

**School Based Records Disposal** - Revised 7/26/2018-CP

<b>Administration</b>	<b>Schedules</b>	<b>Item No.</b>	<b>Retention Time</b>
Disciplinary Case Files: (Employees)	GS1-SL	#98	5 Anniv. After Final Action
Discipline Records: Student (Major Offense)	GS7	#26	3 School Years
Discipline Records: Student (Minor Offense)	GS7	#27	Retain Until The End Of The School Year
Expulsion Records	GS7	#31	5 Fiscal Year's After Final Disposition
<b>Security</b>	<b>Schedules</b>	<b>Item No.</b>	<b>Retention Time</b>
Arrest Information	GS7	#115	Destroy No Later Than 9 Months From Date of Arrest
Truancy Case Files	GS7	#169	5 Anniv. After Case Closed
<b>Secretary</b>	<b>Schedules</b>	<b>Item No.</b>	<b>Retention Time</b>
Access Log: Student Education Records	GS7	#111	Permenant - Scan Once Cumulative Record is Broken Apart
Attendance and Leave Records	GS1-SL	#116	3 Fiscal Years
Full-Time Equivalency Records (FTE)	GS7	#154	3 Fiscal Years
Monthly ESE Reports/Audit Trails	GS1-SL	#394	Retain Until Obsolete, Superseded or Administrative Value is Lost
Payroll Records: Ledgers/Trail Balance Reports (including substitute payroll)	GS1-SL	#183	5 Fiscal Years
Payroll Records: Supporting Documents	GS1-SL	#195	5 Fiscal Years
Personnel Records: Supplemental Documentation	GS1-SL	#378	5 Fiscal Years
Social Media Acct. Authorization Records	GS1-SL	#411	1 Anniv. Year After Employee Separates From Employment
<b>Office Clerk</b>	<b>Schedules</b>	<b>Item No.</b>	<b>Retention Time</b>
Access Log: Student Education Records	GS7	#111	Permenant - Scan Once Cumulative Record is Broken Apart
Absentee Excuses and Admission Slips	GS7	#1	30 Day After Grading Period
Attendance Records: Student	GS7	#9	3 Fiscal Years Provided Applicable Audits Aave Been Released
Student Education Records: Category A	GS7	#90	Permenant - Scan - Please include birth certificates as part of this
Student Education Records: Category B	GS7	#91	3 Fiscal Years Provided Applicable Audits Aave Been Released
<b>Bus / Vehicle Transportation</b>	<b>Schedules</b>	<b>Item No.</b>	<b>Retention Time</b>

Bus Registration and Seating Records	GS7	#145	Retain Until End of School Year
Bus Schedules/Reports	GS7	#17	3 Fiscal Years
Student Alternate Transportation Authorization	GS7	#167	30 Days After Authorized Alternate Transportation Completed
<b>Bookkeeper</b>	<b>Schedules</b>	<b>Item No.</b>	<b>Retention Time</b>
Audits: Internal	GS1-SL	#73	5 Fiscal Years After Audit Report Release Date
Audits: Supporting Documents	GS1-SL	#57	5 Fiscal Years After Audit Report Release Date
Bank Statements: Reconciliation	GS1-SL	#85	5 Fiscal Years
Disbursement Records: Detail	GS1-SL	#340	5 Fiscal Years after transaction completed
Disbursement Records: Summary	GS1-SL	#341	10 Fiscal Years
Petty Cash Documentation Records	GS1-SL	#202	5 Fiscal Years
Purchasing Records	GS1-SL	#42	Retain Until Obsolete, Superseded or Administrative Value is Lost
Receipt / Revenue Records: Detail	GS1-SL	#365	5 Fiscal Years After Transaction Completed
Teacher Lead Money / Disbursement: Detail	GS1-SL	#340	5 Fiscal Years After Transaction Completed
Travel Records	GS1-SL	#52	5 Fiscal Years
<b>Guidance</b>	<b>Schedules</b>	<b>Item No.</b>	<b>Retention Time</b>
Access Log: Student Education Records	GS7	#111	Permenant - Scan Once Cumulative Record is Broken Apart
Course Outlines	GS7	#23	Retain Until Obsolete, Superseded or Administrative Value is Lost
Curriculum Files	GS7	#24	3 Fiscal Years
Exceptional Student Education (ESE) Records	GS7	#125	5 FY's After Graduation or Transfer Out of Program
Parent/Guardian Photo, Video, Audio Consent	GS7	#159	3 School Years
Registrations: K – 12	GS7	#163	3 Fiscal Years
Release of Student Information Generic	GS7	#131	4 Anniversary Years after Records Released
School Choice Records	GS7	#133	3 Fiscal Years Provided Applicable Audits Aave Been Released
Student Education Records: Category A	GS7	#90	Permenant - Scan Once Cumulative Record is Broken Apart
Student Education Records: Category B	GS7	#91	3 Fiscal Years Provided Applicable Audits Aave Been Released

<b>Clinic</b>	<b>Schedules</b>	<b>Item No.</b>	<b>Retention Time</b>
Accident Records: Students	GS7	#2	4 Anniv.Years After Date Accident
Clinic Log	GS7	#120	7 Anniversary Years
Emergency Notification Cards	GS7	#122	Retain Until The End Of The School Year
Health Immunization Certificate	GS7	#155	Permenant - Scan
Medical / Health Care Records	GS7	#158	7 Anniversary Years After Last Student Contact
<b>Cafeteria</b>	<b>Schedules</b>	<b>Item No.</b>	<b>Retention Time</b>
Food Service Records	GS7	#153	5 Fiscal Years Provided Applicable Audits Have Been Released
Commodity Supplemental Food Program	GS1-SL	#258	5 Fiscal Years
<b>Teachers</b>	<b>Schedules</b>	<b>Item No.</b>	<b>Retention Time</b>
Curriculum Files	GS7	#24	3 Fiscal Years
Field Trip / Student Activity Authorizations	GS7	#37	Retain Until End of School Year
Grade Records: Final Grades	GS7	#57	Retain Until Posted to Permenant Record
Grade Records: Interim Grades	GS7	#58	Retain Until Obsolete, Superseded or Administrative Value is Lost
Grade Records: Teacher Grade Books	GS7	#59	3 Fiscal Years Provided Applicable Audits Aave Been Released
Lesson Plan Records	GS7	#67	3 Fiscal Years
Student Class Work Records	GS7	#89	Retain Until Obsolete, Superseded or Administrative Value is Lost
Teacher Lead Money / Disbursement: Detail	GS1-SL	#340	5 Fiscal Years after transcaction completed
<b>Testing</b>	<b>Schedules</b>	<b>Item No.</b>	<b>Retention Time</b>
Exam Materials: Standardized	GS7	#28	90 Days After Test Results Are Posted to Student Record
Exam Report: Standardized	GS7	#29	5 Fiscal Years
Exam Results: Standardized	GS7	#124	1 School Yr. After Results Posted to Student Record