school the records were removed from
5. The original completed Disposition Form (Not a copy) is sent via courier service back to Casey for retaining indefinitely.

REMINDERS:

1. Records are to be kept in the school for **3 years** after a student's graduation or separation from the district when the student is not expected to return to a Brevard school.
 - a. The cumulative (cum) folder follows the student if the student remains in a Brevard Public School or a Brevard County Charter School.
 - b. If the student leaves Brevard Public School or Brevard County Charter School, the school shall hold the cum folder for 3 years, and then sends the cum folder to the district School Board Offices at ESF with attention to: Customer Service Records Retention. *(Please note: if a student leaves Brevard Public Schools or Brevard County Charter Schools to go to a Private School, the school gives the private school copies of the cum and the permanent cum folder remains at the Brevard Public School or Brevard County Charter School for 3 years).*
 - c. All transcripts from other counties/states/countries that have been sent with the cum records to be archived as backup are kept permanently as a Category A student record).
2. At the end of the 3 year period, all records eligible for archive should be carefully purged prior to sending them to the Records Retention Technician at ESF. The appropriate contents of these records are defined at the end of this guideline.
3. Please cut the blue elementary school record folders in half TO MEASURE 8 ½ X11 so it will fit in the scanner. SAME SIZE AS THE WHITE PAPERS.
4. Remove all staples, and paper clips from the records and folders (Please make sure that the pictures are securely taped to the paper and NOT stapled).
5. Make sure the records are legible and the print is dark enough to read. If you send light copies of records, or if the writing is not legible, it will be impossible to read when the document is scanned. If the writing is light trace over it with a dark pen.
6. When log sheets are completed and records are boxed, please complete 2 DCR forms from your school with school ID# and years to the Records Retention Technician at ESF. Send both copies of the DCR form to the Distribution

Center/Warehouse so they know to pick up the records. ***If you have any questions, contact the Warehouse (321) 633-3680, ext. 14100. (DCR – 1 Form.) for Supervisor Sandy Kimple or X 14173 is for Kyle Gaudy***

7. A DCR Form as well as a log sheet containing a listing of student records (list all student names & *FULL MIDDLE NAMES*, on log sheet, *numbered and in alphabetical order*) being archived should be typed and included in the box with the records. *Pages numbered as follows: P1 of 5, P2 of 5 etc...* (Also indicate the number of pages and students on each log (i.e. Log sheet=8pgs/320 students.)
8. The records should be placed in a box clearly marked **ON EACH END**, with the *school name & ID#, school year of separation*, and a summarized **alphabet list** of contents (*i.e. Box 1 of 6 Boxes; Box 2 of 6 Boxes, etc.*)

Contents of Records – Elementary, Middle and High Schools

*** Student cumulative records will be returned, if they are not purged and if staples, and paper clips are not removed from the records & folders; blue folders are not cut to measure 8 1/2x 11, same size as white papers; every log sheet has to contain the student's last name, first and full middle name, numbered, the school name & ID#, year of separation on the top, with all pages numbered on top of every page. Example: P1 of 5, P2 of 5 etc.**

After being purged, the contents of records should include only the following information:

1. The cum folder jacket
2. Immunization record
3. Birth Certificate
4. The blue Elementary School card (if available). If blank please include student name, student ID number, date of birth and place of birth (if available).
5. The yellow Middle School card or transcript (if available)
6. The Student Record Access Log (GS7, Item# 111)
7. The final student transcript (incl. : All category "A" Records)
8. If no cards or student transcript exist- send documents identifying student number, student name, student birth date, student social security number, and parent name

Contents of Records – Adult Education

*** Student cumulative records will be returned, if they are not purged and if staples and paper clips are not removed from the records.** After being purged, the contents of records should include only the following information:

1. The cum folder jacket
2. The Education Record must include:
 - a. School official's signature
 - b. Graduation/Diploma Date (if student graduated)
 - c. Withdrawal Date
 - d. Requirements for the Adult Education Diploma

If you have any questions, please contact Records Retention Tech 633-1000 ext 584 (Chick Jajo).