

# Destruction of Pupil Records:

Each year the District has an approved process under title 5 to destroy certain types of student records. This process must be adhered to at all times. Please see below for process and laws regarding this procedure.

Per California State Education Code of Title 5, districts must maintain certain documents for different periods of time past the date of their “usefulness”. The date of usefulness ends the first day the student is no longer within our District. The date that a District can legally re-classify documents for destruction and or permanent status is 3 calendar years from the date that usefulness ceased.

Title 5:

- (a) No additions except routine updating shall be made to the record after high school graduation or permanent departure without the prior consent of the parent or adult pupil.
  
- (b) Mandatory permanent pupil records shall be preserved in perpetuity by all California schools according to Chapter 2, Division 16, Part I, of this title.
  
- (c) Unless forwarded to another district, mandatory interim pupil records may be adjudged to be disposable when the student leaves the district or when their usefulness ceases. Destruction shall be in accordance with Section 16027 of this title during the third school year following such classification.
  
- (d) Permitted pupil records may be destroyed when their usefulness ceases. They may be destroyed after six months following the pupil's completion of or withdrawal from the educational program.

The method of destruction shall assure that records are not available to possible public inspection in the process of destruction. 5 CCR § 437, 5 CA ADC § 437

Please see a list of documents below that may be in the Students CUM file and or at your school site, and the time frame on how long you will need to keep these documents per Title 5 regulations. This list is only an example, and may not include all documents.

Transcripts	Permanent
Report Cards	Permanent
Parent Signature Cards	Permanent
CSIR Cards (Immunization)	Permanent
CHDP Cards (K or 1 <sup>st</sup> Physical Forms	Permanent
Test Scores (Within 3 years}}	Permanent
Test Scores prior to 3 years	Can be destroyed 3 years after date of usefulness ceases.
CELDT Scores (Initial Assessment)	Permanent
CELDT Scores Annual	Can be destroyed 3 years after date of usefulness ceases.
Legal Documents	Permanent
Pre-School Documents	Can be destroyed 3 years after date of usefulness ceases.
Gate Assessments	Permanent
Assessments	Can be destroyed 3 years after date of usefulness ceases.
Grade Books	Can be destroyed 4 years after date of usefulness ceases
Attendance Notes	6 Months past the end of the prior year.
Registration Paper Work	Can be destroyed 3 years after date of usefulness ceases.
Verification of Birth Documents	Permanent
Disciplinary Files	Can be destroyed 3 years after date of usefulness ceases.

### Three Types of Student Records

#### Active, Inactive & Transfer of Pupil Records

Varieties of Records	Mandatory Permanent	Mandatory Interim	Permitted
Active Records  5 CCR 432	(Minimum)  A. Legal Name B. Date of Birth C. Method of Verification of birth date D. Sex E. Place of Birth F. Name & Address of parent 1. Pupil's residence if different 2. Annual Verification G. Enter & leave date of each school year, summer session or other extra sessions. H. Subjects taken I. Grades & credits toward graduation J. Immunization/ exemptions K. Date of high school graduation or equivalent L. CAHSEE (if applicable)	(Examples)  A. Access Log B. Health Records C. Special education tests, forms, IEP's D. Language training records E. Progress reports F. Parental restrictions regarding access to directory information G. Rejoinders to records H. Other parental authorizations or prohibitions I. Standardized tests less than 3 years old J. Work permits/permits to employ K. Absence slips & verifications (5 CCR 400) L. Suspension notices/expulsion records (EC 48918/49079) M. Independent Study evaluation/findings (EC 51747(b))	(Examples)  A. Objective staff ratings B. Standardized test results more than 3 years C. Routine disciplinary data D. Behavior observations E. All disciplinary notices  Informal notes solely kept for the personal use of your job, are not considered student records.  (EC 49061(b))  It is suggested that Section 504 Plans are maintained as Mandatory Interim records similar to the IEP's.
Transfer of Records  (Keep original or copy)  EC 49068 & 5 CCR 438	(Required)  <ul style="list-style-type: none"> <li>California Public Schools</li> <li>Private Schools</li> <li>Out-of-State Public Schools</li> </ul>	(Required)  <ul style="list-style-type: none"> <li>California Public Schools (including number of days of suspension &amp; expulsion record)</li> </ul> (Optional)  <ul style="list-style-type: none"> <li>Private Schools</li> <li>Out-of-State Schools</li> </ul>	(Optional)  <ul style="list-style-type: none"> <li>California Public Schools</li> <li>Private Schools</li> <li>Out-of-State Public Schools</li> </ul>
Inactive Records – Classification for Destruction  5 CCR 437  5 CCR 16022-16025	Becomes Class 1 Permanent Record. Maintained in perpetuity.	Continuing record until student transfers/leaves, or usefulness ceases; then classified in accordance with 5 CCR 16020 et. Seq. and Board Policy	Continuing records until student transfers/leaves, or usefulness ceases; destroyed in accordance with 5 CCR 437 and Board Policy

**Process on how to destroy documents:**

**Step 1:** Once documents are no longer needed at the school site, contact Student Records.

**Step 2:** Place documents in the approved District archive boxes.

**Step 3:** Place a District approved label on the box identifying the documents.

**Please see example below:**

<b>ARCHIVE IDENTIFICATION LABEL</b>	
<small>This form provides information concerning the location of your archived materials. Use this form as a reference when requesting records. <i>Please attach this label and your Transfer of Equipment (T.O.E) request to box.</i></small>	
Department Name: _____	
Box Number:	____-____-____-____ <small>Year School Box # Total Boxes</small>
Description: _____ _____ _____	
Location ( <i>Warehouse Use Only</i> ): _____	
<small>District Use Only:</small> Scanned Date: _____ Initials: _____	<b>Destroy Date:</b>

**Step 4:** Send documents to Student Records.

**Step 5:** Student Records will review documents and prepare for archiving.

**Step 6:** Student Records will fill out the following forms to document reclassification and destruction.

To: Board of Education

Per the California Code of Regulations, Article 2, Sections 16023 through 16028, of Article 5, the following records are not required by law to be retained by the school district.

**Quantity**            **Type of Records**

I certify that none of the records listed are in conflict with California Code of Regulations, Article 2, Sections 16023 through 16028, of Article 5. There is no need for further retention of these records. I recommend that authority be granted to destroy all of the foregoing records.

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Dr. Russel Lee-Sung, Superintendent

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**BOARD OF EDUCATION ACTION**

At the meeting of the Board of Education held on \_\_\_\_\_ the Superintendent's recommendations were approved and recorded in the minutes of the Board.

All items were destroyed on \_\_\_\_\_, and I hereby certify that the records were destroyed under my personal supervision and that I was present at the time they were removed from storage and at the time they were destroyed.

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Signature

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Print name

Student Records Technician

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Title

To: Board of Education

Per the California Code of Regulations, Article 2, Sections 16023 through 16028, of Article 5, the following records are not required by law to be retained by the school district.

Dates of Documents	Type of Records	Quantity of Boxes
		<b>Total =</b>

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Signature

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Print name

Student Records Technician

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Title

**Step 7:** Student Records will send the completed forms to Student Services to have entered into the Board Agenda.

**Step 8:** Upon approval for document reclassification and destruction, boxes are sent to the warehouse for destruction on or after June 30, of the next year.