

SCHOOL BASED RECORD DISPOSAL CHEAT SHEET

| Document | Retention/Schedule/Item # |
|---|---|
| Office Clerk | |
| Absentee Excuses and Admission Slips (Attendance Notes/Student) | 30 days after end of grading period provided any grade appeal period expired (GS-7 Item #1) |
| Abuse/Neglect/Abandonment Record | 3 Anniversary years OR 1 Anniversary year after case closed, whichever is sooner (GS-7 Item #110) |
| Accident Records: Students | 4 Anniversary years after date accident reported (GS-7 Item #2) |
| Arrest Information: Student | Destroy no later than 9 months from date of arrest (GS-7 Item #115) |
| Attendance Records: Student | 3 fiscal years (GS-7 Item #9) |
| Attendance Daily Reports/Student | 3 fiscal years (GS-7 Item #9) |
| Bus Registration Slip/Seating Records/Student | Retain until end of school year (GS-7 Item #145) |
| Bus Routing Sheets/Schedule Reports | 3 fiscal years (GS-7 Item #17) |
| Check-Out Sheet/Student | 3 fiscal years (GS-7 Item #9) |
| Registration Forms | 3 fiscal years (GS-7 Item #163) |
| Tardy Check-in Sheet/Student | 3 fiscal years (GS-7 Item #9) |
| Transportation Change/Student | 30 days after authorized alternate transportation completed (GS-7 Item #167) |
| Bookkeeper | |
| Audits: Internal | 5 fiscal years after audit report release date (GS1-SL Item #73) |
| Audits: Supporting Documents | 5 fiscal years after audit report release date (GS-1-SL Item #57) |
| Bank Statements: Reconciliation | 5 fiscal years (GS1-SL Item #85) |
| Budget Amendments/Budget Records-Supporting | 3 fiscal years (GS1-SL Item #88) |
| Cash Receipt Books | 5 fiscal years (GS1-SL Item #365) |
| Copier Reports | Retain until obsolete (GS1-SL Item #42) |
| County Account PO's | 5 fiscal years (GS1-SL Item #340) |
| Disbursement Records: Detail | 5 fiscal years (GS1-SL Item #340) |
| Federal Impact Aide Survey | 5 fiscal years (GS1-SL Item #137) |
| Field Trip Requisitions | 5 fiscal years (GS1-SL Item #340) |
| Internal Account PO's | 5 fiscal year. (GS1-SL Item #340) |
| Monies Collected Forms | 5 fiscal years (GS1-SL item #365) |
| Out of County Travel Forms | 5 fiscal years (GS1-SL Item #340) |
| P-Card Statements | 5 fiscal years (GS1-SL Item #340) |
| Print Shop Orders | Retain until obsolete (GS1-SL Item #42) |
| Property Control | Retain until completion of the next physical inventory (GS1-SL Item #222) |
| Purchasing Records/Fundraising records | Retain until obsolete (GS1-SL Item #42) |
| Purchasing Requisitions | 5 fiscal years (GS1-SL Item #340) |
| Receipt/Revenue Records: Detail | 5 fiscal years (GS1-SL Item #365) |
| Sales Tax Report | 5 fiscal years (GS1-SL Item #368) |
| Teacher LEAD Reports/Disbursement: Detail | 5 fiscal years (GS1-SL Item #340) |
| Travel Records | 5 fiscal years (GS1-SL Item #52) |
| Secretary | |
| Disciplinary Case Files | 5 fiscal years after final action (GS1-SL Item #98) |
| Employment Applications – Solicited | 4 anniversary years (GS1-SL Item #24) |
| Expulsion Records | 5 fiscal years after final disposition (GS-7 Item #31) |
| Field Trip/Student Activity Authorizations | Retain until the end of the school year (GS-7 Item #37) |
| FTE | 3 fiscal years provided applicable audits have been released (GS-7 Item #154) |
| Grant Files | 5 fiscal years (GS1-SL Item #422) |
| IDEA Semi Annual Certifications | 3 fiscal years (GS1-SL Item #253) |
| Payroll Records - supporting documents | 5 fiscal years (GS1-SL Item #195) |
| Personnel Records -Supplemental Documentation-copies | 5 fiscal years (GS1-SL Item #378) |
| Professional Development/Inservice | 5 fiscal years (GS-7 Item #65) |
| School Recognition Fund Reports | 5 fiscal years (GS1-SL Item #340) |
| Social Media Account Auth. Records | 1 anniversary year after superseded or employee separates from employment (GS1-SL Item #411) |

| Clinic | |
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| Accident Report: Student | 4 anniversary years (GS-7 Item #2) |
| Clinic Log | 7 anniversary years (GS-7 Item #120) |
| Emergency Notification Cards | Retain until the end of the school year (GS-7 Item #122) |
| Health Immunization Certificate | Retain permanently (GS-7 Item #155) Scan |
| Medical/Health Care Records: Student | 7 anniversary years (GS-7 Item #158) |
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| Records | |
| Access Log: Student Education Records | Retain permanently (GS-7 Item #111) |
| After School Records | 5 calendar years (GS1-SL Item #257) |
| Student Education Records: Category A | Retain permanently (GS-7 Item #90) See Guidelines for Student Record Retention |
| Student Education Records: Category B | 3 school years provided applicable audits have been released (GS-7 Item #91) |
| Disciplinary Records: Student (Major Offense) | 3 school years (GS-7 Item# 26) |
| Disciplinary Records: Student (Minor Offense) | Retain until end of school year (GS-7 Item# 27) |
| Exceptional Student Ed (ESE) Records | 5 fiscal years after graduation, transfer out of program, refusal of admittance to the program, or withdrawal from school district provided applicable audits have been released (GS-7 Item #125) |
| ESE-1 Input Form (page 1) | 3 school years (GS-7) To keep/list with Category B Item #91 records |
| ESE-3 Input Form (page 2) | Retain until end of school year (GS1-SL Item #242) |
| Field Trip/Student Activity Authorizations | Retain until end of school year (GS-7 Item#37) |
| Health Immunization Certificate | Retain permanently (GS-7 Item #155) Scan |
| Parent/Guardian Consents for Photographic/Video/Audio Recording of Student | 3 school years (GS-7 Item #159) |
| Registrations: Adult and Career Ed. | 5 fiscal years (GS-7 Item #162) |
| Registrations: K-12 | 3 fiscal years (GS-7 Item #163) |
| Release of Student Information Generic | 4 anniversary years after records released (GS-7 Item #131) |
| School Choice Records | 3 fiscal years provided applicable audits have been released (GS-7 Item #133) |
| Teachers | |
| Curriculum Files | 3 fiscal years (GS-7 Item #24) |
| Lesson Plan Records | 3 fiscal years provided applicable audits have been released (GS-7 Item #67) |
| Field Trip/Student Activity Authorizations | Retain until the end of the school year (GS-7 Item #37) |
| Grade Records: Final Grades | Retain until posted to permanent record (GS-7 Item #57) |
| Grade Records: Interim Grades | Retain until obsolete, superseded or administrative value is lost (GS-7 Item #58) |
| Grade Records: Teacher Grade Books | 3 fiscal years provided applicable audits have been released (GS-7 Item #59) |
| Student Classwork Records | Retain until obsolete (GS-7 Item #89) |
| Teacher LEAD Reports & back-up | 5 fiscal years (GS1-SL Item #340) |
| Testing | |
| Exam Materials: Standardized | 90 days after test results are posted to student record (GS-7 Item #28) |
| Exam Reports: Standardized | 5 fiscal years (GS-7 Item #29) |
| Exam Results: Standardized | 1 school year after results posted to student record or 3 school years after results released, whichever is sooner (GS-7 Item #124) |
| Cafeteria | |
| Commodity Supplemental Food Program | 5 fiscal years (GS1-SL Item #258) |
| End of the Day Reports | 5 fiscal years (GS1-SL Item #258) |
| Food Service Records | 5 fiscal years provided applicable audits have been released (GS-7 Item #153) |
| Inventory Worksheets | 5 fiscal years provided applicable audits have been released (GS-7 Item #153) |
| Month End Reports | 5 fiscal years (GS-7 Item #153) |
| Monthly P-Card Statements/Invoices | 5 fiscal years (GS1-SL Item #340) |
| Petty Cash | 5 fiscal years (GS1-SL Item #202) |
| Production Records | 5 fiscal years provided applicable audits have been released (GS-7 Item #153) |