

Guidelines for Student Record Retention

Disposition Guidelines

Prior to disposing of any records or documents a "Records Disposition Document" must be completed.

At the end of the 3-year period, all student records eligible for archive should be **carefully purged**. The appropriate contents of the Category A (#90) items sent for scanning and destruction are defined at the end of this guideline. Along with the Category A items you will have Category B (#91) items (contents that are left in the cum after purging category A items) that will be entered on a records disposition form and shredded at your location after the 3 school-year retention period has been met.

The process should flow in this manner:

1. Complete a disposition form for Category A and/or a disposition form for Category B. Please **do not** combine Category A and Category B items on the same form.
2. Fill out disposition form columns "a"- "f" (using the General Records Schedules).
3. Submit the disposition form to **Holly Christmas, Government & Community Relations** for approval.
4. Once the disposition form is approved and you have received it back, arrange for the disposal of documents either through the DCR process or by Shredding.
5. Once the disposal has taken place then complete column "g" and box #7 on the disposition form.
6. The **Original** completed disposition form is returned to Holly Christmas to retain permanently.

For Disposition form questions please contact Holly at 321-633-1000 ext. 11453.

Student Record Guidelines

Records are kept in the school for **3 school years** after graduation or separation from the district when student is **not** expected to return to a Brevard school.

- The cum folder follows the child if the child remains in a Brevard Public School or a Brevard County Charter School.
- **If the child leaves the Brevard Public School or Brevard County Charter School, the school holds the cum folder for 3 years and then follow steps 1-6 below.**
(Please note: if a child leaves a Brevard Public School or Brevard County Charter School to go to a Private School, the school gives the private school copies of the cum and the permanent cum folder remains at the Brevard Public School or Brevard County Charter School for 3 school years).
- All transcripts from other counties/states/countries that have been sent with the cum records to be archived as backup are kept permanently as a Category A student record.

1. **Please cut the blue elementary school record folder to measure 8 ½ X 11 (SAME SIZE AS WHITE PAPERS), so it will fit in the scanner.**
2. **Remove all staples, and paper clips from the records, folders and log sheet.** Please make sure that the pictures are securely taped to the paper and NOT stapled.
3. Make sure the records are legible and the print is **dark** enough to read. If you send light copies of records, or if the writing is not legible, it will be impossible to read when the document is scanned. If the writing is light, trace over it with a dark pen.
4. Prepare a **TYPED** log sheet(s) containing an **ALPHABETICAL** list of student records being archived. **List all students last name, first name & FULL MIDDLE NAME, ID# or SS# (if available) and number each entry.**

On the top of each page please be sure to have your **school's name, ID#, year of separation and number each page (P1 of 5, P2 of 5 etc.)**. Place the log sheet(s) in box #1 only.

5. All records should be placed in the box(es) in A-Z order (**do not** separate by year). Each box should be clearly marked **ON THE ENDS**, with the **school's name, ID#, school year of separation (example: 2007-2010) and number each box (i.e., Box 1 of 6; Box 2 of 6 etc.)**.
6. When log sheets are completed and records are boxed, please complete a Smartsheet **DCR Form** request. If you have any questions about the DCR form, contact the Warehouse (321) 633-3680, ext. 14100.

Contents of Records – Elementary, Middle and High Schools

After being purged, the Category A (permanent retention) contents of records should include only the following information:

1. The cum folder jacket
2. Immunization record
3. The blue Elementary school card (if available). If blank please include student name, student ID number, date of birth and place of birth (if available)
4. The Student Record Review Log (GS7, Item# 111) (Include only if filled out)
5. The final student transcript
6. Please include birth certificate, SS# and diploma (if available)
7. If no cards or student transcript exist- send documents identifying student number, student name, student birth date, student social security number, and parent name

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

Contents of Records – Adult Education

After being purged, the Category A (permanent retention) contents of records should include only the following information:

1. The cum folder jacket
2. The Education Record which must include:
 - a. School official's signature
 - b. Graduation/Diploma Date (if student graduated)
 - c. Withdrawal Date
 - d. Requirements for the Adult Education Diploma
3. Please include birth certificate, SS# and diploma (if available)

Student cumulative records will be returned, if they are not purged and if, staples, and paper clips are not removed from the records.

For questions about the cums please contact Records Retention Tech, "Chick" at: 321-633-1000 ext. 11584.