

Master Schedule Cross Reference

Records Series Title	Item Number	Schedule
ABSENCE FROM DUTY REPORTS	3575-01	SD
ACADEMIC RECORDS	3200-01	SD
ACCESS POLICIES	3225-01	SD
ACCESS TO INFORMATION, RECORDS OF	3225-02	SD
ACCIDENT AND DAMAGE REPORTS (PROPERTY)	1075-15	GR
ACCIDENT REPORTS	1000-20	GR
ACCIDENT REPORTS	3300-01	SD
ACCOUNTING POLICIES AND PROCEDURES DOCUMENTATION	1025-25	GR
ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS	1025-26	GR
ACCOUNTS RECEIVABLE RECORDS	1025-27	GR
ACTIVITY AND STATISTICAL REPORTS	3300-02	SD
AGENDAS	1000-01	GR
ANNUAL MEMBERSHIP REPORT	3475-01	SD
APPLICATIONS AND RECOMMENDATIONS FOR PROFESSIONAL OR PARAPROFESSIONAL CERTIFICATES OR PERMITS, COPIE	3575-02	SD
APPRAISAL ROLLS, AMENDMENTS, AND NOTICES	3000-02	TX
APTITUDE AND SKILLS TEST RECORDS	1050-02	GR
ATTENDANCE CONTROL DOCUMENTATION	3275-01	SD
ATTENDANCE REPORTS	3275-02	SD
AUDIT RECORDS	1025-01	GR
BANK SECURITY RECORDS	1025-02	GR
BANKING RECORDS	1025-28	GR

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Records Series Title		Item Number		Schedule
BIDS AND BID DOCUMENTATION	1075-01	GR
BIRTH DATE DOCUMENTATION	3200-02	SD
BOND RECORDS	1025-03	GR
BUDGETS AND BUDGET DOCUMENTATION	1025-04	GR
CAPITAL ASSETS RECORDS	1025-05	GR
CERTIFICATES AND LICENSES	1050-04	GR
CLASS ORGANIZATION REPORTS AND ROSTERS	3375-01	SD
COMPLAINTS	1000-24	GR
CONSTRUCTION PROJECT FILES	1075-16	GR
CONTRACTS, LEASES, AND AGREEMENTS	1000-25	GR
CORRESPONDENCE AND INTERNAL MEMORANDA	1000-26	GR
CORRESPONDENCE WITH PARENTS OR GUARDIANS	3300-03	SD
COST ALLOCATION AND DISTRIBUTION RECORDS	1025-29	GR
CUMULATIVE HEALTH CARD OR RECORD	3300-04	SD
CURRICULUM GUIDES	3325-01	SD
CUSTODY DOCUMENTS	3200-03	SD
DAILY FOOD SERVICE RECORDS	3450-02	SD
DAILY MSRTS LOGS	3250-33	SD
DATA VERIFICATION REPORTS	3600-02	SD
DEDUCTION AUTHORIZATIONS	1050-50	GR
DEEDS	1000-27	GR
DEFICIENCY PLAN	3575-04	SD

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Records Series Title	Item Number	Schedule
DELINQUENT TAX ROLLS	3000-05	TX
DISCIPLINARY AND ADVERSE ACTION RECORDS	1050-07	GR
DISCIPLINE RECORDS	3350-01	SD
EARNINGS AND DEDUCTION RECORDS	1050-52	GR
ELECTION MINUTES, NOTICES, AND ORDERS	3100-03	EL
EMERGENCY CARDS	3300-05	SD
EMPLOYEE PENSION AND BENEFITS RECORDS	1050-08	GR
EMPLOYEE RECOGNITION RECORDS	1050-09	GR
EMPLOYEE SECURITY RECORDS	1050-10	GR
EMPLOYEE SELECTION RECORDS	1050-11	GR
EMPLOYEE SERVICE RECORD	1050-12	GR
EMPLOYMENT ADVERTISEMENTS OR ANNOUNCEMENTS	1050-13	GR
EMPLOYMENT APPLICATIONS	1050-14	GR
EMPLOYMENT CONTRACT/COLLECTIVE BARGAINING RECORDS	1050-15	GR
ENROLLMENT AND WITHDRAWAL REPORTS	3250-34	SD
ENROLLMENT LISTS AND ROSTERS	3250-01	SD
ENROLLMENT OR REGISTRATION FORMS	3200-04	SD
EQUAL EMPLOYMENT OPPORTUNITY RECORDS AND REPORTS	1050-16	GR
EVACUATION AND FIRE EXIT PLANS	3525-01	SD
EXCLUSION AND VERIFICATION DOCUMENTATION	3300-06	SD
FEDERAL AND STATE TAX FORMS AND REPORTS	1050-53	GR
FEDERAL IMPACT AID SURVEY FORMS	3250-43	SD

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Records Series Title		Item Number		Schedule
FEDERAL REVENUE SHARING RECORDS	1025-06	GR
FINANCIAL REPORTS	1025-07	GR
FIRE DRILL RECORDS	3525-02	SD
FOLLOW-UP REPORTS	3375-03	SD
FOOD AND FOOD EQUIPMENT INVENTORY RECORDS	3450-03	SD
FREE OR REDUCED-PRICE MEAL RECORDS	3450-04	SD
GRADE BOOKS	3325-02	SD
GRADE REPORTS	3325-03	SD
GRANT DEVELOPMENT AND ADMINISTRATIVE RECORDS	1025-08	GR
GRIEVANCE RECORDS	1050-20	GR
HEALTH INSPECTION REPORTS	3450-05	SD
HEALTH SCREENING DOCUMENTATION	3300-07	SD
HOME LANGUAGE SURVEYS	3200-05	SD
IMMUNIZATION RECORDS	3300-08	SD
INSURANCE POLICIES	1000-29	GR
INVENTORY RECORDS (PARTS AND SUPPLIES)	1075-02	GR
INVESTMENT TRANSACTION RECORDS	1025-09	GR
JOB EVALUATIONS (PERFORMANCE APPRAISALS)	1050-21	GR
LEAVE RECORDS	1050-54	GR
LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION	1025-30	GR
LESSON PLANS	3325-04	SD
LITIGATION CASE FILES	1000-31	GR

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Records Series Title		Item Number		Schedule
LOCAL TEXTBOOK COMMITTEE REPORT	3475-02	SD
MAINTENANCE, REPAIR, AND INSPECTION RECORDS	1075-18	GR
	3250-44	SD
MEDICAL AND EXPOSURE REPORTS	1050-22	GR
MENU RECORDS	3450-06	SD
MINUTES (STAFF)	1000-32	GR
MINUTES	1000-03	GR
MONITORING DOCUMENTATION	3250-35	SD
NEWS RELEASES	1000-33	GR
OATHS OF OFFICE	1050-23	GR
OPEN MEETING NOTICES	1000-04	GR
OPEN RECORDS REQUESTS	1000-34	GR
ORDINANCES, ORDERS, RESOLUTIONS	1000-05	GR
ORGANIZATIONAL CHARTS	1000-35	GR
PARENTAL PERMISSION RECORDS	3200-07	SD
PAYROLL ACTION OR INFORMATION NOTICES	1050-55	GR
PERFORMANCE APPRAISAL RECORDS (CAREER LADDER SYSTEM)	3575-05	SD
PERMITS AND LICENSES	1000-36	GR
PERSONNEL ACTION OR INFORMATION NOTICES	1050-24	GR
PERSONNEL ROSTERS	3575-16	SD
PETITIONS	1000-06	GR
PHOTOGRAPHS, RECORDINGS, AND OTHER NON-TEXTUAL MEDIA	1000-37	GR

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Records Series Title	Item Number	Schedule
PHYSICIAN REFERRALS AND REPORTS	3300-09	SD
PLANNING RECORDS	3425-02	SD
POLICY AND PROCEDURE DOCUMENTATION	1000-38	GR
POSITION DESCRIPTION, CLASSIFICATION, AND STAFF MONITORING RECORDS	1050-26	GR
POSTAL AND DELIVERY SERVICE RECORDS	1075-40	GR
PROGRAM APPROVAL APPLICATIONS	3625-01	SD
PROTEST OF RECORD STATEMENTS	3225-03	SD
PUBLIC EDUCATION INFORMATION MANAGEMENT SYSTEM (PEIMS) DATA SUBMISSIONS	3600-01	SD
PUBLICATIONS	1000-39	GR
PUPIL TRANSPORTATION REPORTS	3500-05	SD
PURCHASE ORDER AND RECEIPT RECORDS	1075-03	GR
RECORD AMENDMENT REQUESTS AND RELATED DOCUMENTATION	3225-04	SD
RECORDS MANAGEMENT RECORDS	1000-40	GR
RECRUITING RECORDS	3250-36	SD
REDUCTION IN FORCE PLANS	1050-27	GR
REPORT CARDS	3325-05	SD
REPORTS AND STUDIES (NON-FISCAL)	1000-41	GR
REPORTS TO ENFORCEMENT AGENCIES	3300-10	SD
REPORTS TO STATE PROPERTY TAX BOARD	2975-17	TX
REQUESTS AND AUTHORIZATIONS TO ENGAGE IN REIMBURSABLE ACTIVITIES	1050-58	GR
REQUESTS FOR WAIVER OF TEXAS EDUCATION AGENCY POLICIES AND RULES	3625-02	SD
SCHOOL CALENDAR (TEA	3625-03	SD

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Records Series Title	Item Number	Schedule
SECURITY RECORDS	4800-50	HR
SERVICE RECORD AFFIDAVITS	3575-06	SD
SERVICE REQUESTS/WORK ORDERS	1075-19	GR
SPECIAL HEALTH CARE RECORDS	3300-11	SD
STATEMENTS OF COMMITMENT (OUT-OF-STATE CERTIFICATES)	3575-07	SD
STUDENT GUIDANCE AND COUNSELING FILES	3350-02	SD
STUDENT RECORDS	3375-04	SD
STUDENT RECORDS	3250-02	SD
STUDENT RECORDS	3250-08	SD
STUDENT RECORDS	3250-16	SD
STUDENT RECORDS	3250-20	SD
STUDENT WITHDRAWAL/RECORD TRANSFER FORM (TEA	3200-08	SD
SUBSTITUTE TEACHING ROSTERS	3575-18	SD
SURVEYS	3600-03	SD
TAX COLLECTION, DELINQUENCY, AND PROPERTY VALUE REPORTS	3000-11	TX
TAX CORRESPONDENCE	3000-12	TX
TAX RECEIPTS	3000-16	TX
TAX ROLLS	3000-18	TX
TELEPHONE LOGS OR ACTIVITY REPORTS	1075-41	GR
TEST AND ACADEMIC MEASUREMENT REPORTS	3200-09	SD
TEXTBOOK CUSTODIAN BONDS	3475-03	SD
TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS	3475-04	SD

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Records Series Title		Item Number		Schedule
TEXTBOOK PROCUREMENT RECORDS	3475-05	SD
TEXTBOOK SALES AND DISPOSITION RECORDS	3475-06	SD
TIME AND ATTENDANCE REPORTS	1050-56	GR
TIME CHANGE RECORDS	1050-57	GR
TRAINING AND EDUCATIONAL ATTAINMENT RECORDS	1050-28	GR
TRANSFER, APPLICATIONS FOR, AND ASSOCIATED REPORTS	3275-04	SD
UNEMPLOYMENT COMPENSATION CLAIMS FILES	1050-29	GR
UNIVERSITY INTERSCHOLASTIC LEAGUE RECORDS	3625-04	SD
USAGE REPORTS	1075-20	GR
VEHICLE ASSIGNMENT RECORDS	1075-21	GR
VERIFICATION OF EMPLOYMENT ELIGIBILITY (INS	1050-30	GR
VISITOR CONTROL REGISTERS	1075-22	GR
WORKERS COMPENSATION CLAIM FILES	1050-32	GR