

## Local Records Retention Schedules

Missouri Revised Statutes Chapter 109 (Public and Business Records) Section 255 authorizes the Local Records Board to establish minimum retention periods for the administrative, fiscal and legal records created by local governments.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules.

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August 2016

## Public School Records Retention Schedule

See also the [General Records Retention Schedule](#).

### Using this Records Retention Schedule

Every day local government offices throughout Missouri produce records that document the rights of citizens, the actions of the government that serves them and the history of the community in which they live. It is the responsibility of local government to effectively maintain and manage these records and to ensure the continued preservation of those records of essential evidence that have enduring and permanent value. The introduction to this retention schedule provides local government officials with basic information on records and the application of retention schedules.

#### What is a Record?

A "**record**" is defined as any "document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business" (109.210(5) RSMo). This definition includes those records created, used and maintained in electronic form.

#### Non-Records

Even though records include a broad spectrum of recorded information, not all recorded information is a record. According to Section 109.210(5) RSMo, the following are not records: "...Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records..."

Other examples of non-records include the following materials:

- Identical copies of documents maintained in the same file.
- Extra copies of printed or processed materials (official copies of which are retained by the office of record).
- Superseded manuals and other directives (maintained outside the office of record).
- Materials documenting employee fringe activities (blood donors, charitable funds, social and professional meetings, etc.)
- Work papers and drafts of reports or correspondence. Transcribed stenographic materials.
- Blank forms.
- Materials received from other activities that require no action (official copies of which are retained by the office of record).
- Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record.
- Survey forms

Non-records do not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied. Avoid filing non-record material with records.

### **The Value of Local Government Records**

Some records, because of their enduring administrative, fiscal, legal or historical value, should be permanently retained. These records require that special care and consideration be given to their storage conditions and the feasibility of preservation microfilming. Examples of permanent records include year-end reports; minutes; property records such as deeds; and birth, death and marriage records.

Most records do not have values that warrant their permanent preservation. Those records with short-term value should, upon reaching end of the retention period, be destroyed.

### **Statutory Authority for Establishing Records Retention Requirements**

In 1965, the Missouri General Assembly established a State Records Commission to approve retentions for records produced by state agencies. In 1972, Missouri's Business and Public Records Law (Chapter 109) was expanded to include local government. Thus, the Missouri Local Records Board was established to set retention times for local government records. The 16-member board, chaired by the Secretary of State, consists of local government officials from all classes of counties and cities, elementary and secondary education, higher education and a person active in historical society groups.

Supplemental to the Local Records Board, the Records Management and Archives Service of the Secretary of State's office provides assistance to local governments and implements board policy.

### **Application of the Records Retention Schedule**

This schedule establishes minimum retention periods and authorizes dispositions for many of the administrative, fiscal and legal records common to most local governments. Retention periods are based upon federal and state mandates, record surveys, business needs, and general knowledge as to how long records should be kept. Using the schedule as a guide and without seeking further approval from the Local Records Board, any local government may regularly dispose of any of its records that appear on this schedule. The schedule is subject to the following exceptions and limitations:

- A. Local government offices may retain any of their records beyond the retention periods set by the schedule, as they deem necessary. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so. Unnecessary retention of records can be expensive in space and filing equipment and may expose the office to costly litigation and discovery requirements.
- B. This schedule does not relieve local governments of retention requirements mandated by other state and federal statutes and regulations. When such an obligation does exist, then the longer retention period takes precedence.
- C. This schedule generally reflects audit requirements in its prescribed retention periods, but audits are not always completed in a timely fashion. Therefore, any record required for an audit must be retained until completion of that audit, regardless of its stated retention period in the schedule.
- D. This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules. All schedules are available on the Secretary of State's website at <http://www.sos.mo.gov/archives/localrecs/schedules> .

### **Destruction of Records**

The records classification and retention periods in this manual constitute legal authority for retention and disposal of official records. No records can be destroyed until they meet the minimum retention period listed in this manual. In cases where there is no schedule for a particular record series, the Local Records Board must grant permission for the destruction.

The disposition of records should be recorded in a document such as the minutes of the city council or other legally constituted authority that has permanent record status. The record should include the description and

quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which destruction was accomplished.

The retention schedule does not prescribe the method of destruction (shredding, burning, landfills, etc.), however, record series with a disposition of *Destroy securely* contain confidential data. These records should be destroyed under the supervision of a competent person(s) designated (or appointed) to ensure that no records fall into unauthorized hands and that the data cannot be reconstructed.

When records, open or confidential, have been destroyed by decay, vermin, fire, water or other means making their remains illegible, the custodian of records may dispose of the remains after verification and documentation by the Local Records Program, Office of the Secretary of State.

### **Preservation of Permanent Records**

A fundamental, yet often neglected obligation of local government is to care for its permanent records-in this case, some of the records that it generates and receives. The records that have been identified as permanent require special handling and storage if they are to be preserved. The continuous interaction between a record's medium-paper, magnetic tape, film, etc. -and the quality of the environment in which it is kept-temperature, humidity, light, and air-determines the severity and rate of its deterioration.

By microfilming older, deteriorating, but permanently valuable records, local governments can generate durable copies for research and prevent further damage or deterioration of the original. When filmed, processed, and maintained to archival specifications, the master negative will ensure that permanently valuable records are preserved for generations to come.

*The Missouri Local Records Grant program can provide financial assistance in the form of grants-in-aid to supplement local funds for preservation initiatives, such as archival supplies, shelving and preservation microfilming.*

### **Reformatting Standards**

In accordance with RSMo 109.241.4, the Local Records Board has adopted the following standards for microfilm and digitized records. To be in compliance for image permanence, microfilm must conform to the technical standards outlined in the *Guidelines for Microfilming Public Records*, drafted by the Local Records Program and available on the Secretary of State's website at: <http://www.sos.mo.gov/archives/pubs/mfmg>. To ensure the permanence of electronic records and digitized records, electronic records management systems must meet the standards outlined in the most current version of ISO 15489. Certification that records have been reformatted in accordance with these standards should be maintained locally and classified under *General Records Retention Schedule* "GS 018 Records Management Records."

### **A Note about Electronic Records**

Permanent records existing solely in electronic form are in danger of becoming inaccessible through media decay and hardware/software obsolescence. Periodic migration and transfer of permanent records to stable preservation media, such as microfilm, should be considered as a best practice for local government to fulfill its statutory responsibility to maintain permanent records.

### **A Note about Retention Periods**

This schedule provides minimum retentions. Local authorities may choose to keep a particular series or record for a longer period of time. It should be kept in mind, however, that a record kept beyond its listed retention must be made available for inspection upon request.

### **Retention Definitions:**

**COA=Completion of Audit.** Note that COA is coupled with a lot of 5-year entries to help encourage regular audits. Not all jurisdictions are required to have audits by statute. Audits for some municipalities are governed by the level of federal financing for bonds and public improvements, and thus are governed by federal retentions. Most municipalities are governed by their local authority (alderman, council, mayor, etc.) for auditing policy. Local jurisdictions may consult RSMo 29 to review the State Auditor's chapter for petition audits (see RSMo 250 for large capital projects such as bonds for water and sewer). For general auditing explanations and advice we recommend that clerks contact the State Auditor's office at 573.751.4213.

**DCA=Destroy in Current Area/Reference.** Series with these retentions are considered "reference" records and may be destroyed when they are no longer of use.

**Modifications and Additions**

Because records reflect activities that are constantly changing, the retention requirements for them sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. Furthermore, because local governments are so large, it is impractical to consult with every office regarding specific schedule entries. There may be some retention periods and disposition requirements within this schedule that fail to account for all relevant factors and there may be some important record series not addressed here which need to be added. The Local Records Program welcomes all comments and suggestions concerned with improvement of record retention schedules through modifications and additions.

**For further information on any records management or preservation issue, please contact:**

Missouri Secretary of State  
Local Records Preservation Program  
PO Box 1747, Jefferson City, MO 65101-1747  
Telephone: (573) 751-9047  
[local.records@sos.mo.gov](mailto:local.records@sos.mo.gov)

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## Public School Records Retention Schedule

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See also the [General Records Retention Schedule](#).

### Administration

#### **SCH001**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

#### **Annual Secretary of the Board of Education Report**

ASBR

Financial record of the district's receipts and disbursements for the fiscal year

Permanent

Archive

#### **SCH003**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

#### **District Reorganization Records**

Verify appointment of new board members annually and included in board packet  
Oath of office, notice of election, election results, appointment of custodian of records  
and MSBA delegates

Permanent

Archive

See RSMO 162.152; 162.171; 162.181; 162.841

#### **SCH004**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

#### **Missouri School Improvement Program Report**

MSIP; Final Report; State Board of Education Summary; Notice of Classification;  
Annual Performance Report

Report submitted to Department of Elementary and Secondary Education documenting  
the district's performance on MSIP standards. Used to determine accreditation and track  
performance standards.

Report includes: academic achievement, subgroup achievement, college and career  
readiness, high school readiness, attendance rate, graduation rate

Permanent

Archive

#### **SCH005**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

#### **Post High School Status Reports**

1 year follow-up; 5 year follow-up; 180-day follow-up

Core data file that tracks student activity after graduation.

May include: student name, what student predicted they would do after graduation, what  
they are doing after graduation, list of career courses taken

Retain until superseded

Destroy

This is based on a template from DESE related to MSIP Standard 3 regarding college  
and career readiness.

**SCH006***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Written Curriculum Guide**

Documents curriculum used in the district, aligned with Missouri Learning Standards

Retain until superseded

Destroy

**SCH007***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***School Improvement Plan**

Comprehensive School Improvement Plan

Details mission, vision, goals and objectives for school district that ensure that students meet or exceed grade-level standards established by the state board of education

Retain until superseded

Destroy

See RSMo 160.514; 162.1100

**SCH008***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***MSIP Supporting Documentation**

Data Files

Data collected to generate MSIP Annual Performance Report

Part of Core Data

1 year after completion of cycle

Destroy

**SCH010***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Core Data--Source Documents**

General data collected by school district and reported 6 times per year to DESE Core Data Collection System

Includes information used in producing School Directory, estimated ADA, actual summer school attendance, planned school calendar data, LEP census data, educators, courses and assignments, enrollment, gifted education, information for federal special education reports, home schooled count, free and reduced lunch count, December 31 ending fund balance, census of technology, end-of-year- data, library media center, discipline, school calendar, special education exiter counts, secondary headcount, attendance, Resident II Attendance, Resident II gpa, Physical Fitness Assessment, Professional Development, Summer School Courses and Enrollment

5 years or as otherwise indicated

Destroy

The Missouri Department of Elementary and Secondary Education (DESE) maintains an historical copy of data submitted electronically as part of the Core Data Collection System. Although district staff members are encouraged to maintain copies as appropriate for immediate local use, permanent copies of these data submitted by the district are maintained by DESE and are therefore not required to be maintained by local school districts

**SCH011***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Application for Summer School Approval**

District application to DESE to hold summer school

Includes: School district information, summer school director information, dates of summer school, program information, estimated enrollment, dates of operation, hours of operation, superintendent certification

5 Years

Destroy

**SCH012****Multiple Consortium Co-ops Legal, Technical, Special Ed., Professional Development***Also Called:**Function:**Content:**Retention:*

5 Years

*Disposition:*

Destroy

*Note:**Approval Date:***SCH084****Statement of Intention to Employ a Minor***Also Called:*

Certificate to Employ a Minor; Certificate of Age for Employment of Minors; Work Certificates

*Function:*

Documents permission granted or denied to a student, aged 14 to 15 years to work at any job during the school year. These permissions are issued by 1) the public school superintendent, 2) the CEO of the charter school, 3) the school principal, or 4) the designee of any of the aforesaid officials.

*Content:*

May contain request to work, statement of intent to employ a student setting forth the nature of work, exact hours of the day, number of hours per day and days of the week; written consent of the parent, custodian or guardian; proof of age; certificate from school documenting grades; certificate from a physician stating that work will not injure the child's health or mental development

*Retention:*

5 years + audit

*Disposition:*

Destroy

*Note:*This record is mandated by the Missouri Department of Labor. The required forms are available from the Division of Labor Standards [http://labor.mo.gov/DLS/YouthEmployment/work\\_cert\\_permit.asp](http://labor.mo.gov/DLS/YouthEmployment/work_cert_permit.asp). Please see RSMo chapter 294.*Approval Date:*

## Adult Education

### **SCH015**

### **Application to State for Reimbursement**

*Also Called:*

*Function:*

*Content:*

*Retention:*

5 Years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

### **SCH016**

### **Employment and Training Record of Students Follow-up**

*Also Called:*

*Function:*

*Content:*

*Retention:*

5 Years

*Disposition:*

Destroy

*Note:*

*Approval Date:*



## Buildings and Grounds

For Other Building and Grounds Records, Please Refer to General Schedule

### **SCH019**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Americans with Disabilities Act Plan**

ADA Plan

3 years, or until superseded; review for historical purposes

Destroy\*

\*If determined to be historically significant, Archive

### **SCH020**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Federal Environmental Reports**

Asbestos Hazardous Emergency Response Act (AHERA) report

Documents environmental inspections of school facilities

Reports on asbestos, lead, radon, etc.

Until Superseded + 6 Years\*

Archive

Under AHERA, triennial reinspections are required. \*In the case of a final report, which will not be superseded, maintain permanently.

Revised, August 19, 2014

## Business Affairs

### **SCH026**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Assessed Valuation Certification**

Letter from county certifying real and personal property valuation of district

Permanent

Archive

### **SCH027**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Bound Book Generated by Bond Counsel**

School Bonds, general obligation bonds, leasehold revenue bonds, quality school construction bonds, Build America bonds  
Financial records documenting bond issues

Maturity + 3 years

Destroy

August 24, 2010

### **SCH028**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Sales Tax Exemption Letters**

Documents district's exemption from sales tax when making purchases

Retain until superseded

Destroy

### **SCH029**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Tax Exemption Certificate**

Tax ID letter confirming exempt status

Retain until superseded

Destroy

### **SCH032**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Surety Bonds**

Performance Bonds

Official performance bonds from school officials

Completion of Audit + 5 years

Destroy

Treasurer is the only official required to file bond; construction work requires contractor to file surety bond

### **SCH035**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Certification of Property Tax Rates**

Documents tax rates, generated by State Auditor and sent to County Clerk

Completion of Audit

Destroy

This is a copy of a record kept by the County Clerk.

**SCH036***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Estimate of Required Local Taxes**

Documents tax rates, generated by State Auditor and sent to County Clerk

Completion of Audit

Destroy

This is a copy of a record kept by the County Clerk.

**Federal Programs****SCH037***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Title I**

Records relating to federal programs for Educationally Deprived Children

3 years after program year

Destroy

**SCH038***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Title II**

3 years after program year

Destroy

**SCH039***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Title II-D e-MINTS Grant (competitive)**

5 years

Destroy

**SCH040***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Title III**

Records relating to federal programs for English language acquisition

3 years after program year

Destroy

**SCH041***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Title IV**

3 years after program year

Destroy

**SCH042**

**Title V**

*Also Called:*

*Function:*

*Content:*

*Retention:*

3 years after program year

*Disposition:*

Destroy

*Note:*

*Approval Date:*

**SCH043**

**Federal Discretionary Grant Programs**

*Also Called:*

*Function:*

*Content:*

*Retention:*

3 years after program year

*Disposition:*

Destroy

*Note:*

*Approval Date:*

**SCH044**

**Federal Impact-aid P.L. 815 & P.L. 874**

*Also Called:*

*Function:*

*Content:*

*Retention:*

3 years after program year

*Disposition:*

Destroy

*Note:*

*Approval Date:*

**SCH173**

**Medicaid Records/Payments**

*Also Called:*

*Function:*

*Content:*

*Retention:*

3 years after program year

*Disposition:*

Destroy

*Note:*

*Approval Date:*

## Food Services

### SCH045

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### Food Application Agreements

National School Lunch; Food Distribution; Special Milk; School Breakfast Program Agreement between local education agency and State Agency Coordinator, School Food Services, detailing general and record-keeping requirements for national school lunch, school breakfast, after-school snack, special milk and donated food programs

3 Years after fiscal year

Destroy

See: 7 CFR 210 on USDA food assistance programs

Revised August 19, 2014

### SCH177

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### Food Service Records

Application for Free or Reduced Price Meals; Lunch, Milk, and Breakfast Claim for Reimbursement; December 31 Commodity Inventory\*; Cafeteria Records and Reports; Cafeteria Register Tapes

3 years

Destroy

\*Food Management Company Schools Only; Replaces SCH046, 047, 048, 049, 050

August 20, 2013

## Health Records

### **SCH051**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Student Cumulative Health Record**

10 years, or until the student turns 23, whichever is longer

Destroy

Revised August 28, 2012

### **SCH052**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Immunization Records**

Immunization Record; Immunization Exemption; Medical Exemption; Religious  
Provides verification of immunizations received, or immunization exemptions (religious, medical or parental)

3 years after leaving school, or graduating

Destroy

August 25, 2009; Revised August 28, 2012

### **SCH053**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Immunization--In Progress**

Document verifying student is current until next scheduled immunization is due.

Card submitted by doctor or health department stating what immunizations student has received and indicating when they will be up-to-date.

Until next dose is due; destroy when temporary exemption status has passed

Destroy

Information is destroyed when immunization is complete

August 25, 2009

### **SCH054**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Emergency Contact Record**

Student Health Information; Student Emergency Information; Emergency Card

May contain: student name, address, parent information, doctor's name, hospital preference, medical history.

1 Year\*

Destroy

\*Maintain only current contact information.

Revised August 19, 2014

### **SCH061**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Health Care Plans**

Summary of the nursing plan of care for a student with special health needs

1 year

Destroy

Evaluate annually--may be a part of the Individual Education Plan--IEP

**SCH062***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Head Injury Note**

Documents any head injury sustained by student at school.

1 year

Destroy

Need only be kept for the current year if the information contained within the document has been summarized and recorded onto the individual clinic record or onto the cumulative health record

**SCH063***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Daily Clinic Log**

List of all students seen on any given day

1 year

Destroy

This record is not considered to be adequate to document individualized care. Need only be kept for the current year if the information contained within the document has been summarized and recorded onto the individual clinic record or onto the cumulative health record

**SCH174***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Medical Treatments, Reports and Evaluations**

Clinic Record; Nursing Documentation; Medication Record; Treatment Records; Physician Orders for Specialized Treatments/Procedures; Behavioral Assessment Tool\*; Accident Reports#; Child Abuse/Neglect Documentation; Screening Reports of Medical Professionals; Sports Medicine Records

Documents treatments, drug distribution and other services through school nurse's office  
Individual documentation of each clinic visit/assessment/care provided. May include:  
Asthma peak flow records; seizure logs; catheterization records; G-tube feeding record;  
Medical reports from accidents (diagnosis, hospital records, audiology reports, etc.)

Until student reaches age 23

Destroy

\*To assess drug/alcohol use; #Physician releases to return to school/sports participation or to be excluded from such. Replaces SCH055, 056, 058, 059, 064, 065, 066, 067  
August 20, 2013; Updated August 25, 2015**SCH175***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Medical Consents**

Medication Consents; Consents for Specialized Treatments/Procedures

Permissions granted by parent/guardian/physician

Until student reaches age 23

Destroy

Replaces SCH057, 060

August 20, 2013

**SCH180***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Student Physical Records**

Athletic Physicals; Extracurricular Activities Schedules

Annual physicals documenting fitness to participate in school sponsored extracurricular activities

1 Year

Destroy Securely

Confidential Records

August 25, 2015

**SCH181**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Student Drug/Alcohol Testing Records**

Drug Screening Records

Documents the testing of students for controlled substances prohibited by policy, procedure or statute.

Records may include but are not limited to the documentation of test results, the collection process, the random sample process.

Retain positive test results until student graduates or leaves district; retain negative test 1 Year

Destroy Securely

Confidential Records

August 25, 2015



## Instruction

### **SCH069**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **District Test Assessments**

District Test Scores

Documents District-level performance on standardized tests, including, but not limited to: MAP, MMAT, EOC, MAPA, College and Career Readiness Assessments, ACT, SAT, ASVAB, TSA, Terra Nova, DRA, SRI.

15 Years

Destroy

These are aggregate test scores for the district as a whole. Individual student scores will be part of the student record.

Revised August 19, 2014

### **SCH070**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Textbook Inventory**

Inventory of textbooks for each school.

Retain until superseded

Destroy

### **SCH071**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Teacher's grade book**

2 years

Destroy

### **SCH074**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Counselor Records**

Documents meetings between guidance counselors and students.

May include: notes taken by counselor, discipline reports, record of meeting.

Destroy in Current Area

Destroy Securely

Confidential records

### **SCH075**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Teacher Plans, Programs, Recommendations**

Destroy in Current Area

Destroy

**SCH178**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Driver Education**

Application for Approval for Matching Federal Funds to Train Driver Education Teachers;  
Application for Federal Matching Funds to Purchase Driver Education Simulation Equipment

Destroy in Current Area

Destroy

Replaces SCH072, 073

August 20, 2013

## Personnel

For Other Personnel Records see General Schedule

### **SCH083**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Substitute Teacher Record**

Documents qualifications and performance of substitute teachers

May contain evaluations of substitute, substitute certificate, background checks, application, letters informing parents of long-term substitute assignment

3 years

Destroy

This series may be obsolete.

## Special Education

### SCH087

#### Annual Report of Exceptional Pupil Programs

*Also Called:*

*Function:*

*Content:*

*Retention:*

3 years

*Disposition:*

Destroy

*Note:*

This record is now a part of the ASBR SCH001.

*Approval Date:*

Revised August 20, 2013

### SCH092

#### Individuals with Disabilities Education Act (IDEA) Entitlement Grants

*Also Called:*

Applications for Special Education Programs, Application for Exceptional Pupil Programs; Remedial Speech and Hearing Class Applications; Applications for Home Teaching for Home-bound Instruction; Applications Report of Exceptional Pupil Programs

*Function:*

*Content:*

*Retention:*

3 years

*Disposition:*

Destroy

*Note:*

This series consolidates SCH088, 089, 090, 091, with 092 from the previous schedule. Many of these applications are now done through DESE and no local records are generated.

*Approval Date:*

Revised, August 20, 2013

### SCH093

#### 619 Early Childhood Special Education Grants

*Also Called:*

619 Early Childhood Special Education Records; ECSE

*Function:*

Reports verifying expenditures of funds

*Content:*

ECSE Final Expenditure Report--expenditure detail, contact information core data personnel, equipment expenditures, third-party contracts, extended school year, operation of plant, staff mileage, supplies, transportation, personnel development, child

*Retention:*

3 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

Revised August 20, 2013

### SCH097

#### Student Special Education Record

*Also Called:*

Chapter Programs; Individuals with Disabilities Education Act Data; Title Programs

*Function:*

*Content:*

Record of Access Form; Documentation of Screening; Program Modifications; Evaluations Plans; Notice and/or Consent forms for Evaluation; Diagnostic Summaries; Individualized Education Programs (IEPs); Notice and/or Consent Forms Placement and Documentation of the Provisions of Appropriate Procedural Safeguards.

*Retention:*

3 Years from date of last service

*Disposition:*

Destroy

*Note:*

This is subject to requirements of the State Compliance Plan for Part B. These Special Education records are independent of the student cumulative record and are not permanent records.

*Approval Date:*

Revised August 19, 2014; Revised August 24, 2016

**SCH098***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Individuals with Disabilities Education Act (IDEA)**

Reports Documenting expenditures and proposed expenditures.

Final expense report, maintenance of effort, child count, amendment, budget grid, request for payment, payment grid

Subject to Federal Requirements

Under federal requirements, IDEA demands that destruction of records will not take place until 3 years past the time the child no longer receives IDEA services which is in most cases 3 years past graduation. However, even if the destruction is not occurring until after the 3 year minimum guideline, the school district must attempt to notify the parents or eligible student. Consult with DESE, Special Education for the most current federal regulations

**SCH099***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Local Compliance Plan and Monitoring Documentation**

Documents the local school district's version of the state compliance plan

Retain until superseded

Destroy

Combined with SCH100

Revised August 20, 2013

**SCH179***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Special Education--Pupil Test Protocols, Scores, Evaluations**

Test Protocols

Documents Individualized Education Program (IEP) test protocols, scores, and evaluations

3 Years after last service

Destroy

This series combines former series entries SCH095 with SCH096.

August 20, 2013; Revised August 19, 2014

## State Programs

### **SCH102**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **At Risk Student Programs**

5 years

Destroy

### **SCH103**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Career Ladder Records**

Documents teachers who achieve national board certification

List of certified teachers and letters confirming certification

5 years

Destroy

### **SCH104**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Child Care Development Fund Grant (Block Grant)**

5 years

Destroy

### **SCH105**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Drop Out Data**

Documents Student drop-outs

Monthly report submitted to DESE.

5 years

Destroy

Kept as part of Core Data

### **SCH106**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Minimum Salary Supplement**

5 years

Destroy

### **SCH107**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Parents as Teacher Project Records**

Documents district's participation in the Parents as Teachers Program

May include: home visits, child screening, high needs characteristics, and data collection

5 years

Destroy

Generated and submitted on a DESE form, used for program funding.

**SCH108**

*Also Called:*  
*Function:*

*Content:*  
*Retention:*  
*Disposition:*  
*Note:*  
*Approval Date:*

**Missouri Preschool Project Grant**

The Missouri Preschool Program Invitation for Bid/Invitation for Grant (IFB/IFG) is for programs that will result in new or expansion of early care and education programs for children who are one or two years from kindergarten eligibility.

5 years  
Destroy

**SCH109**

*Also Called:*  
*Function:*

*Content:*  
*Retention:*  
*Disposition:*  
*Note:*  
*Approval Date:*

**Professional Development Committee Records**

Records generated by district-level committee that oversees professional development of district's teachers

Agendas, minutes, budget, by-laws, reports of professional development.  
5 years  
Destroy

**SCH110**

*Also Called:*  
*Function:*

*Content:*  
*Retention:*  
*Disposition:*  
*Note:*  
*Approval Date:*

**Teacher Education Scholarships**

5 years  
Destroy

**SCH111**

*Also Called:*  
*Function:*

*Content:*  
*Retention:*  
*Disposition:*  
*Note:*  
*Approval Date:*

**School Board Member Training Records**

Documents training of school board members  
May include: hours of training, date, name of class, and certificate.  
Duration of service  
Destroy

**SCH112**

*Also Called:*  
*Function:*

*Content:*  
*Retention:*  
*Disposition:*  
*Note:*  
*Approval Date:*

**State Gifted Records**

Documents district's gifted program, participation and requirements  
May include: testing protocols, test results, evaluation forms  
5 years  
Destroy  
May be kept as part of student record.

**SCH113**

*Also Called:*  
*Function:*

*Content:*  
*Retention:*  
*Disposition:*  
*Note:*  
*Approval Date:*

**State Grants**

Health; A+ Schools; Vocational Enhancement; etc.

5 years  
Destroy

**SCH114**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Summer School Records**

Documents summer school approvals from DESE and student enrollments  
May include: Summer School Checklist and Final Approval Form (DESE); district enrollment forms

5 years

Destroy

Grades should be filed with the student transcript.

**SCH115**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Technology Plans**

Documents district plans for integrating and utilizing technology for both teaching and learning.

May include: objectives and goals related to student learning; teacher preparation; administration, data management, communication processes; resource distribution; technical support

5 years

Destroy

**SCH116**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

**Tuition Reimbursement**

5 years

Destroy



## Student Activities

### **SCH117**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Year Books**

Permanent

Archive

### **SCH118**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Student Policy Handbook**

Board of Education Rules and Regulations

Until superseded + 7 Years

Destroy

Revised August 19, 2014

### **SCH119**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Scorebooks (Athletics)**

5 years

Destroy

### **SCH123**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Athletic Conference Reports**

1 year

Destroy

### **SCH124**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Eligibility Certificates**

Document student eligibility to engage in extracurricular activities.

1 year

Destroy

These are now accessed and completed online through MSHAA

### **SCH125**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Events Schedules**

1 year

Destroy

**SCH126***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Scholarship Awards**

1 year

Destroy

**SCH128***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Physical Education Excuses**

Destroy in Current Area

Destroy

**SCH129***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Alumni Lists**

Destroy in Current Area

Destroy

**SCH130***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Career and Technical Student Organization Records**

Future Business Leaders of America; Family, Careers and Community Leaders of America; FFA; DECA; Skills USA; Student Council; etc.

Document activities of district's chapters of national organizations.

May include: record of expenses, rosters, meeting minutes.

Destroy in Current Area

Destroy

**SCH131***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***School Club and Organization By-laws**

Documents organizations that operate under the school's auspices

May include: by-laws, affidavits, re-authorizations, proposed budgets, officer lists, etc.

Destroy in Current Area

Destroy

## Student Records

### SCH132

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### Student Cumulative Record--Transcripts

May include: Grades; birth record; gpa; class rank; college prep certificates; standardized test scores

75 Years

Destroy

If elementary, middle or junior high school records have been transferred to the Senior High Record, then the transferring school's record is considered a non-record and may be destroyed. This series also includes SCH014 Class and Grade Reports for Individual Students and SCH165 Student Folders, which were previously classified under Adult and Career Education

August 25, 2009; Revised August 20, 2013; Revised August 19, 2014

### SCH133

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### Student Cumulative Record--Other

Any non-transcript material as defined in SCH132

5 years after graduation or leaving school

Destroy

Includes Nonresident Student Information, formerly part of SCH137

August 25, 2009; Revised August 20, 2013

### SCH138

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### Records of Serious Discipline Violations

Committee on Conduct Records

Documents student violations of the school's code of conduct as well as violations of the Safe Schools Act, and actions taken.

May include: correspondence; report to superintendent; incident information; supporting documentation; guidance reports; summary of investigation; student discipline record; determination review; code of conduct meeting minutes

Until student reaches age 23

Destroy

See RSMo 167.020 subsection 7 and 160.261 subsection 9

### SCH139

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### Student Accident Insurance Information

Documents accident insurance that is available for parent purchase

May include: fliers for program, rate information, etc.

Destroy in Current Area

Destroy

### SCH140

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### New Student Orientation Schedules

Destroy in Current Area

Destroy

Revised August 19, 2014

**SCH141**

**School Publications Information**

*Also Called:*

*Function:*

*Content:*

*Retention:*

Destroy in Current Area

*Disposition:*

Destroy

*Note:*

*Approval Date:*

**SCH142**

**Class Meeting Minutes**

*Also Called:*

*Function:*

*Content:*

*Retention:*

Destroy in Current Area

*Disposition:*

Destroy

*Note:*

*Approval Date:*

**SCH143**

**Class Rosters**

*Also Called:*

*Function:*

*Content:*

*Retention:*

Destroy in Current Area

*Disposition:*

Destroy

*Note:*

*Approval Date:*

**SCH144**

**Current Class Schedule of District**

*Also Called:*

*Function:*

*Content:*

Master schedule of all classes in all schools in the district  
May include: school, class, teacher name, student names, student IDs

*Retention:*

Destroy in Current Area

*Disposition:*

Destroy

*Note:*

*Approval Date:*

**SCH145**

**Deficiency Report**

*Also Called:*

*Function:*

*Content:*

*Retention:*

Destroy in Current Area

*Disposition:*

Destroy

*Note:*

*Approval Date:*

**SCH146**

**Graduation Records**

*Also Called:*

Commencement Records; End of Year Activity Arrangements

*Function:*

*Content:*

*Retention:*

1 year

*Disposition:*

Destroy

*Note:*

*Approval Date:*

**SCH147***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Graduation Records--A+ student records**

10 Years

Destroy

Revised, August 20 2013

**SCH148***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Honor Roll Lists**

1 year

Destroy

**SCH149***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Student Awards**

1 year

Destroy

**SCH150***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Letter Grade Distribution by Class**

Destroy in Current Area

Destroy

**SCH151***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Student Directory**

Destroy in Current Area

Destroy

**SCH176***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Student Registration Records**

Student Enrollment Records; Student Drop-Out Records; Student Transfer-in/Transfer-out Records; Application for Admission

Records regarding student enrollment, including application to enter school district and career education, drop out and transfer information not part of the cumulative transcript.

10 Years after leaving school

Destroy

These records are distinct from the student cumulative record and should be maintained as a separate file. This series replaces SCH134, 135, 136.

August 20, 2013

## Transportation

**For Vehicle Maintenance and Ownership Records see General Schedule**

### **SCH153**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Annual Bus Route Approval Report**

Transportation Route Approval

Records submitted for approval of bus routes

May include: driver names, routes and time, mileage, school name, anticipated rider counts

3 years

Destroy

### **SCH154**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Ridership Lists**

Ridership counts

Documents verification of students riding school-provided transportation.

May include: route, driver name, bus number, list of riders by schools and route number, student name, grade, ID number, distance transported, bus stop location, report generated from preceding data

3 years

Destroy

### **SCH156**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Annual Bus Driver Certification**

Annual Physical Examination; Copy of Drivers' CDL

1 year

Destroy

## Career Education

### **SCH159**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Reimbursement for salaries for Career Education Programs**

5 years

Destroy

### **SCH160**

*Also Called:*

*Function:*

*Content:*

*Retention:*

*Disposition:*

*Note:*

*Approval Date:*

### **Application for Authorization to Purchase Equipment/Supplies**

Application to spend federal Perkins fund money for equipment and/or supplies for use in technical schools.

May include: DESE forms FV2, FV4; enhancement application for grant money

5 years

Destroy

Funding made available through "Carl D. Perkins Vocational and Technical Education Act, Public Law 105-332"

**SCH161***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Reimbursement Request for Approved Expenditures**

Application to reimbursement for equipment and/or supplies for use in technical schools.

5 years

Destroy

**SCH162***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Federal Title IV Financial Aid--Administrative Files**

PELL grant student payment summary; Federal PELL grant payment voucher; IPS batch report; Recipient data exchange summary report

5 years

Destroy

**SCH163***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Federal Title IV Financial Aid--Student Files**

SAR; ESAR; ISAR; Stafford Loan

Verification worksheet and documentation including 1040s, Social Security printouts, Family Services printouts, etc.; Acknowledgment of funds; Enrollment Agreement; Promissory note; Entrance interview acknowledgment; Exit interview acknowledgment; Financial aid transcript from other post-secondary schools (if other were attended); first year students who receive funds and leave before completing 60% of the program will have, in their file: Refund calculation worksheet; new perspectives intake form

5 years

Destroy

For students who receive funds but leave before 60% of the programs is completed--the 5 year clock begins after the second year or the 180 day follow-up

**SCH164***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Minutes of Career-Technical Education Committee**

2 years

Destroy

**SCH166***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Career-Technical Building Payment Certificates**

Permanent and update

Archive

**SCH167***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Area Career Center Tuition Charges**

5 years

Destroy

**SCH168***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Application for Reimbursement from Career-Technical Funds**

Reimbursement for salaries, travel and other allowable items

3 years (subject to federal regulations)

Destroy

**SCH169***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Enrollment Report for Career-Technical Program**

3 years

Destroy

**SCH170***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Grade Report Sheets--Career Center**

2 years

Destroy

**SCH171***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Record of Curriculum**

Curriculum offered in Career-Technical education program/school

Retain until superseded

Destroy

**SCH172***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Technology Consortium Meetings**

5 years

Destroy



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