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1000-40 (RMR[b]) - Permanent		

Campus: _____	Source Copy Retention: RECORDS MANAGEMENT DEPT.
Contact Name: _____	Contact No.: _____
SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements for the records have been fully justified, and that further retention is not required for any litigation pending or imminent. _____ Signature Date	The scheduled records listed in Item 8 are to be disposed of in the manner checked below (specify only one): ___ a. Destruction by: _____ ___ b. Converted to Electronic Records ___ c. Other: _____
Name & Title _____	

LIST OF RECORD SERIES

Sch.	Record Series No.	Title & Retention Period	Dates of Records	Volume (cubic feet)	Disposition Action & Date Completed after Authorization
SD	3200-01	Academic Records. RET: DOW + 7	Previous FY	NA	Forwarded to RMD for retention
SD	3200-06	Missing Child Prevention and Identification Program Records. a) Fingerprint cards. RET: DOW b) Photographs. RET: US, DOW, or 3 yrs (whichever earliest) Parental consents. RET: FY			
SD	3200-07	Activities/Programs Parental Permission Records. RET: FY + 2 yrs; or, if annually renewable, US + 2 yrs			
SD	3275-01 & 3275-02	Attendance Control Documentation & Attendance Reports. RET: FY + 5 yrs			
SD	3325-01	Curriculum Guides. RET: US		EXPT	EXPT
SD	3325-02	Grade Books. RET: 1 year after entry of grades in the student record.		EXPT	EXPT
SD	3325-03	Grade Reports. RET: FY		EXPT	EXPT
SD	3325-04	Lesson Plans. RET: FY + 1 yr		EXPT	EXPT
SD	3350-02	Student Guidance and Counseling Files RET: FY		EXPT	EXPT

SD	3425-01(a)	3425-01 Accreditation Reports (including self-monitoring of progress toward the achievement of goals). RET: FY+1 yr after subsequent accreditation		EXPT	EXPT
SD	3425-02	Planning Records (records created to plan for and monitor progress during interims between accreditation visits.) RET: FY + 1 yr after subsequent accreditation		EXPT	EXPT
SD	3475-04	Textbook Inventory and Distribution Control Records a) Inventories. RET: US + 1 year. (EXPT) b) Student Distribution Record (book card or comparable). RET: FE + 2 years			
SD	3500-07(b)	School Transportation Service Requests/Work Orders. RET: 2 yrs.			
SD	3525-01	Evacuation and Fire Exit Plans. RET: US.		EXPT	EXPT
SD	3525-02	Fire Drill Records. RET: 3 yrs.			
SD	3525-03	Fire Safety Inspection Reports. RETENTION: 3 years.			
SD	3575-01	Absence from Duty Reports. RET: 4 years.			
SD	3575-03	Audit Verification Cards. RET: US		EXPT	EXPT
SD	Sect. 16-1	Individual Employee Records. RET: Forward to HR upon transfer or termination of employment.	NA	NA	Forward to HR
SD	3575-16	Personnel Rosters (including those detailing assignments to grades, courses, etc.). RET: 3 yrs.			
SD	3575-18	Substitute Teaching Rosters. RET: 3 yrs.			
SD	3625-02	Requests for Waiver of TEA Policies and Rules a) Requests granted. RETENTION: 5 years. b) Requests not granted. RETENTION: FY + 1 yr (EXPT)			
SD	3625-03	School Calendar. RET: US + 2 yrs.			
SD	3625-04	University Interscholastic League Records. RET: 2 yrs.			
GR	1000-20	Accident Reports a) Reports of accidents to adults. RETENTION: 5 years. b) Reports of accidents to minors. RETENTION: 5 years; or 2 years after the minor reaches the age of 18, whichever later.	CC-EXPT	CC-EXPT	CC once forward to Risk Mgmt/Dir. Health Svcs.
GR	1000-25	Contracts, Leases, and Agreements. RET: 4 yrs after exp/term			
GR	1000-26(a)	Policy and program development correspondence. RET: 5 years			
GR	1000-26(b)	Administrative correspondence. RET: 2 years			
GR	1000-26(c)	Routine correspondence. RET: Campus principal to establish	EXPT	EXPT	EXPT
GR	1000-32	Minutes of internal staff meet. RET: Campus principal to establish	EXPT	EXPT	EXPT
GR	1000-37	Photographs, recordings, and other non-textual media. RET: One copy permanent, can be sent to RMD for electronic storage			NA
GR	1000-38	Policy and procedure documentation. RET: Source Copy = US + 5 yrs			
GR	1000-39	Publications. RET: Source = One copy, permanent			NA
GR	1025-01(d)	Audit records (by both internal and external auditors). RET: Permanent			NA
GR	1025-01(e)	Audit records – working papers and summaries. RET: Completion + 3 yrs			
GR	1025-04(c)	Budget documentation - Working papers created exclusively for the preparation. RET: 2 years			
GR	1025-04(e)	Budget documentation - Budget change documentation, including line item. RET: 2 years			
GR	1025-05(c)	Capital assets records - Equipment or property inventories. RET: US + 3 yrs			
GR	1025-08	Grant Records. RET: Source = FY + 7 yrs			

DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated.

Records Management Officer

Date

DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown in last column (Disposition Action & Date).

Signature

Date

Name & Title

Witness

Destroy by: Company or Campus Name

NOTE: Upon disposition retain this form for 3 years for audit purposes. Source copy is retained by Records Management.