



# **TEXAS STATE LIBRARY AND ARCHIVES COMMISSION**

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## **LOCAL SCHEDULE SD (13 TAC 7.125(a)(4)) (Second Edition)**

### **RETENTION SCHEDULE FOR RECORDS OF PUBLIC SCHOOL DISTRICTS**

This schedule establishes mandatory minimum retention periods for records that are associated with Public School Districts. No local government office may dispose of a record listed in this schedule prior to the expiration of its retention period. A records control schedule of a local government may not set a retention period that is less than that established for the record in this schedule. Original paper records may be disposed of prior to the expiration of their minimum retention periods if they have been microfilmed or electronically stored pursuant to the provisions of the Local Government Code, Chapter 204 or Chapter 205, as applicable, and rules of the Texas State Library and Archives Commission adopted under those chapters. Actual disposal of such records by a local government is subject to the policies and procedures of its records management program.

Destruction of local government records contrary to the provisions of the Local Government Records Act of 1989 and administrative rules adopted under it, including this schedule, is a Class A misdemeanor and, under certain circumstances, a third degree felony (Penal Code,

Section 37.10). Anyone destroying local government records without legal authorization may also be subject to criminal penalties and fines under the Public Information Act (Government Code, Chapter 552).

## INTRODUCTION

The Government Code, Section 441.158, provides that the Texas State Library and Archives Commission shall issue records retention schedules for each type of local government, including a schedule for records common to all types of local governments. The law provides further that each schedule must state the retention period prescribed by federal or state law, rule of court, or regulation for a record for which a period is prescribed; and prescribe retention periods for all other records, which periods have the same effect as if prescribed by law after the records retention schedule is adopted as a rule of the commission.

Local Schedule SD sets mandatory minimum retention periods for records series (identified in the Records Series Title column) commonly found in local education agencies other than state colleges and universities and junior colleges. Except as noted below, it is for the use of public school districts of all types, regional educational service centers, educational cooperatives for special education or other purposes, rehabilitation districts, county industrial training school districts, and county vocational districts.

Local Schedule SD is also for the use of **active** offices of county superintendents of schools and county departments of education. The retention periods for the records of **abolished** offices of county superintendents of schools, some of which may be in the custody of local education agencies, are given in Part 6 of Local Schedule CC (Records of County Clerks).

This schedule should not be used by the following local education agencies, which are governed by state agencies or state boards, except to the extent permitted by the State and Local Records Management Division of the Texas State Library and Archives Commission: Texas School for the Blind, Texas School for the Deaf, University of North Texas Academy of Mathematics and Science, and any schools governed by state agencies such as Texas Youth Commission, Department of Aging and Disability Services, etc.).

The retention period for a record applies to the record regardless of the medium in which it is maintained. Some records listed in this schedule are maintained electronically in many offices, but electronically stored data used to create in any manner a record or the functional equivalent of a record as described in this schedule must be retained, along with the hardware and software necessary to access the data, for

the retention period assigned to the record, unless backup copies of the data generated from electronic storage are retained in paper or on microfilm for the retention period. This includes electronic mail (e-mail), websites and electronic publications.

Unless otherwise stated, the retention period for a record is in calendar years from the date of its creation. The retention period, again unless otherwise noted, applies only to an official record as distinct from convenience or working copies created for informational purposes. Where several copies are maintained, each local government should decide which shall be the official record and in which of its divisions or departments it will be maintained. Local governments in their records management programs should establish policies and procedures to provide for the systematic disposal of copies.

Section 202.002, Local Government Code, forbids the destruction of a local government record at the expiration of its retention period if the subject matter of the record is known by the custodian to be in litigation or if the record is subject to a pending request for disclosure under the Public Information Act. In addition, a record of a school district may not be destroyed if there is an outstanding request to inspect and review the record under the federal Family Educational Rights and Privacy Act (FERPA). A record of a school district may also not be destroyed, although its retention period has expired, if it is subject to a pending audit by a federal or state grantor or subgrantor agency or if questions remain unresolved from a conducted audit until audit finds are resolved.

A local government record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.

A local government record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.

If a record described in this schedule is maintained in a bound volume of a type in which pages are not designed to be removed, the retention period, unless otherwise stated, dates from the date of the last entry.

If two or more records listed in this schedule are maintained together by a local government and are not severable, the combined record must be retained for the length of time of the component with the longest retention period. A record whose minimum retention period on this schedule has not yet expired and is **less than permanent** may be disposed of if it has been so badly damaged by fire, water, or insect or rodent infestation as to render it unreadable, or if portions of the information in the record have been so thoroughly destroyed that remaining portions are unintelligible. If the retention period for the record is **permanent** in this schedule, authority to dispose of the damaged record must be obtained from the Director and Librarian of the Texas State Library and Archives Commission. A Request for

Authority to Destroy Unscheduled Records (Form SLR 501) should be used for this purpose.

Certain records listed in this schedule are assigned the retention period of AV (as long as administratively valuable). This retention period affords local governments the maximum amount of discretion in determining a specific retention period for the record described.

Use of Asterisk (\*)

The use of an asterisk (\*) in this second edition of Local Schedule SD indicates that the record is either new to this edition, the retention period for the record has been changed for the record, or substantive amendments have been made to the description of or remarks concerning the record. An asterisk is not used to indicate minor amendments to grammar or punctuation.

**ABBREVIATIONS USED IN THIS SCHEDULE**

- AV - As long as administratively valuable
- CE - Calendar year end
- CFR - Code of Federal Regulations
- FE - Fiscal year end
- TAC - Texas Administrative Code
- US - Until Superseded
- LA - Life of Asset

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## Table of Contents

Part 1: Student Academic Records	page 8
Part 2: Family Educational Rights and Privacy Act Records	page 11
Part 3: Records of Special Populations and Services	page 13
Section 3-1: Special Education Program Records	page 13
Section 3-2: Bilingual and Special Language Program Records	page 14
Section 3-3: Gifted/Talented Program Records	page 15
Section 3-4: Section 504 Program Records	page 15
Section 3-5: Dyslexia Program Records	page 15
Section 3-6: Migrant Student Record Transfer System (MSRTS) Records	page 16
Section 3-7: Other Special Populations Records	page 18
Part 4: Attendance Records	page 18
Part 5: Student Health Records	page 20
Part 6: Instruction and Grade Reporting Records	page 23
Part 7: Discipline and Counseling Records	page 24
Part 8: Adult and Vocational Education Records	page 25
Part 9: Drivers Education Records	page 26

---

Part 10: Accreditation Records	_____	page 27
Part 11: Food Service Records	_____	page 27
Part 12: Textbook Records	_____	page 28
Part 13: Transportation Records	_____	page 30
Part 14: School Safety Records	_____	page 33
Part 15: Financial Records	_____	page 33
Part 16: Personnel and Staffing Records	_____	page 34
Section 16-1: Individual Employee Records	_____	page 34
Section 16-2: Staffing Records	_____	page 37
Part 17: Miscellaneous Reports and Surveys	_____	page 38
Part 18: Miscellaneous Records	_____	page 39
Part19: Library Records	_____	page 41

## RECORDS OF PUBLIC SCHOOL DISTRICTS

**Retention Notes:** a) OTHER SCHEDULES - This schedule should be used by public school districts, regional educational service centers, and other local education agencies (as defined on page 2) in conjunction with Local Schedule GR (Records Common to All Governments) and Local Schedule TX (Records of Property Taxation). In particular, many records maintained by public school districts are includable among the general administrative, financial, and personnel record series in Local Schedule GR, especially those relating to grant allocations, funding, and reporting. In any instances of conflict between retention periods established in this schedule and in Local Schedules GR or TX, the retention periods in this schedule shall prevail.

b) GRANT RECORDS - The 5-year retention period frequently established for records of school districts in this schedule and Local Schedule GR derives from federal requirements in 34 CFR 80.42(a)(1) and (c), which declares the following: “Starting date of retention period—(1) General. When grant support is continued or renewed at annual or other intervals, the retention period for the records of each funding period starts on the day the grantee or subgrantee submits to the awarding agency its single or last expenditure report for that period. However, if grant support is continued or renewed quarterly, the retention period for each year’s records starts on the day the grantee submits its expenditure report for the last quarter of the Federal fiscal year. In all other cases, the retention period starts on the day the grantee submits its final expenditure report. If an expenditure report has been waived, the retention period starts on the day the report would have been due.” These requirements involve the retention of financial and programmatic records, including supporting documents, statistical reports, and other records pertinent to program regulations or the grant agreement relating to projects or programs funded by the U.S. Department of Education through subgrants using federal funds from the Texas Education Agency.

These federal regulations require that all records of the types mentioned must be available for audit for 3 years after the date of submission of the single or last expenditure report by the Texas Education Agency as subgrantor, **not** by the school district. Because final expenditure reports are submitted by the Texas Education Agency **after** all reports from districts are received, a 5-year retention period for many records of school districts is necessary to satisfy this requirement adequately.

If an audit is pending in which an expenditure or the eligibility of a student to participate in a federal program is questioned, then all records affecting the outcome of the audit must be retained until the audit is settled.

Copies of reports or records submitted to the Texas Education Agency must be retained by school districts in accordance with this schedule.

For additional information on grant records, see pages 15 and 16 of Local Schedule GR.

## PART 1: STUDENT ACADEMIC RECORDS

**Retention Note:** Any records in this part (e.g., enrollment cards) created for students who enroll or register in a school district, but who do not subsequently attend classes need be retained only as long as administratively valuable.

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3200-01	ACADEMIC RECORDS			
SD3200-01a	ACADEMIC RECORDS	The academic achievement record or its equivalent used to record academic achievement in grades 9-12.	PERMANENT.	
*SD3200-01b	ACADEMIC RECORDS	Cumulative record of achievement in grades Pre-K through 8.	Date of withdrawal + 5 years.	
SD3200-02	BIRTH DATE DOCUMENTATION	Copies of birth certificates, church records, bible records, passport or immigration records, or other documents used to establish a date of birth.	AV.	
SD3200-03	CUSTODY DOCUMENTS	Copies of court instruments relating to adoption, guardianship, or custody.	Until the student is 18.	<b>Retention Note:</b> It is an exception to the retention period given that a court order superseded by a subsequent order (e.g., a change in guardianship) need be retained only as long as administratively valuable.
*SD3200-04	ENROLLMENT OR REGISTRATION FORMS		Date of withdrawal + 5 years.	See retention note (b) on page 7.
*SD3200-05	HOME LANGUAGE SURVEYS		Date of withdrawal + 5 years.	See retention note (b) on page 7.



Record Number	Record Title	Record Description	Retention Period	Remarks
SD3200-06	MISSING CHILD PREVENTION AND IDENTIFICATION PROGRAM RECORDS			
SD3200-06a	MISSING CHILD PREVENTION AND IDENTIFICATION PROGRAM RECORDS	Fingerprint cards.	Date of withdrawal.	
SD3200-06b	MISSING CHILD PREVENTION AND IDENTIFICATION PROGRAM RECORDS	Photographs.	US, or 3 years, whichever is sooner.	<b>Retention Note:</b> A Texas Education Agency regulation (19 TAC 61.1041) requires that at withdrawal a student's fingerprints and photograph taken as part of a Missing Child Prevention and Identification Program be returned to the student's parent or guardian. If a district is unable to return the fingerprints and photograph, they <b>must</b> be destroyed.
SD3200-06c	MISSING CHILD PREVENTION AND IDENTIFICATION PROGRAM RECORDS	Parental consents.	AV after fingerprints and/or photograph taken.	
SD3200-07	PARENTAL PERMISSION RECORDS	Parental consents for a student to engage in school activities or programs, <i>except</i> consents noted elsewhere in this schedule.	Until cessation of activity for which consent granted + 2 years; or, if annually renewable, US + 2 years.	<b>Retention Note:</b> If a student is involved in an accident while engaged in an activity for which parental consent was granted, the consent form or statement must be retained for the same period as Accident Reports (see item number SD3300-01).
*SD3200-08	STUDENT WITHDRAWAL/RECORD TRANSFER FORM		AV.	Applies to both sending and receiving districts.

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
SD3200-09	<b>TEST AND ACADEMIC MEASUREMENT REPORTS</b>			
SD3200-09a	<b>TEST AND ACADEMIC MEASUREMENT REPORTS</b>	Reports of results of TAAS, TEAMS, TABS, TAKS, STAAR, and other standardized state and national achievement, mental abilities, and aptitude tests reported by score, percentile rank, etc.	1 year after recording of data in the academic achievement or cumulative record.	<b>Retention Note:</b> If testing results of the types described are not recorded on the academic achievement or cumulative record (see item number SD3200-01) either manually or by affixing labels, the results must be retained PERMANENTLY for grades 9-12 and until the date of withdrawal + 5 years for all other grades.
*SD3200-09b	<b>TEST AND ACADEMIC MEASUREMENT REPORTS</b>	Reports of results of other tests or measurements (e.g., reading/mathematics profiles).	Date of withdrawal + 5 years.	See retention note (b) on page 7.
SD3200-09c	<b>TEST AND ACADEMIC MEASUREMENT REPORTS</b>	District summaries on a group basis of the results of standardized testing.	3 years.	
*SD3200-10	<b>ETHNICITY FORMS</b>	Student and Staff Ethnicity and Race Data Questionnaire	3 years or until litigation, claim, or audit is complete, whichever is later.	By Regulation - 34 CFR 74.53; 80.42; 71 FR 44866.
*SD3200-11	<b>STATEMENT OF ASSURANCE FOR STUDENTS WHO ARE VICTIMS OF A VIOLENT CRIMINAL ACT</b>	School Safety Choice Option (SSCO) Transfer Policy Statement of Assurance includes date the incident occurred, incident number, identity of perpetrator, if known, etc.	5 years.	Texas Education Agency Guidance Relating to a Student Who Is a Victim of a Violent Criminal Offense, Section III, (d).

**PART 2: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT RECORDS**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
SD3225-01	ACCESS POLICIES	Written policies and procedures demonstrating how a district meets the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, and federal rules adopted under the act.	US.	34 CFR 99.32.
SD3225-02	ACCESS TO INFORMATION, RECORDS OF	Record of each request for access to and each disclosure of personally identifiable information from the educational records of a student.		
SD3225-02a	ACCESS TO INFORMATION, RECORDS OF	Documentation of requests from and disclosures to the parent or eligible student, to an official of the district for what the district has determined are legitimate educational interests, to a party with written consent from the parent or eligible student, or to a party seeking directory information.	2 years.	
SD3225-02b	ACCESS TO INFORMATION, RECORDS OF	Documentation of requests from and disclosures to any party not included in (a).	PERMANENT.	By regulation - 34 CFR 99.32(a)(2).
SD3225-02c	ACCESS TO INFORMATION, RECORDS OF	Written consents from the parent or eligible student for information disclosure.  (1) From the parent.  (2) From the eligible student.	Until the student is 18.  PERMANENT.	<b>Retention Note:</b> It is an exception to the retention periods given for parental and eligible student consents that if the only records covered by a consent are those associated with enrollment by a student in grades Pre-K through 8, the consents may be disposed of at the same time the records are destroyed.

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
SD3225-02d	<b>ACCESS TO INFORMATION, RECORDS OF</b>	<p>Written refusals from the parent or eligible student to the disclosure of directory information.</p> <p>(1) If refusals are valid as long as the student is in attendance.</p> <p>(2) If refusals must be renewed each academic year.</p>	<p>AV after date of withdrawal.</p> <p>US or AV after date of withdrawal, as applicable.</p>	
SD3225-03	<b>PROTEST OF RECORD STATEMENTS</b>	Statements by parents or eligible students commenting on contested information in a student record, or stating why they disagree with a district's decision not to amend a record, or both.	For as long as the record containing the contested information is maintained.	By regulation - 34 CFR 99.21(c)(1).
SD3225-04	<b>RECORD AMENDMENT REQUESTS AND RELATED DOCUMENTATION</b>	Requests from parents or eligible students to amend student records, notices by the district of denial or consent to amendments, requests for hearings on denied requests, hearing notices, and written decisions by hearing examiners.	2 years.	

**PART 3: RECORDS OF SPECIAL POPULATIONS AND SERVICES**

**Retention Note:** The term "cessation of services" used in the retention periods set in sections 3-1 through 3-5 with reference to records created on students who are referred to but not subsequently enrolled in the special program described, means the date determination against enrollment is made.

**SECTION 3-1: SPECIAL EDUCATION PROGRAM RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
*SD3250-01	ENROLLMENT LISTS AND ROSTERS		5 years.	See retention note (b) on page 7.
*SD3250-02	STUDENT RECORDS	Records of each student referred to or receiving special education services, including referral, assessment, and reevaluation reports; enrollment and eligibility forms; admission, review, and dismissal (ARD) and transitional planning committee documentation; individual educational plans (IEP) and individual transitional plans (ITP); parental consent forms for testing and placement; and other records of services required under federal and state regulation.	Cessation of services + 5 years, <i>but see retention note (a).</i>	<b>Retention Notes:</b> a) It is an exception to the retention period given for this record group, that the following information must be retained PERMANENTLY in some form on each student in grades 9-12 participating in a special education program: name, last known address, student ID or Social Security number, grades, classes attended, and grade level and year completed. If an academic achievement record [see item number SD3200-01(a)] is created for the student and maintained among those for students in the regular population, it is not necessary for special education records custodians to maintain the prescribed information beyond 5 years after the cessation of services, provided that it is contained in the Academic Achievement Record.

Record Number	Record Title	Record Description	Retention Period	Remarks
				<p>b) Prior to the destruction of any records in this record group, the eligible student or the parents of the student, as applicable, must be notified in accordance with federal regulation.</p> <p>(c) See retention note (b) on page 7.</p>

**SECTION 3-2: BILINGUAL AND SPECIAL LANGUAGE PROGRAM RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
*SD3250-08	STUDENT RECORDS	Records of each student referred to or receiving bilingual or special language services, including recommendations from parents or teachers for bilingual instruction, student interview documentation, notifications to parents, parental consents or denials, language proficiency assessment committee (LPAC) reports, exit reports, follow-up study reports, and other records of services required by state regulation or pertinent to the identification of students for bilingual education or special language programs.	Cessation of services + 5 years.	See retention note (b) on page 7.

**SECTION 3-3: GIFTED/TALENTED PROGRAM RECORDS**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
SD3250-16	STUDENT RECORDS	Records of each student referred to or receiving services in a gifted/talented program, including nomination and observation documentation, testing results, parental consents, committee reports and recommendations, and other records of services required under state regulation or pertinent to the identification of students for participation in gifted/talented programs.	Cessation of services + 5 years.	

**SECTION 3-4: SECTION 504 PROGRAM RECORDS**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
*SD3250-20	STUDENT RECORDS	Records of each student referred to or receiving services under Section 504, including referral, pre-placement, and reevaluation reports, parental notices; group and impartial hearing deliberations; and other records of services required under Section 504 regulations.	Cessation of services + 5 years.	See retention note (b) on page 7.

**SECTION 3-5: DYSLEXIA PROGRAM RECORDS**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
SD3250-26	ENROLLMENT LISTS AND ROSTERS		Cessation of services + 5 years.	
SD3250-27	STUDENT RECORDS	Records of each student referred to or	Cessation of	<b>Retention Note:</b> This record group

Record Number	Record Title	Record Description	Retention Period	Remarks
		receiving dyslexia program services, including referral and assessment reports; group deliberations; parental notices; and other records of services required under state regulation.	services + 5 years.	does not include the special education records of students with dyslexia or related disorders receiving special education services. See item number SD3250-02.

**SECTION 3-6: MIGRANT STUDENT RECORD TRANSFER SYSTEM (MSRTS) RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
*SD3250-33	DAILY MSRTS LOGS		5 years.	See retention note (b) on page 7.
*SD3250-34	ENROLLMENT AND WITHDRAWAL REPORTS		5 years.	See retention note (b) on page 7.
*SD3250-35	MONITORING DOCUMENTATION	Summaries of eligibility verifications and validations, parent/guardian questionnaires, copies of validated certificates of eligibility, and copies of any correspondence from a school district to a regional educational service center requesting deletion of ineligible children from the MSRTS.	5 years.	See retention note (b) on page 7.
*SD3250-36	RECRUITING RECORDS	Recruiter logs, questionnaires, and similar records documenting efforts of recruiters to identify and enroll currently and formerly migrant students.	5 years.	See retention note (b) on page 7.
SD3250-37	STUDENT RECORDS			
*SD3250-37a	STUDENT RECORDS	Certificates of eligibility.	End of eligibility + 5 years.	<b>Retention Note:</b> Eligibility ends 6 years from the qualifying arrival date (QAD) as it appears on the certificate of eligibility. The qualifying arrival



Record Number	Record Title	Record Description	Retention Period	Remarks
				date was referred to as the last qualifying move (LQM) on certificates of eligibility prior to 1991. See retention note (b) on page 7.
SD3250-37b	STUDENT RECORDS	Copies of most current educational and health records or forms providing educational and health updates, information from which is transmittable to regional educational service centers for data entry.	US.	<b>Retention Note:</b> Program regulations require that an active file be maintained on each migrant child identified for the current school year in a project district or cooperative project district. The file must include, in addition to the certificate of eligibility, a copy of each of the most current educational and health records of the student. Although the minimum retention period is set as US, superseded records should not be disposed of until notification that all required data from the superseded records has been accurately reflected in MSRTS records in Little Rock. If original student educational and health records, rather than copies, are the source for MSRTS data, the records must be retained for the periods established in Parts 1 and 5 of this schedule.
SD3250-37c	STUDENT RECORDS	Data verification reports from the MSRTS center in Little Rock.	AV.	

**SECTION 3-7: OTHER SPECIAL POPULATIONS RECORDS**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
SD3250-43	FEDERAL IMPACT AID SURVEY FORMS	Locally designed form used to survey parents to determine eligibility for federal impact aid under P.L. 81-874.		
*SD3250-43a	FEDERAL IMPACT AID SURVEY FORMS	Survey forms of students determined to be eligible and used to complete district applications for school assistance in federally affected areas.	5 years.	See retention note (b) on page 7.
SD3250-43b	FEDERAL IMPACT AID SURVEY FORMS	Survey forms of students determined not to be eligible.	AV.	
*SD3250-44	McKINNEY HOMELESS ASSISTANCE ACT STUDENT RECORD		5 years.	See retention note (b) on page 7.

**PART 4: ATTENDANCE RECORDS**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
SD3275-01	ATTENDANCE CONTROL DOCUMENTATION			
SD3275-01a	ATTENDANCE CONTROL DOCUMENTATION	Correspondence to and from parents or guardians concerning absences and tardiness.	AV.	
SD3275-01b	ATTENDANCE CONTROL DOCUMENTATION	Correspondence with law enforcement or other agencies concerning violations of the compulsory school attendance law, including all associated documentation.	2 years.	
SD3275-01c	ATTENDANCE CONTROL DOCUMENTATION	Attendance officer's logs and reports of parents or guardians visited.	2 years.	
*SD3275-01d	ATTENDANCE CONTROL DOCUMENTATION	Documents relating to student attendance hearings and appeals	Date of decision + 2 years.	
SD3275-02	ATTENDANCE REPORTS			

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3275-02a	ATTENDANCE REPORTS	Copies of attendance and enrollment reports submitted to the Texas Education Agency, including those term and period reports submitted to the superintendent by principals for the purposes of compiling state-mandated reports.	5 years.	
SD3275-02b	ATTENDANCE REPORTS	Daily Registers of Pupil Attendance (or an equivalent locally-designed record) and similar daily or periodic reports used to document the attendance and absence of students.	5 years.	
SD3275-03	SCHOLASTIC CENSUS RECORDS	Census cards or rolls of school age children residing in the county or district.	PERMANENT, <i>but see retention note.</i>	<b>Retention Note:</b> The Local Government Records Act (Section 201.008, Local Government Code) transferred custody of all scholastic census records still in the possession of <b>elected county officials</b> to the custody of the Texas State Library and Archives Commission for preservation as historical records. Some census documents, which were compiled by the office of the county superintendent of schools from 1905 through 1969, may have passed into the custody of independent school districts. These census cards and rolls must be retained PERMANENTLY, as well as those from the state-mandated 1970 enumeration, which was conducted by school districts. Although the Local Government Records Act did not automatically transfer any scholastic census records in the custody of school districts to the Texas State Library and Archives Commission, districts may offer to

Record Number	Record Title	Record Description	Retention Period	Remarks
				transfer census records to the commission for preservation. Census cards or rolls compiled by school districts in 1971 and after for local administrative reasons need be retained only as long as administratively valuable.
*SD3275-04	<b>TRANSFER, APPLICATIONS FOR, AND ASSOCIATED REPORTS</b>	Documentation concerning the transfer and enrollment of students in districts other than those in which they are a resident.	5 years.	See retention note (b) on page 7.

**PART 5: STUDENT HEALTH RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3300-01	<b>ACCIDENT REPORTS</b>	Reports of accidents to students.	5 years; or 2 years after the student reaches the age of 18, whichever later.	
SD3300-02	<b>ACTIVITY AND STATISTICAL REPORTS</b>	Daily and other periodic activity and statistical reports, <i>except</i> those noted elsewhere in this section, compiled by school nurses or nurse extenders relating to student health matters.	3 years.	
SD3300-03	<b>CORRESPONDENCE WITH PARENTS OR GUARDIANS</b>	Correspondence to and from parents or guardians concerning student health matters.	2 years.	
SD3300-04	<b>CUMULATIVE HEALTH CARD OR RECORD</b>		Date of withdrawal + 2 years.	
SD3300-05	<b>EMERGENCY CARDS</b>	Card or other form of record providing information on whom to contact in case of accident or illness to a student.	US or until student ceases enrollment, whichever sooner.	
SD3300-06	<b>EXCLUSION AND</b>	Affidavits or similar documents seeking the		

Record Number	Record Title	Record Description	Retention Period	Remarks
	VERIFICATION DOCUMENTATION	exclusion of students from participation in immunization or other health care programs for medical or religious reasons, or verifications of previous illness or health testing.		
SD3300-06a	EXCLUSION AND VERIFICATION DOCUMENTATION	Exclusion documentation.  (1) Affidavits of medical contraindications.  (2) Affidavits of religious conflicts.	1 year, or date of withdrawal + 2 years if contraindication is lifelong. Date of withdrawal + 2 years	
SD3300-06b	EXCLUSION AND VERIFICATION DOCUMENTATION	Verifications of mumps or measles illness.	Date of withdrawal + 2 years.	<b>Retention Note:</b> It is an exception to the retention periods set for subsections (b) and (c) of this group that if data from the verification documentation is recorded on the cumulative health card (see item number SD3300-04), the documentation need be retained only as long as administratively valuable after recording.
SD3300-06c	EXCLUSION AND VERIFICATION DOCUMENTATION	Verifications from physicians or health agencies of prior testing of sight, hearing, and spinal curvature.	Date of withdrawal + 2 years.	
SD3300-07	HEALTH SCREENING DOCUMENTATION			
SD3300-07a	HEALTH SCREENING DOCUMENTATION	Worksheets, checklists, examination forms, and similar documents used in student health screening.	AV after entry of information on Cumulative Health Record.	
*SD3300-07b	HEALTH SCREENING DOCUMENTATION	Vision, hearing, and spinal screening reports submitted to the Texas Department of State Health Services.	2 years.	
SD3300-08	IMMUNIZATION RECORDS			

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3300-08a	IMMUNIZATION RECORDS	Immunization record (either separate or in combination with a cumulative health card as in item number 3300-04).	Date of withdrawal + 2 years.	<b>Retention Note:</b> It is an exception to the retention period given for the immunization record that if immunizations are performed by school nurses or other medical technicians employed by the school district, the immunization record and parental consent forms for the administration of vaccine must be retained by the school until the person receiving the vaccine is 20 years old or 10 years after the consent form was signed, whichever later.
SD3300-08b	IMMUNIZATION RECORDS	Annual reports of immunization status.	3 years.	
SD3300-09	PHYSICIAN REFERRALS AND REPORTS	Copies of referrals to physicians, including any attached screening worksheets, and reports from physicians on referred health matters.	AV after entry of information on Cumulative Health Record.	
SD3300-10	REPORTS TO ENFORCEMENT AGENCIES	Copies of reports on child abuse or neglect, communicable disease, dog bites, drug offenses, missing children, or sexually transmitted disease submitted to the Texas Department of State Health Services, the Texas Health and Human Services Commission, or local law enforcement and animal control agencies.	2 years.	
SD3300-11	SPECIAL HEALTH CARE RECORDS			
SD3300-11a	SPECIAL HEALTH CARE RECORDS	Logs or reports of medications or treatment administered to students on a group or individual basis.	3 years.	
SD3300-11b	SPECIAL HEALTH CARE RECORDS	Parent's requests and physician's authorizations for specialized health care.	End of validity of request or authorization + 2 years.	

**PART 6: INSTRUCTION AND GRADE REPORTING RECORDS**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
SD3325-01	CURRICULUM GUIDES		US.	
SD3325-02	GRADE BOOKS		1 year after entry of grades in the academic achievement or cumulative record.	<b>Retention Note:</b> If grades are entered in the academic achievement record or the cumulative record (see item number SD3200-01) from reports compiled from grade books, these reports must be retained for the same minimum period as grade books.
SD3325-03	GRADE REPORTS	Periodic grade reports created for internal administrative purposes, providing data on grades or grade rankings by class, teacher, campus, course, population, ethnic breakdown, etc. <i>except</i> reports of the type noted in item number 3325-05.	AV.	
SD3325-04	LESSON PLANS		AV.	
SD3325-05	REPORT CARDS	Copies of report cards or grade reports or a comparable record evidencing the grades that have been reported for a student to the student's parents.	1 year after entry of grades in the academic achievement or cumulative record.	<b>Retention Note:</b> If copies of report cards or grade reports are the only record of grades received at the K-8 levels they must be retained for date of withdrawal of the student + 5 years. If they are the only record of grades received at the 9-12 levels prior to the use of a standardized academic achievement record, they must be retained PERMANENTLY.

**PART 7: DISCIPLINE AND COUNSELING RECORDS**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
SD3350-01	<b>DISCIPLINE RECORDS</b>	Records relating to the discipline, corporal punishment, suspension, and expulsion of students maintained by superintendents, principals, and counselors, including parental conference reports and correspondence with parents.		
*SD3350-01a	<b>DISCIPLINE RECORDS</b>	Records relating to removal to a Disciplinary Alternative Education Program, suspension, or expulsion.	5 years.	<b>Retention Note:</b> Records for discipline events resulting in the removal of a student from class must be maintained with Public Education Information Management System (PEIMS) data for five years.
SD3350-01b	<b>DISCIPLINE RECORDS</b>	Records relating to forms of discipline other than removal to a Disciplinary Alternative Education Program, suspension, or expulsion.	AV.	
SD3350-02	<b>STUDENT GUIDANCE AND COUNSELING FILES</b>	Individual student counseling files maintained by school counselors, including parental conference reports.	AV.	<b>Retention Note:</b> It is an exception to the retention period for this record group that guidance and counseling files programmatically associated with participation in special programs as described in Part 3 of this schedule must be retained for the same period as the student records for the special program. In addition, records of counseling in any federally funded special guidance or counseling project or program must be retained for 5 years beyond cessation of counseling services to the student.



Record Number	Record Title	Record Description	Retention Period	Remarks
*SD3350-03	LAW ENFORCEMENT NOTIFICATIONS	Notification from a law enforcement agency of the arrest of a student enrolled in a public primary or secondary school in accordance with Code of Criminal Procedure, art. 15.27.	End of school year	By law – Texas Education Code, Section 37.017.  <b>Retention Note:</b> State law (Texas Education Code, Section 37.017) directs school districts to retain law enforcement notification separately from a student’s permanent academic file and <b>requires</b> destruction of the notification at the end of the school year in which the notification is issued.

**PART 8: ADULT AND VOCATIONAL EDUCATION RECORDS**

**Retention Note:** This part concerns records associated with the use of parks; playgrounds; community centers; swimming pools; theaters; concert halls; golf courses; zoos; civic auditoriums; and other sports, recreational, and cultural facilities owned and operated by a local government.

Record Number	Record Title	Record Description	Retention Period	Remarks
*SD3375-01	CLASS ORGANIZATION REPORTS AND ROSTERS		5 years.	See retention note (b) on page 7.
*SD3375-02	CURRICULUM PLANNING DOCUMENTATION	Project and study plans developed by instructors in vocational education, including those for vocational summer work.	5 years.	See retention note (b) on page 7.
*SD3375-03	FOLLOW-UP REPORTS	Reports on post-instructional experience of leavers and completers of vocational education programs.	5 years.	See retention note (b) on page 7.
*SD3375-04	STUDENT RECORDS	Cooperative training plans; applications for participation in work study programs; student rating forms, progress reports, and record cards; individual follow-up records;	End of enrollment + 5 years.	See retention note (b) on page 7.

Record Number	Record Title	Record Description	Retention Period	Remarks
		and similar records of assignments to and the completion by a student of vocational education projects and tasks.		

**PART 9: DRIVERS EDUCATION RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
*SD3400-01	STUDENT RECORDS	Individual records of students enrolled in driver's education.	5 years.	See retention note (b) on page 7.
*SD3400-02	STUDENT ROSTERS		5 years, if used in lieu of individual student records; otherwise AV.	
SD3400-03	INSTRUCTIONAL CHECKLISTS		1 year after entry of scores and other data in student individual record or rosters.	
SD3400-04	LICENSING AND COMPLETION FORMS	Any copies of forms or certificates maintained in student files relating to applications for drivers licenses, course completions, insurance discount forms, and notices of cancellation.	AV.	
SD3400-05	REQUESTS FOR RECOGNITION OF COMPLETION DOCUMENTS		AV.	

**PART 10: ACCREDITATION RECORDS**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
SD3425-01	ACCREDITATION REPORTS			
SD3425-01a	ACCREDITATION REPORTS	Reports to the Texas Education Agency on accreditation planning or the self-monitoring of progress toward the achievement of goals.	AV after subsequent accreditation.	
SD3425-01b	ACCREDITATION REPORTS	Accreditation investigative reports from the Texas Education Agency to the board of trustees of a school district.	PERMANENT.	
SD3425-02	PLANNING RECORDS	Self studies; planning documents used to establish goals and indicators; achievement reports; documents evidencing parent, community, and staff involvement in the establishment of performance objectives; and similar records created in school districts to plan for and monitor progress during interims between accreditation visits.	AV after subsequent accreditation.	Review before disposal; some records of this type may merit PERMANENT retention for historical reasons.

**PART 11: FOOD SERVICE RECORDS**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
SD3450-01	CERTIFICATES OF AUTHORITY	Authorizations for persons to act on behalf of a school district in school lunch matters.	US + 5 years.	
SD3450-02	DAILY FOOD SERVICE RECORDS	Daily record of full-price, reduced-price, and free breakfasts and lunches served.	FE + 5 years.	
SD3450-03	FOOD AND FOOD EQUIPMENT INVENTORY RECORDS		FE + 5 years.	
SD3450-04	FREE OR REDUCED-PRICE			

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
	<b>MEAL RECORDS</b>			
SD3450-04a	<b>FREE OR REDUCED-PRICE MEAL RECORDS</b>	Applications from parents for free or reduced-price breakfasts or lunches.	FE + 5 years.	
SD3450-04b	<b>FREE OR REDUCED-PRICE MEAL RECORDS</b>	Rosters or lists of eligible students.	FE + 5 years.	
SD3450-04c	<b>FREE OR REDUCED-PRICE MEAL RECORDS</b>	Policy statements on free and reduced-price meals.	US + 5 years.	
SD3450-05	<b>HEALTH INSPECTION REPORTS</b>		3 years.	
SD3450-06	<b>MENU RECORDS</b>			
SD3450-06a	<b>MENU RECORDS</b>	Menu planning records.	AV.	
SD3450-06b	<b>MENU RECORDS</b>	Daily menus.	5 years.	

**PART 12: TEXTBOOK RECORDS**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
SD3475-01	<b>ANNUAL MEMBERSHIP REPORT</b>		FE + 2 years.	
SD3475-02	<b>LOCAL TEXTBOOK COMMITTEE REPORT</b>		US.	
SD3475-03	<b>TEXTBOOK CUSTODIAN BONDS</b>		US + 2 years.	
SD3475-04	<b>TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS</b>			
SD3475-04a	<b>TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS</b>	Inventories	US + 1 year.	
SD3475-04b	<b>TEXTBOOK INVENTORY AND DISTRIBUTION</b>	Book cards or records comparable in function documenting what books were	FE + 2 years.	

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
	<b>CONTROL RECORDS</b>	distributed to each student and similar records documenting their return or non-return.		
<b>SD3475-04c</b>	<b>TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS</b>	Records documenting the distribution, transfer, and return of textbooks on a campus by campus basis.	FE + 2 years.	
<b>SD3475-04d</b>	<b>TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS</b>	Reports on state-owned textbooks that have been destroyed.	FE + 2 years.	
<b>SD3475-05</b>	<b>TEXTBOOK PROCUREMENT RECORDS</b>			
<b>SD3475-05a</b>	<b>TEXTBOOK PROCUREMENT RECORDS</b>	Requisitions and supplemental requisitions for textbooks, learning systems, and related materials, including those for use by visually disabled students, placed with the Texas Education Agency (TEA), the Texas Instructional Materials Center for the Visually Impaired, or other vendors as may be permitted by law or regulation, including supporting documentation such as statements of charges, packing slips, freight bills, and shipment-error reports.	FE + 2 years.	
<b>SD3475-05b</b>	<b>TEXTBOOK PROCUREMENT RECORDS</b>	Order notifications from the Texas Education Agency (TEA) concerning processing of textbook orders.	AV after receipt and reconciliation of shipment.	
<b>SD3475-05c</b>	<b>TEXTBOOK PROCUREMENT RECORDS</b>	Documentation relating to the procurement of sample textbooks, learning systems, and related materials.	AV after receipt and reconciliation of shipment.	
<b>SD3475-06</b>	<b>TEXTBOOK SALES AND DISPOSITION RECORDS</b>			
<b>SD3475-06a</b>	<b>TEXTBOOK SALES AND DISPOSITION RECORDS</b>	State textbook sales invoices and acknowledgment statements, logs (district and campus) of textbooks paid for, payment or reduced payment waivers, payment account cards, and any district forms used for the transmittal of textbook funds from	FE + 2 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
		campuses to the textbook coordinator.		
SD3475-06b	<b>TEXTBOOK SALES AND DISPOSITION RECORDS</b>	Records relating to the disposition by donation or destruction of expiring or out-of-adoption textbooks.	AV.	

**PART 13: SCHOOL TRANSPORTATION RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3500-01	<b>APPLICATIONS FOR NEW TRANSPORTATION PROGRAMS</b>	Requests to the Texas Education Agency for approval of state funds for eligible pupil transportation services.	FE + 5 years.	
SD3500-02	<b>CONTRACTS FOR TRANSPORTATION SERVICES</b>	Contracts with public or commercial companies for pupil transportation services, including copies of applications to the Texas Education Agency (TEA) for contract approval.	4 years after the expiration or termination of the contract according to its terms.	
SD3500-03	<b>DRIVERS RECORDS</b> (see also Section 3-1 of Local Schedule GR)			
* SD3500-03a	<b>DRIVERS RECORDS</b> (see also Section 3-1 of Local Schedule GR)	Medical examination reports.	US + 3 years.	
* SD3500-03b	<b>DRIVERS RECORDS</b> (see also Section 3-1 of Local Schedule GR)	School bus driver training certification verifications.	3 years.	
* SD3500-03c	<b>DRIVERS RECORDS</b> (see also Section 3-1 of Local Schedule GR)	Driver's license record checks.	US or date of separation + 2 years, as applicable.	
SD3500-04	<b>ELIGIBLE RIDER DOCUMENTATION</b>	Documentation, maintained in the form of lists of actual bus riders by name and route number, including all associated records	3 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
		providing source information needed to complete ridership sections of state-required pupil transportation reports (see item number 3500-05).		
SD3500-05	<b>PUPIL TRANSPORTATION REPORTS</b>	Annual reports to the Texas Education Agency on the number of pupils transported by school bus or private means (including route mileage), used by the agency to determine transportation allotments.	3 years.	<b>Retention Note:</b> This record group includes requests for approval of bus routes, now part of the Regular Pupil Transportation Report, but submitted separately in prior years.
SD3500-06	<b>ROUTE DESCRIPTIONS</b>	A turn-by-turn accounting for each approved route, specifying road designations and corresponding mileages.	US + 3 years.	
SD3500-07	<b>SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS</b>			
SD3500-07a	<b>SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS</b>	Vehicle master record containing the following: complete description of the vehicle, including vehicle identification and license numbers; annual beginning and ending odometer readings; total annual fuel, maintenance, labor, and parts costs; and complete maintenance history (in summary form showing date and nature of service, repair or state inspection).	LA.	<b>Retention Notes:</b> a) This schedule does not require the creation of a vehicle master record of the type described, but if a vehicle master record is not maintained, records containing the prescribed information must be retained for the life of the vehicle. For example, if work orders in (b) are the only record maintained of repairs to school buses, they must be retained for the life of the vehicle. (b) If a school bus is salvaged as the result of an accident, the vehicle master record or, if one is not created, documents providing the types of information prescribed, must be retained for LA + 3 years.
SD3500-07b	<b>SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS</b>	Service requests/work orders.	2 years.	

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
SD3500-07c	SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS	Daily activity reports compiled by vehicle shop personnel and/or drivers showing fuel and oil consumption, odometer readings, routine inspections, etc., from which data is derived for operating cost reports and the vehicle master record.	2 years.	
SD3500-07d	SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS	School bus usage reports for extracurricular activities, field trips, or for private purposes under contract needed for compiling annual operating costs reports under (e).	2 years.	
SD3500-07e	SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS	Annual operation cost reports submitted to the Texas Education Agency.	FE + 5 years.	
SD3500-08	SCHOOL BUS PURCHASE REQUISITIONS		FE + 5 years.	
*SD3500-09	SCHOOL BUS SURVEILLENCE VIDEO			
*SD3500-09a	SCHOOL BUS SURVEILLENCE VIDEO (no incident)	Video recorded where no incident occurs.	30 days.	
*SD3500-09b	SCHOOL BUS SURVEILLENCE VIDEO (incident)	Video that records an incident occurring.	30 days after incident resolved or verdict is rendered.	



**PART 14: SCHOOL SAFETY RECORDS**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
SD3525-01	EVACUATION AND FIRE EXIT PLANS		US.	
SD3525-02	FIRE DRILL RECORDS	Records of fire drills, including schedules, reports, correspondence with fire departments, and associated documentation.	3 years.	
SD3525-03	FIRE SAFETY INSPECTION REPORTS		3 years.	

**PART 15: FINANCIAL RECORDS**

**Retention Note:** This part supplements and should be used in conjunction with Part 2 of Local Schedule GR.

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
SD3550-01	AGENCY FUND ACCOUNTING RECORDS	Any accounts payable, accounts receivable, or ledgers and journals used to document the receipt and expenditure of local agency funds from clearing accounts that are custodial in nature (e.g., student picture accounts).	FE + 3 years.	<b>Retention Note:</b> Compare item numbers GR1025-26, GR1025-27, and GR1025-30 in Local Schedule GR. The minimum retention period for records of agency funds is an exception to the prevailing FE + 5 year retention period for school district financial records.
SD3550-02	COUNTY AVAILABLE REPORTS		FE + 3 years.	
SD3550-03	SCHOOL BONDS, APPLICATIONS FOR GUARANTY OF		Until receipt of guaranty documentation.	

**PART 16: PERSONNEL AND STAFFING RECORDS**

**Retention Notes:** a) This part supplements and should be used in conjunction with Part 3 of Local Schedule GR.

b) If the retention period for a record in this part is given as US or as US + a specific number of years and the person to whom the record relates ceases employment before supercession occurs, the date of separation shall also be considered the date of supercession for records retention purposes.

**SECTION 16-1: INDIVIDUAL EMPLOYEE RECORDS**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
SD3575-01	ABSENCE FROM DUTY REPORTS		4 years.	
SD3575-02	APPLICATIONS AND RECOMMENDATIONS FOR PROFESSIONAL OR PARAPROFESSIONAL CERTIFICATES OR PERMITS, COPIES OF	Copies of applications/recommendations endorsed by the superintendent or other authorized school official and forwarded by the district or the applicant to the Texas Education Agency for the purposes of certification or review of qualifications.		
SD3575-02a	APPLICATIONS AND RECOMMENDATIONS FOR PROFESSIONAL OR PARAPROFESSIONAL CERTIFICATES OR PERMITS, COPIES OF	Application for Nonrenewable Permit	1 year.	
SD3575-02b	APPLICATIONS AND RECOMMENDATIONS FOR PROFESSIONAL OR PARAPROFESSIONAL CERTIFICATES OR PERMITS, COPIES OF	All others.	AV.	

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3575-03	AUDIT VERIFICATION CARDS		US, but see retention note.	<b>Retention Note:</b> The most recent audit verification card present in his or her personnel file upon separation of an employee must be retained PERMANENTLY and should be considered an addendum to the Teacher Service Record (see item number GR1050-12 in Local Schedule GR).
SD3575-04	DEFICIENCY PLAN		US by a teaching certificate, or separation of employee + 5 years, as applicable.	
*SD3575-05	PERFORMANCE APPRAISAL RECORDS			<b>Retention Notes:</b> The records listed in this group are those currently used in the Professional Development and Appraisal System (PDAS) and its local equivalent implemented on a statewide basis in the 1997-1998 school year; in the Texas Teacher Appraisal System (TTAS) implemented on a statewide basis in the 1986-1987 school year and used through the 1996-1997 school year for the career ladder appraisal process; and in TTAS functional equivalents used in districts for teacher performance appraisals for the 1983-1984, 1984-1985, and 1985-1986 school years. For teacher appraisal records prior to the 1983-1984 school year see item number GR1050-21 in Local Schedule GR.

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3575-05a	PERFORMANCE APPRAISAL RECORDS	Appraisal record (including documentation submitted by the teacher).	PERMANENT.	
SD3575-05b	PERFORMANCE APPRAISAL RECORDS	Observation/evaluation forms (including documentation submitted by the teacher).	4 years after teacher signs for receipt of appraisal record.	
SD3575-05c	PERFORMANCE APPRAISAL RECORDS	Notes taken by appraisers during observations or similar written documentation created by the teacher's supervisor that, in combination with the formal observation, is used to determine credit for the criteria and indicators on the observation/evaluation forms.	AV after teacher signs for receipt of observation/evaluation form.	
*SD3575-05d	PERFORMANCE APPRAISAL RECORDS	Teacher assessments of instructional goals and outcomes.	AV	
SD3575-05e	PERFORMANCE APPRAISAL RECORDS	Professional growth plans.	4 years.	
SD3575-05f	PERFORMANCE APPRAISAL RECORDS	Grievance and response documents.	For the same period as the appraisal record to which they relate.	<b>Retention Note:</b> For employee grievance records other than those relating to performance appraisals see item number GR1050-20 in Local Schedule GR.
SD3575-06	SERVICE RECORD AFFIDAVITS	Affidavits attached to teacher service record claiming months served prior to the 1949-50 school year.	PERMANENT.	
SD3575-07	STATEMENTS OF COMMITMENT (OUT-OF-STATE CERTIFICATES)		Until receipt by district of Texas certificate or date of separation + 5 years, as applicable.	
*SD3575-08	STATEMENTS OF INTENTION TO BECOME A UNITED STATES CITIZEN		AV.	
SD3575-09	TEACHER CERTIFICATE REGISTERS		PERMANENT.	<b>Retention Note:</b> This was a standard record of county

Record Number	Record Title	Record Description	Retention Period	Remarks
				superintendents of schools, but it was also maintained in some independent school districts in years prior to the emergence of a formal Teacher Service Record (see item number GR1050-12 in Local Schedule GR).
*SD3575-10	TUBERCULOSIS CERTIFICATES		AV.	
*SD3575-11	CRIMINAL HISTORY CHECKS		1 year from date obtained or after the information is used for the authorized purpose, whichever is sooner.	By law - Section 411.084, Local Government Code.  <b>Retention Note:</b> This record series is only for public school employees; for all other government employees, see item number GR1050-11 in Local Schedule GR.

**SECTION 16-2: STAFFING RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3575-16	PERSONNEL ROSTERS	Including those detailing assignments to grades, courses, etc.	3 years.	
*SD3575-17	PERSONNEL UNIT REQUIREMENT CALCULATION WORKSHEETS		AV.	
SD3575-18	SUBSTITUTE TEACHING ROSTERS		3 years.	

**PART 17: MISCELLANEOUS REPORTS AND SURVEYS**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
*SD3600-01	<b>PUBLIC EDUCATION INFORMATION MANAGEMENT SYSTEM (PEIMS) DATA SUBMISSIONS</b>		5 years..	
SD3600-02	<b>DATA VERIFICATION REPORTS</b>	Data printouts or reports from the Texas Education Agency (TEA) or other agencies provided for informational purposes showing data received and entered in Texas Education Agency (TEA) or other agency databases and similar documents seeking confirmation of the accuracy of current data information.	AV.	<b>Retention Note:</b> For example, reports sent by Texas Education Agency (TEA) or an educational service center showing data received and entered as the result of Public Education Information Management System (PEIMS) data submissions fall under this record group as well as any retained copies of data verification reports returnable to Texas Education Agency (TEA), such as forms used to confirm and/or update data for the Texas School Directory.
SD3600-03	<b>SURVEYS</b>	Surveys, questionnaires, opinion polls, and similar documents received from the Texas Education Agency or other agencies, completed and returned by the superintendent or other school official, and used by the surveying agency for the preparation of needs assessments or statistical reports and not for the specific purpose of monitoring compliance with a required or grant-funded program in the respondent district.	AV.	<b>Retention Note:</b> It is an exception to the retention period given for this record group that records of the type described received by a regional education service center <b>as a surveying agency</b> must be retained by the center for 5 years.

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**PART 18: MISCELLANEOUS RECORDS**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
SD3625-01	<b>PROGRAM APPROVAL APPLICATIONS</b>	Applications and supporting documentation for local programs that must be approved by the Texas Education Agency before implementation but which do not involve the allocation of state or federal funds controlled by the agency.		
SD3625-01a	<b>PROGRAM APPROVAL APPLICATIONS</b>	Applications approved.	US + 5 years or life of program + 5 years, whichever applicable	
SD3625-01b	<b>PROGRAM APPROVAL APPLICATIONS</b>	Applications not approved.	AV	
SD3625-02	<b>REQUESTS FOR WAIVER OF TEXAS EDUCATION AGENCY POLICIES AND RULES</b>	Requests and renewals of requests for waivers of Texas Education Agency policies and rules, including any attached documentation.		
SD3625-02a	<b>REQUESTS FOR WAIVER OF TEXAS EDUCATION AGENCY POLICIES AND RULES</b>	Requests granted.	5 years	
SD3625-02b	<b>REQUESTS FOR WAIVER OF TEXAS EDUCATION AGENCY POLICIES AND RULES</b>	Requests not granted.	AV	
SD3625-03	<b>SCHOOL CALENDAR</b>		US + 2 years	
SD3625-04	<b>UNIVERSITY INTERSCHOLASTIC LEAGUE RECORDS</b>	Correspondence, schedules, rosters, reports, records of participation, and similar documentation, <i>except</i> financial records (see Local Schedule GR), concerning the participation of a district in academic, music, and athletic contests and programs governed by the University Interscholastic League.	2 years	
*SD3625-05	<b>EXTRACURRICULAR ACTIVITY RECORDS</b>	Application, selection, and evaluation records for participation in extracurricular activities	2 years	

Record Number	Record Title	Record Description	Retention Period	Remarks
		(cheerleading, National Honor Society, student council, etc.)		
*SD3625-06	STUDENT DRUG/ALCOHOL TEST RESULTS			
*SD3625-06a	STUDENT DRUG/ALCOHOL TEST RESULTS (negative results)	Negative Results.	1 year.	
*SD3625-06b	STUDENT DRUG/ALCOHOL TEST RESULTS (positive results)	Positive Results or Refusal Form.	Date of withdrawal, graduation, or 5 years, whichever sooner.	<b>Retention Note:</b> All documentation should be maintained separate from the student cumulative folder and only released to student, his/her parent or person in lawful control of student, Superintendent, Head Coach/Sponsor of extracurricular activity, and other school officials with legitimate interest in information. Results shall not be shared with law enforcement except as required by law.
*SD3625-07	VISITOR LOGS		2 years.	
*SD3625-08	PARKING DECAL/PERMIT RECORDS		US or expiration of permit.	



**PART 19: LIBRARY RECORDS**

<b>Record Number</b>	<b>Record Title</b>	<b>Record Description</b>	<b>Retention Period</b>	<b>Remarks</b>
*SD3650-01	<b>ACCESSION/DEACCESSION RECORDS</b>	Records used to update library catalogs or inventory records of the accession through purchase or gift or the deaccession through loss or withdrawal of library and museum materials.	AV.	<b>Retention Note:</b> This record series does not include the record copy of purchase requisitions or orders or accounts payable documentation. See item numbers GR1025-26 and GR1075-03 in Local Schedule GR.
*SD3650-02	<b>BORROWER REGISTRATION RECORDS</b>	Records documenting the registration of borrowers.	AV.	
*SD3650-03	<b>CIRCULATION RECORDS</b>	Records documenting the circulation of library materials to individual borrowers.	AV.	
*SD3650-04	<b>INTERLIBRARY LOAN RECORDS</b>	Records relating to the lending and borrowing of library materials through interlibrary loan.	AV.	<b>Retention Note:</b> It is an exception to the retention period for this item that if interlibrary loan services are funded by indirect grants from the U.S. Department of Education, the record copy of documents evidencing interlibrary loan activity must be retained for FE + 7 years. See introductory retention note concerning grant records in Part 2 of Local Schedule GR.
*SD3650-05	<b>INVENTORY RECORDS</b>	Shelf lists or equivalent records showing current library and museum holdings.	US.	
*SD3650-06	<b>LIBRARY CATALOGS</b>		US.	



# TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

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Comments or complaints regarding the programs and services of the Texas State Library and Archives Commission can be addressed to the Director and Librarian, PO Box 12927, Austin, TX 78711-2927.  
512-463-5460 or 512-463-5436 Fax

**Copies of this publication are available in alternative format upon request.**