

<b>Carrollton - Farmers Branch ISD Amended Control Sub-Schedule</b>		Date: 04 Dec 2006	Kristie Keesee
Sub-Schedule: Schools		ID: CFB-01	Carrollton TX 75011 Tel. (972) 968-6331 FAX (972) 968-6335
Item / Sch.	Records Series Title	Retention	Authority/Comments

1000-20 GR	ACCIDENT REPORTS - Reports of accidents to persons on local government property or in any other situation in which a local government could be party to a lawsuit.  a) Reports of accidents to adults.  b) Reports of accidents to minors.	5 years.  5 years, or 2 years after the minor reaches the age of 18, whichever later.	
1000-24 GR	COMPLAINTS - Complaints received from the public by a governing body or any officer or employee of a local government relating to government policy.  <i>Retention Note: The 2-year retention period applies only to complaints of a general nature that do not fall into a different category of complaint noted in this or other commission schedules (e.g., complaints from the public about potential fire hazards are scheduled in Local Schedule PS and have a longer retention period).</i>	Resolution or dismissal of complaint + 2 years.	
1000-26 GR	CORRESPONDENCE AND INTERNAL MEMORANDA (includes incoming and copies of outgoing correspondence and internal correspondence and memoranda).  <i>Retention Note: The minimum retention period for correspondence or internal memoranda in categories (a) and (b) directly linked to another record series or group listed in this or other commission schedules is that assigned to the other group or series. For example, a letter from an external auditor regarding an audit of a local government's financial records should be retained for the retention period given under item number 1025-01 (e); a letter concerning a workers compensation claim should be retained for the period given under item number 1050-32, etc. The retention periods that follow are for correspondence and internal memoranda that do not readily fall within other record groups.</i>	5 years.	Review before disposal; some correspondence of this type may merit permanent retention for historical reasons.

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Item / Sch.	Records Series Title	Retention	Authority/Comments
	b) Administrative - Correspondence and internal memoranda pertaining to or arising from the routine administration or operation of the policies, programs, services, and projects of a local government.	2 years.	
	c) Routine - Correspondence and internal memoranda such as letters of transmittal, requests for publications, internal meeting notices, and similar routine matters.	AV	Exempt from destruction request requirement.
1000-32 GR	MINUTES (STAFF) - Minutes of internal staff meetings.	AV	Exempt from destruction request requirement.
1000-34 GR	OPEN RECORDS REQUESTS - Open records requests, including correspondence and other documentation relating to the request.	1 year after final decision on request.	
1000-35 GR	ORGANIZATIONAL CHARTS	US	Exempt from destruction request requirement.
1000-37 GR	PHOTOGRAPHS, RECORDINGS, AND OTHER NON-TEXTUAL MEDIA - Photographs, photographic scrapbooks, slides, sound recordings, videotapes, posters, and other non-textual media that document the history and activities of a local government or any of its departments, programs, or projects except such records noted elsewhere in this or other commission schedules.  <i>Retention Note: Most photographs and other non-textual media of the types described must be retained permanently for historical reasons, but latitude is allowed to the records management officer and the custodians of records in a local government to determine to what extent a particular photograph, for example, documents the history and activities of the local government. If it is determined that it does not, it need be kept only as long as administratively valuable. Be certain that photographs and other non-textual media do not fall within other records series. For example, mug shots and photographs of fire damage are listed in local schedule PS under police and fire department records respectively.</i>	PERMANENT, but see retention note.	
1000-38 GR	POLICY AND PROCEDURE DOCUMENTATION - Executive orders, directives, manuals, and similar documents that establish and define the policies, procedures, rules, and regulations governing the operations or activities of a local government as a whole or any of its departments, programs, services or projects.	US + 5 years.	Review before disposal; some documentation of this type may merit permanent or long-term retention for historical or legal reasons.

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Item / Sch.	Records Series Title	Retention	Authority/Comments
1000-39 GR	<p>PUBLICATIONS - Pamphlets, reports, studies, proposals, and similar material printed by or for a local government or any of its departments, subdivisions, or programs and distributed to or intended for distribution to the public on request and departmental or program newsletters designed for internal distribution.</p> <p><i>Retention Note: The following categories of printed material, whether distributed publicly or internally, are exempted from the retention period and may be disposed of at option; (a) educational or solicitative matter provided by charitable or public awareness organizations (e.g., United Way, American Heart Association); and (b) public service leaflets or flyers prepared by a local government of others whose contents are of a general nature and not specific to the government distributing them, beyond the inclusion of an address, telephone number, office hours, and similar information (e.g., a flyer detailing water conservation tips sent to customers of a municipal water utility; a pamphlet explaining the appraisal review board process sent to taxpayers by an appraisal district).</i></p>	One copy of each PERMANENT.	
1000-41 GR	<p>REPORTS AND STUDIES (NON-FISCAL)</p> <p>a) Annual, sub-annual, or irregularly prepared reports, performance audits, or planning studies submitted to the governing body or chief administrative officer of a local government or by the local government to a state agency, as may be required by law or regulation, on the non-fiscal performance of a department, program, or project or for planning purposes, including those prepared by consultants under contract with a local government, except documents of similar types noted in this or other commission schedules.</p> <p>1) Annual reports.</p> <p>2) Special reports or studies prepared by order or request of the governing body or considered by the governing body (as reflected in its minutes) or ordered or requested by a state agency or a court.</p> <p>3) Special reports or studies prepared by order or request of the chief administrative officer.</p> <p>4) Monthly, bimonthly, quarterly, or semi-annual reports.</p> <p>b) Activity reports compiled on a daily or other periodic basis pertaining to workload measures, time studies, number of public contacts, etc., except reports of similar types noted in this or other commission schedules.</p>	<p>PERMANENT.</p> <p>PERMANENT.</p> <p>5 years.</p> <p>3 years.</p> <p>1 year.</p>	<p>Review before disposal; many records of this type may merit permanent retention for historical reasons.</p> <p>Exempt from destruction request requirement.</p>

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Item / Sch.	Records Series Title	Retention	Authority/Comments
1025-04 GR	BUDGETS AND BUDGET DOCUMENTATION		
	a) Annual budgets (including amendments).	PERMANENT.	
	b) Special budgets (includes budgets for capital improvement projects, grant-funded projects, or other projects prepared on a special or emergency basis and not included in an annual budget).	PERMANENT.	
	c) Working papers created exclusively for the preparation of budgets, including budget requests, justification statements, and similar documents.	2 years.	Records may include Grants
	d) Encumbrance and expenditure reports (status reports showing expenditures and encumbrances against a budget).	2 years.	Records may include Grants
	e) Budget change documentation, including line item or contingency/reserve fund transfers and supplemental budget requests.	2 years.	Records may include Grants
1025-05 GR	CAPITAL ASSETS RECORDS - Documentation relating to the capital and fixed assets of a local government.		
	a) Equipment or property history cards or similar records containing data on initial cost, including disposal authorizations when disposed of.	FE of date of disposal + 7 years for school districts; + 3 years for other governments.	
	b) Equipment or property cost and depreciation schedules or summaries used for capital outlay budgeting or other financial or budget control purposes.	FE + 7 years for school districts; + 3 years for other governments.	
	c) Equipment or property inventories (including sequential number property logs).	US + 3 years.	
	d) Property sale, auction, or disposal records of government-owned equipment or property.	1 year.	Tex. Local Government Code, 263.155(b) for counties, by authority of this schedule for all other local governments. Exempt from destruction request requirement.
	<p><i>Retention Note: Property sale or auction records under (d) do not include records arising from the sale of auction of property foreclosed or seized by a taxing unit for failure to pay property taxes or for the sale or auction of property seized by law enforcement officers. For such records use Local Schedule TX or Local Schedule PS respectively.</i></p>		

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Item / Sch.	Records Series Title	Retention	Authority/Comments
1025-26 GR	<p>ACCOUNTS PAYABLE AND DISBURSEMENT RECORDS - Claims, invoices, statements, copies of checks and purchase orders, expenditure authorizations, and similar records that serve to document disbursements, including those documenting claims for and reimbursement to employees for travel and other employment-related expenses, except</p> <p>a) Accounts payable records sufficient to document the purchase costs of capital equipment or other fixed assets if capital asset documentation of the type noted under item number 1025-05(a) is not created.</p> <p>b) Fund transmittal reports accompanying the transmittal of funds to federal, state, or other local government agencies (e.g., sales tax to the State Comptroller of Public Accounts), to retirement systems, or to other entities if the funds are collected in whole or in part on behalf of other agencies or individuals (e.g., retirement deductions of employees), except those accompanying the transmittal of federal and state payroll and unemployment taxes [see item number 1050-53(b)].</p>	<p>FE of date of payment + 7 years for school districts; + 3 years for other governments.</p> <p>FE of date of disposal + 7 years for school districts; + 3 years for other governments.</p> <p>FE of period covered by report + 3 years.</p>	
1025-27 GR	<p>ACCOUNTS RECEIVABLE RECORDS - Bill copies or stubs, statements, billing registers, account cards, deposit warrants, cash receipts, receipt books, cash transfers, daily cash reports, cash drawer reconciliations, and similar records that serve to document money owed to or received by local government and its collection or receipt except</p> <p>a) Accounts receivable records documenting the receipt of any monies by any local government other than a school district that are remittable to the State Comptroller of Public Accounts (e.g., court costs in criminal cases, sales tax).</p> <p>b) Account card or similar record documenting payments to a local government in which the government holds a property lien until the debt is satisfied (e.g., liens arising from demolition, lot cleaning), including original liens and lien releases.</p> <p>c) Account card of similar record relating to the receipt of cash deposits as sureties for the delivery of services (e.g., water and wastewater).</p> <p>d) Records of accounts deemed uncollectable, including write-off authorizations.</p> <p><i>Retention Note: for accounts receivable records associated with the collection of property taxes, all local governments, including school districts, should use Local Schedule TX.</i></p>	<p>FE of date of receipt + 7 years for school districts; + 3 years for other governments.</p> <p>Remittance due date + 7 years for school districts; + 5 years for other governments.</p> <p>FE of date of final payment and release of lien + 3 years.</p> <p>FE of termination of service or refund of deposit + 3 years.</p> <p>FE of write-off date + 7 years for school districts; + 3 years for other governments.</p>	

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Item / Sch.	Records Series Title	Retention	Authority/Comments
1025-28 GR	BANKING RECORDS - Bank statements, canceled checks, check registers, deposit slips, debit and credit notices, reconciliations, notices of interest earned, etc.	FE + 7 years for school districts; + 5 years for other governments.	
1025-30 GR	LEDGERS, JOURNALS, AND ENTRY DOCUMENTATION		
	a) General ledger showing receipts and expenditures from all accounts and funds of a local government.		
	1) For fiscal years for which an annual audit report (see item number 1025-01) exists.	FE + 7 years for school districts; + 5 years for other governments.	Review before disposal; some ledgers may merit permanent retention for historical reasons.
	2) For fiscal years for which an annual audit report (see item number 1025-01) does not exist.	PERMANENT.	
	b) Subsidiary ledgers.	FE + 7 for school districts; + 5 years for other governments.	Review before disposal; some ledgers may merit permanent retention for historical reasons.
	c) Receipt, disbursement, general, or subsidiary journals.	FE + 7 years for school districts; + 5 years for other governments.	Review before disposal; some journals may merit permanent retention for historical reasons.
	<i>Retention Notes: a) Be certain to verify before the disposal of any ledger or journal under this item number that the ledger or journal does not serve to document financial activities that require a longer retention period (e.g., investment documentation of proceeds of tax exempt bonds under item number 1025-09).</i>		
	d) Journal vouchers and entries or similar posting control forms (including supporting documentation such as correspondence and auditor adjustments that evidence journal entries and amendments).	FE + 7 years for school districts; + 5 years for other governments.	
	<i>Retention Note: If bill stubs (see item number 1025-27) are used as entry documentation for account journals, they must be retained by all local governments other than school districts for FE + 5 years rather than the FE + 3 year retention period for accounts receivable records.</i>		
	e) Perpetual care fund registers of municipally-owned cemeteries.	PERMANENT.	Tex. Health and Safety Code, 713.005(a).
1050-02 GR	APTITUDE AND SKILLS TEST RECORDS - Records relating to aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer, including civil service examinations.		
	a) Validation studies.	Life of test + 2 years.	

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Item / Sch.	Records Series Title	Retention	Authority/Comments
	b) Tests. <i>Retention Note: One copy of each different test (different in terms of either questions or administration procedures) should be retained for the period indicated.</i>	US + 2 years.	29 CFR 1602.31, 1602.40, and 1602.49.
	c) Test papers of persons taking tests.	2 years	29 CFR 1602.31, 1602.40, and 1602.49.
	d) Records, other than those noted (a)-(c), relating to the planning and administration of tests.	3 years.	
1050-07 GR	DISCIPLINARY AND ADVERSE ACTION RECORDS - Records created by civil service boards or by personnel or supervisory officers in considering, or reconsidering on appeal, an adverse action (e.g., demotion, probation, termination, suspension, leave without pay) against an employee, including, as applicable, witness and employee statements, interview reports, exhibits, reports of findings, and decisions and judgments.	2 years after case closed or action taken, as applicable.	29 CFR 1602.31, 1602.40, and 1602.49.
1050-09 GR	EMPLOYEE RECOGNITION RECORDS - Award committee reports, selection criteria, nominations, and similar administrative records of employee award or incentive programs.	2 years.	
1050-10 GR	EMPLOYEE SECURITY RECORDS		
	a) Records created to control and monitor the issuance of keys, identification cards, passes, or similar instruments of identification and access.	US, date of expiration, or date of separation + 2 years, as applicable.	
	b) Records relating to the issuance of parking permits.	US	Exempt from destruction request requirement.
1050-14 GR	EMPLOYMENT APPLICATIONS - Applications, transcripts, letters of reference, and similar documents whose submission by candidates for vacant positions (both hired and not hired) or for promotion, transfer, or training opportunity (both selected and not selected) is required on the application form, by application procedures, or in the employment advertisement except	2 years from the creation (or receipt) of the record or the personnel action involved, whichever later.	29 CFR 1602.31, 1602.40, and 1602.49.
	a) Samples of publications, artwork, or other products of prior achievement not returned to applicants.	AV	Exempt from destruction request requirement.
	b) Transcripts of persons hired if state or federal law or regulation mandates a level of education needed to qualify for employment (e.g., school district professional and paraprofessional personnel). See also item number 1050-28(a).	Date of separation + 5 years.	

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	<p><i>Retention Note: If applicant screening or hiring decisions are based on resumes, with only successful or interviewed candidates completing employment application, then resumes of persons not hired must be kept for the same period as employment applications. If resumes are supplemental to employment application forms, they need only be retained as long as administratively valuable.</i></p>		
1050-15 GR	EMPLOYMENT CONTRACT/COLLECTIVE BARGAINING RECORDS		
	a) Contracts and agreements, including collective bargaining agreements, between a local government and an employee or a group of employees, including written acceptances of such contracts.	Last effective date of contract + 4 years.	
	b) Records relating to the negotiation of collective bargaining agreements or similar group contracts, including reports; correspondence; mediation or arbitration agreements; the proceedings, findings, and awards of arbitration boards; and similar records.	Last effective date of contract + 4 years or, if no agreement or contract results, 4 years.	
1050-20 GR	GRIEVANCE RECORDS - Records relating to the review of employee grievances against personnel policies, working conditions, etc.	2 years.	
	<p><i>Retention Note: Do not confuse these records with those involving EEO complaints [see item number 1050-16(c)].</i></p>		
1050-21 GR	JOB EVALUATIONS (PERFORMANCE APPRAISALS)		
	a) Evaluations of public school teachers, subject to the career ladder system, for the 1983-84 school year and subsequent years only.	PERMANENT.	
	b) Evaluations of all other local government employees.	US + 2 years.	29 CFR 1620.32(c).
1050-22 GR	MEDICAL AND EXPOSURE REPORTS		
	a) Health or physical examination reports or certificates of all job applicants if physical condition is a factor in hiring decisions, including the promotion, transfer or selection for training of current personnel.	2 years.	29 CFR 1602.31, 1602.40, and 1602.49.
	b) Health or physical examination reports or certificates of employees for whom periodic monitoring of health or fitness is required.		
	1) For employees exposed in the course of their work to toxic substances, harmful physical agents, or bloodborne pathogens.	Date of separation + 30 years.	29 CFR 1910.20(d)(1)(i) and 1910-1030(h)(1)(iv).
	2) For all other employees.	US + 2 years.	

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	c) Environmental, biological, and material safety monitoring reports concerning toxic substances and harmful physical agents in the workplace, including analyses derived from such reports.	30 years.	29 CFR 1910.20(d)(1)(ii).
1050-26 GR	POSITION DESCRIPTION, CLASSIFICATION, AND STAFF MONITORING RECORDS		
	a) Job descriptions, including any associated task or skill statements.	US or position abolished + 4 years.	40 TAC 301.6(h) and (i).
	b) Documentation concerning the development and analysis of job descriptions and classification systems, including survey, review and audit reports; classification standards and guidelines; selection criteria, determination of classification appeals, etc., as follows:		
	1) Documents linked to a specific position.	Dispose with job description under (a)	
	2) Survey, audit, or other reports issued on a regular basis.	US + 4 years.	
	3) Other documentation not included in (b)(1) or (b)(2).	4 years.	
	c) Position staffing and vacancy reports.	US	Exempt from destruction request requirement.
	d) Personnel requisitions.	2 years.	
1050-28 GR	TRAINING AND EDUCATIONAL ATTAINMENT RECORDS (for other records relating to aptitude or skills tests required of job applicants or of current personnel to qualify for promotion or transfer see item number 1050-02)		
	a) Certificates of completion, transcripts, test scores, or similar records documenting the training, testing, or continuing education achievements of an employee if such training or testing is required for the position held or if the educational or skill attainment or enhancement affects or could affect career advancement in the local government or, in the case of licensed or certified personnel (e.g., school professionals, firefighters, police officers, health care professionals), in other governments or the private sector.	Date of separation + 5 years.	
	<i>Retention Note: If information concerning training or testing (e.g., test scores) is transferred to an Employee Service Record (item number 1050-12). The document from which the information is taken need be retained for only 2 years.</i>		
	b) Records documenting the planning, development, implementation, administration and evaluation of in-house training programs.	3 years.	

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Item / Sch.	Records Series Title	Retention	Authority/Comments
	c) Training manuals, syllabuses, course outlines, and similar training aids used in in-house training programs.	US	Exempt from destruction request requirement.
	d) Skill or achievement measurement records of a training group or class as a whole (e.g., rosters with scores).  <i>Retention Note: If the only information documenting the in-house training of an employee of the types described in (a) is contained in the measurement records of a group or class as a whole, the group records must be retained for the date of separation + 5 years for all employees included in the group records.</i>	2 years.	
1050-56 GR	TIME AND ATTENDANCE REPORTS - Time cards or sheets, including work schedules and documentation evidencing adherence to or deviation from normal hours for those employees working on fixed schedules.	4 years.	40 TAC 301.6(a) and (i).
1050-58 GR	REQUESTS AND AUTHORIZATIONS TO ENGAGE IN REIMBURSABLE ACTIVITIES - Requests and authorizations for travel; participation in educational programs, workshops, or college classes; or for other bona fide work-related activities in which the expenses of an employee are defrayed or reimbursed.	FE + 7 years for school districts; + 3 years for other governments.	
1075-03 GR	PURCHASE ORDER AND RECEIPT RECORDS		
	a) Purchase orders, requisitions, and receiving reports.	FE + 7 years for school districts; + 3 years for other governments.	
	b) Purchasing log, register, or similar record providing a chronological record of purchase orders issued, orders received, and similar data on procurement status.	FE + 3 years.	
	c) Packing slips and order acknowledgments.	AV	Exempt form destruction request requirement.
	d) Vendor and commodity lists.	US	Exempt from destruction request requirement.

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Item / Sch.	Records Series Title	Retention	Authority/Comments
<b>SECTION 4-2: FACILITY, VEHICLE, AND EQUIPMENT MANAGEMENT RECORDS</b>			
1075-15 GR	ACCIDENT AND DAMAGE REPORTS (PROPERTY) - Reports of accidents or damage to facilities, vehicles or equipment if no personal injury is involved  <i>Retention Note: For accident reports involving personal injury see item numbers 1000-20 and 1050-32.</i>	3 years.	
1075-19 GR	SERVICE REQUESTS/WORK ORDERS (for repairs and maintenance to facilities, vehicles, or equipment)  <i>Retention Note: If work orders serve as the only form of record documenting repairs to vehicles or equipment [see item number 1075-18(a)] they must be retained for the life of the vehicle or equipment.</i>	2 years.	
1075-20 GR	USAGE REPORTS - Reports of usage of facilities, vehicles, and equipment.  a) Any type of usage report (e.g., mileage, fuel consumption, copies run) if such reports are the basis for allocating costs, for determining payment under rental or lease agreements, etc.  b) Reservation logs or similar records relating to the use of facilities such as meeting rooms, auditoriums, etc., by the public or other governmental agencies.  c) Usage reports compiled for purposes other than those noted in (a) or (b).	FE + 7 years for school districts; + 3 years for other governments.  2 years.  1 year.	Exempt from destruction request requirement.
1075-22 GR	VISITOR CONTROL REGISTERS - Logs, registers, or similar records documenting visitors to limited access or restricted areas.	3 years.	

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Item / Sch.	Records Series Title	Retention	Authority/Comments
<b>SECTION 4-3 COMMUNICATIONS RECORDS</b>			
1075-40 GR	POSTAL AND DELIVERY SERVICE RECORDS		
	a) Meter and permit usage records.	1 year.	Exempt from destruction request requirement.
	b) Registered, certified, insured, and special delivery mail receipts and similar records of transmittal by express or delivery companies.	1 year.	Exempt from destruction request requirement.
1075-41 GR	TELEPHONE LOGS OR ACTIVITY REPORTS - Registers or logs of telephone calls made and similar telephone activity reports.		
	a) If the log, report, or similar record is used for cost allocation purposes.	FE + 7 years for school districts; + 3 years for other governments.	
	b) If the log, report, or similar record is used for internal control purposes other than cost allocation.	2 years.	
4800-50 HR	SECURITY RECORDS		
	a) Incident reports.	5 years.	
	b) Daily log - Listing of notable occurrences.	2 years.	
	c) Lost and found log.	After disposal of items + 2 years.	

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Item / Sch.	Records Series Title	Retention	Authority/Comments
<b>LOCAL SCHEDULE SD</b>			
<b>PART 1: STUDENT ACADEMIC RECORDS</b>			
<i>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 and are exempt from the destruction notice request.</i>			
<b>RECORDS OF PUBLIC SCHOOL DISTRICTS</b>			
3200-01 SD	ACADEMIC RECORDS		
	a) The academic record (TEA form AAR-001) or its former equivalent used to record academic achievement in grades 9-12.	PERMANENT	
	b) Cumulative record of achievement in grades Pre-K through 8.	Date of withdrawal + 7 years	
3200-02 SD	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	Exempt from destruction request requirement.
3200-03 SD	CUSTODY DOCUMENTS - Copies of court instruments relating to adoption, guardianship, or custody.	Until the student is 18.	
	<i>Retention Note: 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 and is exempt from the destruction notice requirement.</i>		
3200-05 SD	HOME LANGUAGE SURVEYS	Date of withdrawal + 7 years.	See note (b) on page 7.
3200-07 SD	PARENTAL PERMISSION RECORDS - Parental consents for a student to engage in school activities or programs, except consents noted elsewhere in this schedule.	Until cessation of activity for which consent granted + 2 years; or, if annually renewable, US + 2 years.	
	<i>Retention Note: 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 3300-01).</i>		
3200-08 SD	STUDENT WITHDRAWAL/RECORD TRANSFER FORM (TEA form PEIMS-100)	AV (both sending and receiving districts)	Exempt from destruction request requirement.

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Item / Sch.	Records Series Title	Retention	Authority/Comments
3200-09 SD	TEST AND ACADEMIC MEASUREMENT REPORTS		
	a) Reports of results of TAAS, TEAMS, TABS, and other standardized state and national achievement, mental abilities, and aptitude tests reported by score, percentile rank, etc.	W/D + 7 years for all grades except 9 - 12 must be PM if testing results are not recorded on academic achievement; or 1 year after recording data in academic achievement or cumulative record for all grades whichever later.	Exempt from destruction request requirement.
	<i>Retention Note: If testing results of the types described are not recorded on the academic achievement or cumulative record (see item number 3200-01) either manually or by affixing labels, the results must be retained PERMANENTLY for grades 9-12 and until the date of withdrawal + 7 years for all other grades.</i>		
	b) Reports of results of other tests or measurements (e.g., reading/mathematics profiles).	Date of withdrawal + 7 years.	See note (b) on page 7.
	c) District summaries on a group basis of the results of standardized testing.	3 years.	

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<b>PART 2: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT RECORDS</b>			
3225-01 SD	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	Exempt from destruction request requirement.
3225-02 SD	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.		
	a) 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.	
	b) Documentation of requests from and disclosures to any party not included in (a).	PERMANENT.	34 CFR 99.32(a)(2).
	c) Written consents from the parent or eligible student for information disclosure.		
	1) From the parent.	Until the student is 18.	
	2) From the eligible student.	PERMANENT.	
	<i>Retention Note: 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.</i>		
	d) Written refusals from the parent or eligible student to the disclosure of directory information.		
	1) If refusals are valid as long as the student is in attendance.	AV after date of withdrawal.	Exempt from destruction request requirement.
	2) If refusals must be renewed each academic year.	US or AV after date of withdrawal, as applicable.	Exempt from destruction request requirement.
3225-03 SD	PROTEST OF RECORD STATEMENTS - 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.	34 CFR 99.21(c)(1).

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**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**

3250-01 SD	ENROLLMENT LISTS AND ROSTERS	7 years.	See note (b) on page 7.
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**SECTION 3-2: BILINGUAL AND SPECIAL  
LANGUAGE PROGRAM RECORDS**

3250-08 SD	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, 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 + 7 years.	See note (b) on page 7.
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**SECTION 3-3: GIFTED/TALENTED  
PROGRAM RECORDS**

3250-16 SD	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.	
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**SECTION 3-4: SECTION 504 PROGRAM  
RECORDS**

3250-20 SD	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 + 7 years.	See note (b) on page 7.
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Item / Sch.	Records Series Title	Retention	Authority/Comments
<b>PART 4: ATTENDANCE RECORDS</b>			
3275-01 SD	ATTENDANCE CONTROL DOCUMENTATION		
	a) Correspondence to and from parents or guardians concerning absences and tardiness.	AV	
	b) Correspondence with law enforcement or other agencies concerning violations of the compulsory school attendance law, including all associated documentation.	2 years.	
	c) Attendance officer's logs and reports of parents or guardians visited.	2 years.	
3275-02 SD	ATTENDANCE REPORTS		
	a) 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.	
	b) 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.	
3275-04 SD	TRANSFER, APPLICATIONS FOR, AND ASSOCIATED REPORTS - Documentation concerning the transfer and enrollment of students in districts other than those in which they are resident.	7 years.	See note (b) on page 7.

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Item / Sch.	Records Series Title	Retention	Authority/Comments
<b>PART 5: STUDENT HEALTH RECORDS</b>			
3300-01 SD	ACCIDENT REPORTS - Reports of accidents to students.	5 years; or 2 years after the student reaches the age of 18, whichever later.	
3300-02 SD	ACTIVITY AND STATISTICAL REPORTS - Daily and other periodic activity and statistical reports, except those noted elsewhere in this section, compiled by school nurses or nurse extenders relating to student health matters.	3 years.	
3300-03 SD	CORRESPONDENCE WITH PARENTS OR GUARDIANS - Correspondence to and from parents or guardians concerning student health matters.	2 years.	
3300-04 SD	CUMULATIVE HEALTH CARD OR RECORD	Date of withdrawal + 2 years.	
3300-05 SD	EMERGENCY CARDS - 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.	Exempt from destruction request requirement.
3300-06 SD	EXCLUSION AND VERIFICATION DOCUMENTATION - Affidavits or similar documents seeking the 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.		
	a) Exclusion documentation.		
	1) Affidavits of medical contraindications.	1 year, or date of withdrawal + 2 years if contraindication is lifelong.	One year affidavits exempt from destruction notice requirement.
	2) Affidavits of religious conflicts.		
	b) Verifications of mumps or measles illness.	Date of withdrawal + 2 years.	
	c) Verifications from physicians or health agencies of prior testing of sight, hearing, and spinal curvature.	Date of withdrawal + 2 years.	
	<i>Retention Note: 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 3300-04), the documentation need be retained only as long as administratively valuable after recording and is exempt from the destruction notice requirement.</i>		

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Item / Sch.	Records Series Title	Retention	Authority/Comments
3300-07 SD	HEALTH SCREENING DOCUMENTATION		
	a) Worksheets, checklists, examination forms, and similar documents used in student health screening.	AV after entry of information on Cumulative Health Record.	Exempt from destruction request requirement.
	b) Vision, hearing, and spinal screening reports submitted to the Texas Department of Health.	3 years.	
3300-08 SD	IMMUNIZATION RECORDS		
	a) Immunization record (either separate or in combination with a cumulative health card as in item number 3300-04).	Date of withdrawal + 2 years.	
	<i>Retention Note: 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.</i>		
	b) Annual reports of immunization status.	3 years.	
3300-09 SD	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.	Exempt from destruction request requirement.
3300-10 SD	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 Health, the Texas Department of Human Services, or local law enforcement and animal control agencies.	2 years.	
3300-11 SD	SPECIAL HEALTH CARE RECORDS		
	a) Logs or reports of medications or treatment administered to students on a group or individual basis.	3 years.	
	b) Parent's requests and physician's authorizations for specialized health care.	End of validity of request or authorization + 2 years.	

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Item / Sch.	Records Series Title	Retention	Authority/Comments
<b>PART 6: INSTRUCTION AND GRADE REPORTING RECORDS</b>			
3325-01 SD	CURRICULUM GUIDES	US	Exempt from destruction request requirement.
3325-02 SD	GRADE BOOKS	1 year after entry of grades in the academic achievement or cumulative record.	Exempt from destruction request requirement.
	<i>Retention Note: If grades are entered in the academic achievement record or the cumulative record (see item number 3200-01) from reports compiled from grade books, these reports must be retained for the same minimum period as grade books.</i>		
3325-03 SD	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. except reports of the type noted in item number 3325-05.	AV	Exempt from destruction request requirement.
3325-04 SD	LESSON PLANS	AV	Exempt from destruction request requirement.
3325-05 SD	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.	Exempt from destruction request requirement.
	<i>Retention Note: 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 + 7 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.</i>		

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Item / Sch.	Records Series Title	Retention	Authority/Comments
<b>PART 7: DISCIPLINE AND COUNSELING RECORDS</b>			
3350-01 SD	DISCIPLINE RECORDS - 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.		
	a) Records relating to expulsion.	3 years.	
	b) Records relating to forms of discipline other than expulsion.	AV	Exempt from destruction request requirement.
3350-02 SD	STUDENT GUIDANCE AND COUNSELING FILES - Individual student counseling files maintained by school counselors, including parental conference reports.	AV	AV records exempt from destruction request requirement.
	<i>Retention Note: 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 7 years beyond cessation of counseling services to the student.</i>		
3475-04 SD	TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS		
	a) Inventories.	US + 1 year.	Exempt from destruction request requirement.
	b) Book cards or records comparable in function documenting what books were distributed to each student and similar records documenting their return or non-return.	FE + 2 years.	
	c) Records documenting the distribution, transfer, and return of textbooks on a campus by campus basis.	FE + 2 years.	
	d) Reports on state-owned textbooks that have been destroyed.	FE + 2 years.	
3500-05 SD	PUPIL TRANSPORTATION REPORTS - 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.	

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*Note: This record group includes requests for approval of bus routes, now part of the Regular Pupil Transportation Report (TEA form ADM-027), but submitted separately in prior years.*

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Item / Sch.	Records Series Title	Retention	Authority/Comments
<b>PART 14: SCHOOL SAFETY RECORDS</b>			
3525-01 SD	EVACUATION AND FIRE EXIT PLANS	US	Exempt from destruction request requirement.

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**PART 16: PERSONNEL AND STAFFING RECORDS**

**SECTION 16-1: INDIVIDUAL EMPLOYEE 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 supersession occurs, the date of separation shall also be considered the date of supersession for records retention purposes.*

3575-01 SD ABSENCE FROM DUTY REPORTS 4 years.

3575-05 SD PERFORMANCE APPRAISAL RECORDS (CAREER LADDER SYSTEM)

*Retention Notes: a) The records listed in this group are those currently used in the Texas Teacher Appraisal System (TTAS), implemented on a statewide basis in the fall of 1986 for the career ladder appraisal process. The retention periods also apply to the functional equivalents of the records 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 and appraisal records for school district personnel outside the career ladder system see item number 1050-21 in Local Schedule GR.*

*b) Documents of the type described in (a), (b), (e), and (f) maintained by the teacher's supervisor, if they are copies of records maintained in a teacher's personnel file, need be retained only as long as administratively valuable and are exempt from the destruction notice requirement.*

a) Appraisal record (including documentation submitted by the teacher). PERMANENT.

b) Observation/evaluation forms (including documentation submitted by the teacher). 4 years after teacher signs for receipt of appraisal record.

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	c) 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.	Exempt from destruction request requirement.
	d) Teacher assessments of instructional goals and outcomes.	Destroy at option.	Obsolete record. Exempt from destruction request requirement.
	e) Professional growth plans.	4 years.	
	f) Grievance and response documents.	For the same period as the appraisal record to which they relate.	

*Retention Note: For employee grievance records other than those relating to performance appraisals see item number 1050-20 in Local Schedule GR.*

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Item / Sch.	Records Series Title	Retention	Authority/Comments
<b>SECTION 16-2: STAFFING RECORDS</b>			
3575-16 SD	PERSONNEL ROSTERS (including those detailing assignments to grades, courses, etc.)	3 years.	
3575-18 SD	SUBSTITUTE TEACHING ROSTERS	3 years.	

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Item / Sch.	Records Series Title	Retention	Authority/Comments
<b>PART 17: MISCELLANEOUS REPORTS AND SURVEYS</b>			
3600-01 SD	PUBLIC EDUCATION INFORMATION MANAGEMENT SYSTEM (PEIMS) DATA SUBMISSIONS	AV	Exempt from destruction request requirement.
3600-03 SD	SURVEYS - 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.  <i>Retention Note: 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 as a surveying agency must be retained by the center for 5 years.</i>	AV	Exempt from destruction request requirement.
3625-03 SD	SCHOOL CALENDAR (TEA form FIN-093)	US + 2 years.	