

Local Records Retention Schedule

- **Academic** – date of withdrawal plus 7 years. The Academic Achievement Record is permanent (cum. folder is to be kept on the campus for 7 years).
- **Special Education** – date of withdrawal plus 7 years. For Special Ed., please see local schedule S-D, page 12 through 15.
- **Attendance** – date of withdrawal plus 7 years.
- **Health** - 5 years or 2 years after the student reaches the age of 18, whichever is later.
- **Grade Reporting** – 1 year after entry of grades in the academic achievement or cum. folder.
- **Discipline** – records relating to expulsion – 3 years.
- **Personnel** – MISD practice is to keep all personnel records permanently.
- **Lesson Plans** – 1 year.