

SCHOOL: _____

Released from School By: _____

Document type: (Business Records, Student Records, ESE Files):

Description of Contents (PO's, Greensheets, Payroll, Attendance Cards, Grade Books, Psychological Files, Etc...):

Date Range of Records:

Instructions:

- 1. Do not use a box any bigger than a paper case or Bankers Box.**
- 2. Include only one type of record per box with the same disposal date range. See *back label for guidance.***
- 3. Complete this label in its entirety.**
- 4. Tape this label securely to the short end of the box.**
- 5. The box will not be picked up unless it has this label attached to it.**
- 6. Contact Shana Brannon at ext. 1225 to schedule pickup.**

Examples of Document Types & Retention Periods

Business Records:

Employee Attendance & Leave Records – 3 years
Correspondence & Memoranda: Administrative – 3 years
Receipts/Revenue Records: Detail – 5 years
Payroll Records: Supporting Documents – 5 years
Receipts/Revenue Records: Detail – 5 years
Payroll Records: Supporting Documents – 5 years
Purchasing records – 5 years
Operational & Statistical Report Records – Until Obsolete
Food Service Records – 5 years
Administrative Support Records – Until obsolete
Inventory: Agency Records – Until obsolete
Employment Application & Selection Records – 3 years
Computer Logs – 30 days
Insurance Records – Agency – 5 years
Inventory: Agency Property – 3 years
Personnel Records: Supplemental Documentation
Budget Records: Supporting Documentation – 3 years

Student Records:

Discipline Records – End of school year
Bus registration & seating records – End of school year
Student Education Records: Category A – Permanent (must be scanned at the District Office)
Student Education Records: Category B – 3 years
Examination Records – 90 days
Medical/Health Care Records: Student – 7 years
Attendance Records: Student – 3 years
Absentee Excuses & Admission Slips – 30 days
Grade Records: Final Grades – 1 month past the end of year
Curriculum Files – 3 years
Grade Records: Interim Grades – Until obsolete
Drop/Add Request Records – End of school year
Registrations: Adult & Career Ed – 5 years

ESE Records:

ESE Records – Until obsolete