



Lake Worth ISD

RECORDS MANAGEMENT

ADMINISTRATIVE GUIDELINES &

PROCEDURES MANUAL

2021-2022

Lake Worth ISD



RECORDS MANAGEMENT ADMINISTRATIVE GUIDELINES AND PROCEDURES MANUAL 2021-2022

Table of Contents

Records Management Department Personnel	4
Introduction	4
Benefits of a Records Management Program	4
What is a record?	4
Other definitions	5
Records Management Procedures	6
Retention dates	6
General Responsibilities	6
Board of Trustees	6
Superintendent	6
Records Management Officer/Liaison	6
Principal/Department Head	7
Campus Records Designee	8
Administrative records storage	9
Annual purging of records	10
Destruction of records	10
Confidentiality	11
Records inspection	11
Required Minimum Storage Conditions for Permanent Records	11
Records Maintained by LWISD	12
Student records	12
TSLAC Records Retention Schedule	13
Student Academy Records Schedule	13
Family Educational Rights & Privacy Records Schedule	15
SpEd Program Records Schedule	16
Bilingual and Spec. Language Program Record Schedule	17
GT Program Records Schedule	17
Section 504 Program Records Schedule	18
Dyslexia Program Records Schedule	18
New Generation System Program Schedule	19
Other Special Population Records Schedule	19
Attendance Records	20
Student Health Records Schedule	21
Instruction & Grade Reporting Records Schedule	22
Discipline & Counseling Records Schedule	23
Adult & Vocational Education Records	24
Accreditation Records Schedule	24
Food Service Records Schedule	24
Textbook Records	25
School Transportation Records Schedule	26
School Safety Records Schedule	28
Individual Employee Records Schedule	28

Table of Contents (continued)

Staffing Records Schedule	29
Miscellaneous Reports & Surveys Schedule	29
Library Records Schedule	31
Release of Student Records	33
Federal and State Laws	34
Family Educational Rights and Privacy act (FERPA)	34
Texas Public Information Act	35
Dependent Students	35
Release of Student Records to Agencies	35
Complying with a Subpoena for Student Records	36
Record Disclosure	36
Request for Records	36
Use of Electronic Signatures for Authorizing Release of Records	36
Enrollment of Students Who Are Delinquent in School-Related Fees at a Sending School	37
Transfer of Records for Students Owing School Related Fees at the Sending School	37
Procedures to Change Content of Records	38
What is a records request?	38
Rights of Requestor	38
Responsibilities of Government Bodies	39
Procedures to Obtain Information	41
Information to be Released	41
Information that may be withheld	41
Penalties for Non-Compliance	41
Policy for Records Management Requirements for Electronic Mail	42
Introduction (e-mail)	42
General Guidelines (e-mail)	42
Restrictions (e-mail)	42
Policy (e-mail)	42
Definitions (e-mail)	43
Scope (e-mail)	44
Retention Requirements (e-mail)	44
User Responsibilities (e-mail)	44
Maintenance of Electronic Mail	45
Disposition of Electronic Mail	45
Guidelines for Copy Charges	47
Records Management Cheat Sheets	51

RECORDS MANAGEMENT DEPARTMENT PERSONNEL

The following is a listing of the department personnel, which will assist you in determining, which staff member can best answer your specific questions:

Rose Mary Neshyba
Superintendent of Schools/Records Management Officer
rneshyba@lwisd.org

Jessica Gauthier
District Communications Coordinator &
Webmaster/Records Management Liaison
jgauthier@lwisd.org

Introduction:

The Local Government Records Act of 1989 [and changes that were enacted by the 74th Legislature in 1995], requires all local governments to establish a records management program by ordinance, order or resolution and file it with the Texas State Library and Archives Commission (TSLAC). All local governments must file records control schedules or a written declaration of adoption of the State schedules.

Lake Worth Independent School District filed its official records control schedule by the initial deadline and has continued to update its records control schedule. The records control schedule is categorized by “record series”. A record series is a group of identical or related documents that are normally used or filed as a unit and have the same retention period. Refer to the attached Records Control Schedules for Lake Worth ISD. Additional information related to the Texas State Library and Archives Commission’s schedules and guidelines are available from the TSLAC website at:

<http://www.tsl.state.tx.us/slr/recordspubs/localrec/>

The Benefits of a Records Management Program are:

- Compliance with state requirements
- Legal protection when records are destroyed
- Efficient use of office space for active records
- Affordable upkeep of inactive records
- Improved protection of vital records

What is a record?

All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the Lake Worth Independent School District or any

of its officers or employees pursuant to law or in the transaction of public business are considered to be the records of the Lake Worth Independent School District and shall be created, maintained and disposed of in accordance with the provisions of this plan.

The term does not include:

- Extra identical copies of documents created only for convenience of reference or research by District officers or employees.
- Notes, journals, diaries, and similar documents created by a District officer or employee for his or her own personal convenience.
- Blank forms, stocks or publications, and library and museum materials acquired solely for the purposes of reference or display.
- Copies of documents in any media furnished to the public under the Open Records Act or other state law.

All records as defined are property of Lake Worth ISD. No employee has, by virtue of his/her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal of files, or use of such records is prohibited. All school district records are presumed to be public unless there is a specific exception.

Other definitions:

- Permanent record – any records for which a retention period on a records control schedule is given as permanent. These records can never be destroyed.
- Records Control Schedule – a document listing the records maintained by Lake Worth ISD, their retention periods, and other records information that the records management program may require.
- Records management – the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing costs and improving the efficiency of recordkeeping.
- Retention period – the minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.

LAKE WORTH INDEPENDENT SCHOOL DISTRICT RECORDS MANAGEMENT PROCEDURES

The following procedures are intended to assist the district in achieving a successful Records Management Program. Federal/State laws and School Board Policies shall override any information contained in these procedures if a conflict between the two arises. School Board Policies related to Records Management include, but may not be limited to, the following:

- CPC Legal and Local – Office Management – Records Management
- FL Legal and Local – Student Records
- GBA Legal – Public Information Program – Access to Public Information
- GBAA Legal and Local – Information Access – Requests for Information
- GBAA Exhibit – Guidelines for Copy Charges

Retention Dates:

It is important that the district establish a single annual date from which retention dates can be calculated. The date selected is July 1st. For example, the date for counting all records for the 2021-2022 school year would be August 1, 2021. This date is after the school and fiscal years for the prior year have ended.

A. GENERAL RESPONSIBILITIES

1. Board of Trustees:

- a. Shall designate policies in regard to student records
- b. Delegates to the Superintendent as the Records Management Officer of the District

2. Superintendent:

- a. Is ultimately responsible for all student records within the district.
- b. Designates a Records Management Liaison.

3. Records Management Officer and Records Management Liaison:

- a. Are the custodian of records for students who have been withdrawn or graduated
- b. Must prepare records control schedules on a department-by-department basis, listing all records created or received by the department and the retention period for each record
- c. Must keep records of disposition
- d. Must keep all transcripts permanently and record into a database to have multiple locations for the record
- e. Must keep academic achievement record for all 9-12 grade inactive students as a permanent record. These must be recorded into a database to have multiple locations for the record
- f. Must follow the Texas state law on retention schedules
- g. Must spot check and audit campus student records to maintain awareness throughout

- the district on cumulative folder policies
- h. Adopt a District Records Control Schedule, retain all Records permanently, or adopt the TSLAC Schedules and file a Declaration of Compliance. Lake Worth ISD has adopted the TSLAC Schedules.
 - i. Properly destroy records in accordance with the Records Schedule in a manner prescribed by the TSLAC.
 - j. Establish control procedures for electronic records, such as email. The content of the e-mail determines its placement in the files.
 - k. Establish a disaster recovery plan.
 - l. Report accidental destruction (flood, fire, etc.) of records before their expiration date(s) to the TSLAC for approval.
 - m. Establish records of historical and audit value.
 - n. Establish a file management system, such as record series.
 - o. Ensure that all records are covered by approved retention schedules.
 - p. Identify “record copies” to eliminate duplication and redundancy.
 - q. Ensure that Records access is kept to a minimum.

4. Principal/Department Head:

- a. Each campus and support department should designate a Campus Record Designee. These designees shall have the responsibility of maintaining the local campus/department records. Campus Record Designee are also responsible for organizing the contents of each box and coordinating the pick-up of boxes to be sent to the Administration Records Storage for storage.
- b. Prepare records for transport to the Administration Records Room on an annual basis.
- c. Ensure that appropriate retention schedules are applied to records.
- d. Coordinate the campus/department records management program.
- e. Ensure that a regular, systematic file purging and rotating system is established.
- f. Store on-site records in a secure location so they are kept confidential. Student records must be stored and otherwise treated in accordance with the Federal Education Rights and Privacy Act (FERPA).
- g. The principal has the primary responsibility for the care of student records at each campus. An assistant principal or clerk may be assigned the duty of campus records designee. The campus records designee will be responsible to the principal for the proper responsibilities of his/her duties. The principal, however, remains the primary custodian at the campus.
- h. Records shall be stored in a location where they cannot be inappropriately read, stolen, or changed.
- i. Records are secure, and access is limited to authorized personnel only.
- j. Files and drawers shall be locked.
- k. Keys:
 - to file cabinets shall be limited to (1) student records clerk (2) principal
 - to records room shall be limited to (1) one key assigned to student records clerk, (2) one key to principal.
- l. The student records office shall not be left unattended. If so, must be locked.

5. Campus Records Designee:

- a. Must keep an accurate record of all student records on campus
- b. For students returning to Lake Worth ISD after a gap in enrollment, designee must request the student's record folder from the previous campus first, then from the admin records storage if they are no longer on a campus. Designee requesting records must pick them up within 7 days of the request.
- c. Must keep the following items in the students' cumulative file:
 1. Record of Access to Student's record
 2. Current school year's report cards, if student is active
 3. Student Registration Form (most current with parent signature)
 4. Cumulative Grades Records (CGR) for elementary and middle school
 5. Most recent Academic Achievement Record (transcript) when high school credit has been obtained.
 6. Health/Immunization record
 7. Most current report card for each school year for Pre-Kindergarten to grade 2.
 8. Copy of student's birth documentation, social security card, and photo I.D. of parent/guardian; these items are required for PEIMS purposes
 9. Home Language Survey (HLS)
 10. Ethnicity and Race Data Questionnaire
 11. Profile of Students Educational Assessment folder (K-6 test scores)
 12. State standardized test scores (3-12 test scores may include STAAR/TAKS, EOC, ACT, SAT, etc.)
 13. Legal documents of name change, custody, power of attorney, etc.
 14. Leaver Documentation from middle school or high school, includes: Student Permanent Record Leaver Documentation (includes final AAR), most recent student information card, student withdrawal/transfer form, withdrawal card
 15. Any records of special programs:
 - Compensatory Education/Federal Program (504)
 - PRS
 - RTI
 - GT
 - ELL
 - At-Risk Student Profile
 16. Personal Graduation Plan (PGP) form for At-Risk 6-12 grade students
 17. Personal Graduation Plan (PGP) form for 9th grade students
 18. Directory Information Release Form
- d. Must place all loose material that was not previously filed (test scores, etc.) in the file prior to the file leaving your campus. It is your responsibility to make sure that materials are in the file and not left lying at a desk or other places.
- e. Must **never** send a student file through the inter-office mail, as it has a student ID number, name and other identifying factors on it.
- f. Must be responsible to pick up files from other locations where you have requested within 7 days or less
- g. Must have requested files ready when other campus personnel come to pick them up
- h. Must send out of district requests (i.e. TREX) within the 10-day mandated period.

- i. Campus withdrawn files will remain on their campus 1 year after withdrawal before being transferred to the admin records storage.
- j. High school graduate files will be sent to the records warehouse yearly. All files must have all information prior to centralization.
- k. All campuses will centralize their inactive files to the records warehouse the first week of October of each school year.

6. Administration Records Storage

- a. The LWISD Administration Building shall serve as the district's records retention center. Records for the current year as well as the preceding 1 year should be kept at the local campus/department. Prior year's records should be sent to the Administration Records Room for storage until they reach their destruction date unless extenuating circumstances warrant keeping the records at the campus or department.
- b. Before records are sent to the Administration Records Room for storage they should be separated and boxed by type and destruction date. File folders, binder clips, paperclips and dividers should be removed.
- c. Only records which have an applied retention schedule should be sent for storage. All other documents should be removed and stored locally or purged by following TSLAC. Care should be taken to eliminate retention of duplicate and triplicate copies of items. Examples of items which should not be sent for storage are:
 - Convenience copies
 - Memos and notes of routine matters
 - Records and documentation which are the responsibility of other departments, for example, purchase records should not be sent for storage by the campus as they are the responsibility of the Purchasing Department

What can be shredded?

- Blank or incomplete forms
 - Information collected from others that require no action and are not part of a project
 - Stocks of publications stored for distribution
 - Notifications of meetings
 - Routine memos to all staff
 - CC or working copies for which require no action
 - Copies kept as convenient references and has not been changed in any way or annotated
-
- All records sent to the Administration Records Storage should be placed in standard size banker boxes with handles (Dimensions: 15"L x 12"W x 10"H) and labeled with the following information (labels provided by PEIMS office):
 - a. The sender (group or department).
 - b. Number of boxes being sent (e.g. 1 of 4).

- c. The school year of the contents.
- d. A description of what is in the container (it is permissible to mix the contents of a container so long as all the documents have the same destruction date).
- e. The destruction year.
- f. The name of the individual and the department who sent the container for storage.
- g. Attach the District supplied Form to each box. Boxes will not be accepted without the completed form.
- h. Enter a work request in Eduphoria for pick up by the Maintenance Department.

7. Annual Purging of Records:

All campus and department records should be processed annually for continued storage at the local campus/department or for transfer to the Administration Records Storage. When starting a new school year, do not send records until the central administrative office has informed you that Administration Records Storage is ready to receive records.

8. Destruction of Records:

- a. Keeping records beyond the designated destruction period wastes space and creates additional liability for the district. All records should be destroyed in the year they are scheduled for destruction unless there are extenuating circumstances which require longer retention. Circumstances that could require retention past the scheduled destruction date include:
 - Pending or reasonably anticipated litigation;
 - Investigation by a federal agency or department or any bankruptcy case; or
 - In the event of a public information request
- b. On-site records that have passed their retention period must still be sent to the Administration Records Storage to ensure proper destruction procedures. **Do not destroy records at the campus.**
- c. When records stored at the Administration Records Storage are to be disposed of, in conjunction with the approved retention periods, each applicable campus/department administrator will be notified prior to the destruction for their approval. At any time that records are subject to litigation or potential litigation they should be returned to the responsible individual or group for safe keeping.

Caution

- a. A state record whose retention period has expired may not be destroyed if any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record is initiated; its destruction shall not occur until the completion of the action and the resolution of all issues that arise from it.
- b. A state record whose retention period expires during any litigation, claim, negotiation, audit, public information request, administrative review, or other action involving the record may not be destroyed until the completion of the action and the resolution of all issues that arise from it.

9. Confidentiality

- a. All sensitive records should be kept in a locked file cabinet or other similar secured area. For all student folders, persons who may view records shall be school officials who have a "legitimate educational interest". Additionally, to maintain FERPA compliance, the following must be considered:
 - The contents of the folders must not be discussed with anyone who is not considered educationally relevant to the student.
 - The contents of the folders must not be discussed in a public area where unauthorized persons (students, volunteers, etc.) may hear.
 - Persons who are not district employees (e.g. students, volunteers, etc.) must not be authorized to access student folders.
 - All persons, including parents, who want access to student folders, copies of records in student folders, and/or to amend student records must be referred to the appropriate site administrator.
 - Names of other students must be removed before including information in a student's folder.

10. Records Inspection

When the need to retrieve archived records arises, the Campus Records Designee should contact the Records Management Officer or the Records Management Liaison if the record is being stored at the Administration Records Storage. The Records Management Officer or the Records Management Liaison will have the requested records available within 5 business days in order to help the Campus Records Designee stay within records request compliance.

11. Required Minimum Storage Conditions for Permanent Records:

- a. Permanent records shall be stored under conditions that meet the requirements of this section. [TSLA Bulletin F-Section 7.164]
- b. Records shall be stored in a manner that complies with the following:
 1. Offers protection from fire, water, steam, structural collapse, unauthorized access, theft, and other similar hazards; and
 2. Does not expose records to direct sunlight
 3. Records or storage boxes shall not be stored in contact with the floor

RECORDS MAINTAINED BY LWISD

STUDENT RECORDS

The principal of each school and the head of each department required to maintain student records are agents of the Superintendent of Schools for purposes of student records. Principals and/or department heads are responsible for maintaining, storing, and sending required documentation for their specific programs.

LWISD Board Policy FL (Legal), in referring to federal law, emphasizes the responsibility that each school has to "...protect the confidentiality of personally identifiable information in collection, storage, disclosure, and destruction of records. *34 CFR 300.572*"

Texas Penal Code 37.10(c)(2) increases the classification of the offense of tampering with a governmental record from a Class A misdemeanor to a third-degree felony if the record is a public school record.

In 1989, the Texas Legislature enacted the Texas Local Government Records Act requiring that all local governments in the state must have a records retention schedule approved by the Texas State Library and Archives Commission and all departments of that government must be in compliance with the approved retention schedules. The updated retention schedules for records maintained by LWISD schools were approved by the Texas State Library and Archives Commission on February 27, 2014.

Records destroyed after the expiration of the retention date may not be subpoenaed or legally changed by parents or students. Records not destroyed in accordance with the retention schedules, however, remain subject to legal action. Do not destroy any records before checking the complete listing of retention periods for all records found in this manual.

Please note that when the retention schedule refers to withdrawal, this means withdrawal from the Lake Worth Independent School District, not transfer to another school within the district. This requirement under state law has important implications for elementary school records management. Most documents that a school might place into student's cumulative folder have a retention period of "date of withdrawal + 5 years."

Document retention schedule required by schools

Student Academic Records

Record Type	Record Description	Retention Period
ACADEMIC RECORDS	The academic achievement record or its equivalent used to record academic achievement in grades 9-12 (transcript).	PERMANENT.
ACADEMIC RECORDS	Cumulative record of achievement in grades Pre-K through 8.	Date of withdrawal + 5 years. Retention Note: Academic records of K-8 student receiving 9-12 course credit must be maintained PERMANENTLY.
BIRTH DATE DOCUMENTATION	Copies of birth certificates, church records, bible records, passport or immigration records, or other documents used to establish a date of birth.	Date of withdrawal + 5 years.
CUSTODY DOCUMENTS	Copies of court instruments relating to adoption, guardianship, or custody.	Until the student is 18 or date of withdrawal + 2 years, whichever sooner. Retention Note: It is an exception to the retention period given that a court order superseded by a subsequent order (e.g., a change in guardianship) need be retained only as long as administratively valuable.
ENROLLMENT OR REGISTRATION FORMS	Enrollment or registration forms used to enroll or register students.	Until superseded or date of withdrawal + 5 years, whichever sooner.
HOME LANGUAGE SURVEYS	Survey administered to each student to establish the student's language classification for determining whether the school district is required to provide bilingual education or English as a second language program.	Date of withdrawal + 5 years.
MISSING CHILD PREVENTION AND IDENTIFICATION PROGRAM RECORDS	Fingerprint cards.	Date of withdrawal.

Record Type	Record Description	Retention Period
MISSING CHILD PREVENTION AND IDENTIFICATION PROGRAM RECORDS	Photographs.	US, or 3 years, whichever is sooner. Retention Note: A Texas Education Agency regulation (19 TAC 61.1041) requires that at withdrawal a student's fingerprints and photograph taken as part of a Missing Child Prevention and Identification Program be returned to the student's parent or guardian. If a district is unable to return the fingerprints and photograph, they must be destroyed.
MISSING CHILD PREVENTION AND IDENTIFICATION PROGRAM RECORDS	AV after fingerprints and/or photograph taken	
PARENTAL PERMISSION RECORDS	Parental consents for a student to engage in school activities or programs, <i>except</i> consents noted elsewhere in this schedule.	Until cessation of activity for which consent granted + 2 years; or, if annually renewable, US + 2 years. Retention Note: If a student is involved in an accident while engaged in an activity for which parental consent was granted, the consent form or statement must be retained for the same period as Accident Reports (see item number SD3300-01)
STUDENT WITHDRAWAL/RECORD TRANSFER FORM		Date of withdrawal + 5 years.
TEST AND ACADEMIC MEASUREMENT REPORTS	Reports of results of TAAS, TEAMS, TABS, TAKS, STAAR, and other standardized state and national achievement, mental abilities, and aptitude tests reported by score, percentile rank, etc. ACT, PSAT, SAT	Permanent

Record Type	Record Description	Retention Period
TEST AND ACADEMIC MEASUREMENT REPORTS	Reports of results of other tests or measurements (e.g., reading/mathematics profiles).	Date of withdrawal + 5 years.
TEST AND ACADEMIC MEASUREMENT REPORTS	District summaries on a group basis of the results of standardized testing.	3 years.
TEST AND ACADEMIC MEASUREMENT REPORTS	Testing administration records may include but not limited to, testing irregularity and investigations documentation, inventory and shipping records, signed security oaths for testing personnel, and seating charts.	Date test administered + 5 years.
ETHNICITY FORMS	Student and Staff Ethnicity and Race Data Questionnaire.	3 years or until litigation, claim, or audit is complete, whichever is later.
STATEMENT OF ASSURANCE FOR STUDENTS WHO ARE VICTIMS OF A VIOLENT CRIMINAL ACT	School Safety Choice Option (SSCO) Transfer Policy Statement of Assurance includes date the incident occurred, incident number, identity of perpetrator, if known, etc.	5 years.
STUDENT TESTING AND ASSESSMENT ACCOMMODATION RECORDS	Records of accommodation requests and supporting documentation. Accommodations, or designated supports, or changes to materials or procedures that enable students to access learning and testing.	1 year.

Family Educational Rights and Privacy Records

Record Type	Record Description	Retention Period
ACCESS POLICIES	Written policies and procedures demonstrating how a district meets the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, and federal rules adopted under the act.	US.
ACCESS TO INFORMATION, RECORDS OF	Documentation of requests from and disclosures to the parent or eligible student, to an official of the district for what the district has determined are legitimate educational interests, to a party with written consent from the parent or eligible student, or to a party seeking directory information.	Date records produced + 1 year.
ACCESS TO INFORMATION, RECORDS OF	Documentation of requests from and disclosures to any party not included in (a).	Retain with the education records of the student for as long as the records are maintained.
ACCESS TO INFORMATION, RECORDS OF	Written consents from the parent or eligible student for information disclosure. (1) From the parent. (2) From the eligible student.	Until the student is 18. Expiration, termination, or revocation of consent +2 years, or destruction of all records to which consent applies + 2 years, whichever sooner.

Record Type	Record Description	Retention Period
ACCESS TO INFORMATION, RECORDS OF	Written refusals from the parent or eligible student to the disclosure of directory information. (1) If refusals are valid as long as the student is in attendance. (2) If refusals must be renewed each academic year.	As long as administratively valuable after date of withdrawal. US or As long as administratively valuable after date of withdrawal, as applicable.
PROTEST OF RECORD STATEMENTS	Statements by parents or eligible students commenting on contested information in a student record or stating why they disagree with a district's decision not to amend a record, or both.	For as long as the record containing the contested information is maintained.

Record Type	Record Description	Retention Period
RECORD AMENDMENT REQUESTS AND RELATED DOCUMENTATION	Requests from parents or eligible students to amend student records, notices by the district of denial or consent to amendments, requests for hearings on denied requests, hearing notices, and written decisions by hearing examiners.	Date of final resolution +2 years.

Special Education Program Records

Record Type	Record Description	Retention Period
ENROLLMENT LISTS AND ROSTERS		5 years.
STUDENT RECORDS	Records of each student referred to or receiving special education services, including referral, assessment, and reevaluation reports; enrollment and eligibility forms; admission, review, and dismissal (ARD) and transitional planning committee documentation; individual educational plans (IEP) and individual transitional plans (ITP); parental consent forms for testing and placement; and other records of services required under federal and state regulation. Includes records of students receiving School Health and Related Services (SHARS), see Texas Medicaid Provider Procedures Manual.	Cessation of services + 5 years, <i>but see note (a)</i>
VIDEO SURVEILLANCE, SPECIAL EDUCATION SETTINGS	Any video and audio recorded from a camera placed in a classroom or other special education setting.	3 months.

Retention Notes: a) It is an exception to the retention period given for this record group, that the following information must be retained PERMANENTLY in some form on each student in grades 9-12 participating in a special education program: name, last known address, student ID or Social Security number, grades, classes attended, and grade level and year completed. If an academic achievement record [see item number SD3200-01(a)] is created for the student and maintained among those for students in the regular population, it is not necessary for special education records custodians to maintain the prescribed information beyond 5 years after the cessation of services, provided that it is contained in the Academic Achievement Record.

b) Prior to the destruction of any records in this record group, the eligible student or the parents of the student, as applicable, must be notified in accordance with federal regulation.

Bilingual and Special Language Program Records

Record Type	Record Description	Retention Period
STUDENT RECORDS	Records of each student referred to or receiving bilingual or special language services, including recommendations from parents or teachers for bilingual instruction, student interview documentation, notifications to parents, parental consents or denials, language proficiency assessment committee (LPAC) reports, exit reports, follow-up study reports, and other records of services required by state regulation or pertinent to the identification of students for bilingual education or special language programs.	Cessation of services + 5 years.

Gifted and Talented Program Records

Record Type	Record Description	Retention Period
Student Record	Records of each student referred to or receiving services in a G/T program, including nomination and observation documentation, testing results, parental consents, committee reports and recommendations, and other records of services required under state regulation or pertinent to the identification of students for participation.	Cessation of services + 5 years.

Section 504 Program Records

Record Type	Record Description	Retention Period
Student Record	Records of each student referred to or receiving services under Section 504, including referral, pre-placement, and reevaluation reports, parental notices; group and impartial hearing deliberations; and other records of services required under Section 504 regulations.	Cessation of services + 5 years.

Dyslexia Program Records

Record Type	Record Description	Retention Period
Enrollment Lists		Cessation of services + 5 years.
Student Records	Records of each student referred to or receiving dyslexia program services, including referral and assessment reports; group deliberations; parental notices; and other records of services required under state regulation.	Cessation of services + 5 years.

NEW GENERATION SYSTEM (NGS) RECORDS [FORMERLY MIGRANT

Record Type	Record Description	Retention Period
DAILY NGS LOGS		10 years.
ENROLLMENT AND WITHDRAWAL REPORTS		10 years.
MONITORING DOCUMENTATION	Summaries of eligibility verifications and validations, parent/guardian questionnaires, copies of validated certificates of eligibility, and copies of any correspondence from a school district to a regional educational service center requesting deletion of ineligible children from the NGS.	10 years.
RECRUITING RECORDS	Recruiter logs, questionnaires, and similar records documenting efforts of recruiters to identify and enroll currently and formerly migrant students.	10 years.
STUDENT RECORDS	Certificates of eligibility (COE). This includes all changes, corrections, additions and residency verification documentation.	Qualifying Arrival Date (QAD) + 10 years.
STUDENT RECORDS	Copies of most current educational and health records or forms providing educational and health updates, information from which is transmittable to regional educational service centers for data entry.	Until Superseded
STUDENT RECORDS	Data verification reports from the NGS center in Little Rock.	As long as administratively valuable

STUDENT RECORD TRANSFER SYSTEM**OTHER SPECIAL POPULATION RECORDS**

Record Type	Record Description	Retention Period
FEDERAL IMPACT AID SURVEY FORMS	Survey forms of students determined to be eligible and used to complete district applications for school assistance in federally affected areas.	5 years.
FEDERAL IMPACT AID SURVEY FORMS	Survey forms of students determined not to be eligible.	As long as administratively valuable
MCKINNEY HOMELESS ASSISTANCE ACT STUDENT RECORD		5 years.

Record Type	Record Description	Retention Period
CIVIL RIGHTS DATA COLLECTION (CRDC)	The Civil Rights Data Collection (CRDC) is a biennial (i.e., every other school year) survey of public schools required by Office of Civil Rights (OCR) since 1968. The CRDC collects a variety of information including student enrollment and educational programs and services, most of which is dis-aggregated by race/ethnicity, sex, limited English proficiency, and disability. Information is reported electronically through the CRDC Data Entry Tool.	After submission of data + 5 years.

ATTENDANCE RECORDS

Record TYPE	Record Description	Retention Period
ATTENDANCE CONTROL DOCUMENTATION	Correspondence to and from parents or guardians concerning absences and tardiness.	As long as administratively valuable
ATTENDANCE CONTROL DOCUMENTATION	Correspondence with law enforcement or other agencies concerning violations of the compulsory school attendance law, including all associated documentation.	2 years.
ATTENDANCE CONTROL DOCUMENTATION	Attendance officer's logs and reports used to track activities related to student attendance and absences, including contacts with parents or guardians.	2 years.
ATTENDANCE CONTROL DOCUMENTATION	Documents relating to student attendance hearings and appeals.	Date of decision + 2 years.
ATTENDANCE REPORTS	Copies of attendance and enrollment reports submitted to the Texas Education Agency, including those term and period reports submitted to the superintendent by principals for the purposes of compiling state-mandated reports.	5 years.
ATTENDANCE REPORTS	Daily Registers of Pupil Attendance (or an equivalent locally-designed record) and similar daily or periodic reports used to document the attendance and absence of students.	5 years.
SCHOLASTIC CENSUS RECORDS	Census cards or rolls of school age children residing in the county or district. These are records of the abolished offices of county superintendent of schools.	PERMANENT.
TRANSFER, APPLICATIONS FOR, AND ASSOCIATED REPORTS	Documentation concerning the transfer and enrollment of students in districts other than those in which they are a resident.	5 years.

STUDENT HEALTH RECORDS

Record Type	Record Description	Retention Period
ACCIDENT REPORTS	Reports of accidents to students.	Date minor reaches majority age + 3 years, if no claim filed; 3 years after settlement or denial of claim if a claim is filed, whichever applicable.
CUMULATIVE HEALTH CARD OR RECORD	Health and medical records of students in public school districts.	Date of withdrawal + 7 years, or until the student's 21 st birthday, whichever later.
EMERGENCY CARDS	Card or other form of record providing information on whom to contact in case of accident or illness to a student.	US or date of withdrawal, whichever sooner.
EXCLUSION AND VERIFICATION DOCUMENTATION	Exclusion documentation. (1) Affidavits of medical reasons. (2) Affidavits of conscience-based exclusions.	1 year from date signed by physician, or date of withdrawal if contraindication is lifelong. Date affidavit notarized + 2 years, or date of withdrawal, whichever sooner.
EXCLUSION AND VERIFICATION DOCUMENTATION	Confirmations or statements of immunity, infection, or positive history of illness permitted by law to except students from state immunization requirements.	Date of withdrawal + 2 years. Retention Note: If data from the verification documentation is recorded on the cumulative health card (see item number SD3300-04), the documentation need be retained only as long as administratively valuable after recording
EXCLUSION AND VERIFICATION DOCUMENTATION	Verifications from physicians or health agencies of prior testing of sight, hearing, and spinal curvature.	2 years.
HEALTH SCREENING DOCUMENTATION	Worksheets, checklists, examination forms, and similar documents used in student health screening.	As long as administratively valuable after entry of information on Cumulative Health Record.
HEALTH SCREENING DOCUMENTATION	Vision, hearing, and spinal screening reports submitted to the Texas Department of State Health Services.	2 years.

Record Type	Record Description	Retention Period
IMMUNIZATION RECORDS	Immunization record (either separate or in combination with a cumulative health card as in item number 3300-04).	Date of withdrawal + 2 years. Retention Note: It is an exception to the retention period given for the immunization record that if immunizations are performed by school nurses or other medical technicians employed by the school district, the immunization record and parental consent forms for the administration of vaccine must be retained by the school until the person receiving the vaccine is 20 years old or 10 years after the consent form was signed, whichever later.
IMMUNIZATION RECORDS	Annual reports of immunization status.	3 years.
PHYSICIAN REFERRALS AND REPORTS	Copies of referrals to physicians, including any attached screening worksheets, and reports from physicians on referred health matters.	As long as administratively valuable after entry of information on Cumulative Health Record.
REPORTS TO ENFORCEMENT AGENCIES	Copies of reports on child abuse or neglect, communicable disease, dog bites, drug offenses, missing children, or sexually transmitted disease submitted to the Texas Department of State Health Services, the Texas Health and Human Services Commission, or local law enforcement and animal control agencies.	2 years.
SPECIAL HEALTH CARE RECORDS	Logs or reports of medications or treatment administered to students on a group or individual basis.	3 years.
SPECIAL HEALTH CARE RECORDS	Parent's requests and physician's authorizations for specialized health care.	End of validity of request or authorization + 2 years.

INSTRUCTION AND GRADE REPORTING RECORDS

Record Type	Record Description	Retention Period
CURRICULUM GUIDES	A set of high level instruction guidelines that integrate TEKS and standardized testing (STAAR, TAKS) expectations into a broad outline of what will be taught.	US.
GRADE BOOKS	Instructor's records documenting individual grades earned by a student and any corresponding average(s) of individual grades used to make entries in the academic achievement or cumulative record.	1 year after entry of grades in the academic achievement or cumulative record.

Record Type	Record Description	Retention Period
GRADE REPORTS	Periodic grade reports created for internal administrative purposes, providing data on grades or grade rankings by class, teacher, campus, course, population, ethnic breakdown, etc. <i>except</i> reports of the type noted in item number SD3325-05.	As long as administratively valuable
LESSON PLANS	Teacher-specific documents regarding implementation of curriculum guide, selection of classroom materials and homework.	Until end of school year.
REPORT CARDS	Copies of report cards or grade reports or a comparable record evidencing the grades that have been reported for a student to the student's parents.	1 year after entry of grades in the academic achievement or cumulative record. Retention Note: If copies of report cards or grade reports are the only record of grades received in K-8, follow SD3200-01b. If they are the only record of grades received in 9- 12, follow SD3200-01a).

DISCIPLINE AND COUNSELING RECORDS

Record Type	Record Description	Retention Period
DISCIPLINE RECORDS	Records relating to removal to a Disciplinary Alternative Education Program, suspension, or expulsion.	5 years.
DISCIPLINE RECORDS	Records relating to forms of discipline other than removal to a Disciplinary Alternative Education Program, suspension, or expulsion.	As long as administratively valuable.
STUDENT GUIDANCE AND COUNSELING FILES	Individual student counseling files maintained by school counselors, including parental conference reports.	As long as administratively valuable. Retention Note: Guidance and counseling records created by participation in special programs described in Part 3 of this schedule must be retained for the same period as Student Records in the appropriate section. If the records created in a federally funded project or program, the retention period is instead cessation of services + 5 years.

Record Type	Record Description	Retention Period
LAW ENFORCEMENT NOTIFICATIONS	Notification from a law enforcement agency of the arrest of a student enrolled in a public primary or secondary school in accordance with Code of Criminal Procedure, art. 15.27.	Destroy at the end of the school year in which notification was issued.

ADULT AND VOCATIONAL EDUCATION RECORDS

Record Type	Record Description	Retention Period
CLASS ORGANIZATION REPORTS AND ROSTERS		5 years.
CURRICULUM PLANNING DOCUMENTATION	Project and study plans developed by instructors in vocational education, including those for vocational summer work.	5 years.
FOLLOW-UP REPORTS	Reports on post-instructional experience of leavers and completers of vocational education programs.	5 years.
STUDENT RECORDS	Cooperative training plans; applications for participation in work study programs; student rating forms, progress reports, and record cards; individual follow-up records; and similar records of assignments to and the completion by a student of vocational education projects and tasks.	End of enrollment + 5 years.

ACCREDITATION RECORDS

Record Type	Record Description	Retention Period
ACCREDITATION REPORTS	Reports to the Texas Education Agency on accreditation planning or the self-monitoring of progress toward the achievement of goals.	As long as administratively valuable after subsequent accreditation.
ACCREDITATION REPORTS	Accreditation investigative reports from the Texas Education Agency to the board of trustees of a school district.	PERMANENT.
[WITHDRAWN – SEE GR1000-41]		
DISTRICT IMPROVEMENT PLAN	Plan and supporting documentation developed, evaluated, and revised annually, in accordance with district policy, by the superintendent.	US + 5 years.
CAMPUS IMPROVEMENT PLAN	Plan and supporting documentation developed, reviewed, and revised each school year by the principal of each school campus for the purpose of improving student performance for all student populations.	US + 2 years.

FOOD SERVICE RECORDS

Record Type	Record Description	Retention Period
CERTIFICATES OF AUTHORITY	Authorizations for persons to act on behalf of a school district in school lunch matters.	Date rescinded or terminated + 5 years.
DAILY FOOD SERVICE RECORDS	Daily record of full-price, reduced-price, and free breakfasts and lunches served.	End of program year + 5 years.
FOOD AND FOOD EQUIPMENT INVENTORY RECORDS	Inventory records of food and food equipment.	End of program year + 5 years.
FREE OR REDUCED-PRICE MEAL RECORDS	Applications from parents for free or reduced-price breakfasts or lunches, and rosters or lists of eligible students.	End of program year + 5 years.
FREE OR REDUCED-PRICE MEAL RECORDS	Policy statements on free and reduced-price meals.	US + 5 years.
HEALTH INSPECTION REPORTS		End of program year + 5 years.
MENU RECORDS	Daily menus and related planning records.	End of program year + 5 years.

TEXTBOOK RECORDS

Record Type	Record Description	Retention Period
ANNUAL MEMBERSHIP REPORT		As long as administratively valuable.
LOCAL TEXTBOOK COMMITTEE REPORT		As long as administratively valuable.
TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS	Inventories.	US + 1 year.
TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS	Book cards or records comparable in function documenting what books were distributed to each student and similar records documenting their return or non-return.	End of school year or date of withdrawal, + 3 years.
TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS	Records documenting the distribution, transfer, and return of textbooks on a campus by campus basis.	End of school year.
TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS	Notification or reports of state-owned textbooks that have been destroyed.	2 years.
TEXTBOOK PROCUREMENT RECORDS	Requisitions and supplemental requisitions for textbooks, learning systems, and related materials, including those for use by visually disabled students, placed with the Texas Education Agency (TEA), the Texas Instructional Materials Center for the Visually Impaired, or other vendors as may be permitted by law or regulation, including supporting documentation such as statements of charges, packing slips, freight bills, and shipment-error reports.	FE + 2 years.
TEXTBOOK PROCUREMENT RECORDS	Order notifications from the Texas Education Agency (TEA) concerning processing of textbook orders.	As long as administratively valuable.

Record Type	Record Description	Retention Period
TEXTBOOK PROCUREMENT RECORDS	Documentation relating to the procurement of sample textbooks, learning systems, and related materials.	As long as administratively valuable after receipt and reconciliation of shipment.
TEXTBOOK SALES AND DISPOSITION RECORDS	State textbook sales invoices and acknowledgment statements, logs (district and campus) of textbooks paid for, payment or reduced payment waivers, payment account cards, and any district forms used for the transmittal of textbook funds from campuses to the textbook coordinator.	FE + 2 years.
TEXTBOOK SALES AND DISPOSITION RECORDS	Records relating to the disposition by donation or destruction of textbooks and other instructional materials after discontinued for use in public schools.	As long as administratively valuable.

SCHOOL TRANSPORTATION RECORDS

Record Type	Record Description	Retention Period
APPLICATIONS FOR NEW TRANSPORTATION PROGRAMS	Requests to the Texas Education Agency for approval of state funds for eligible student transportation services.	FE + 5 years.
CONTRACTS FOR TRANSPORTATION SERVICES	Contracts with public or commercial companies for pupil transportation services, including copies of applications to the Texas Education Agency (TEA) for contract approval.	4 years after the expiration or termination of the contract according to its terms.
DRIVERS RECORDS (see also Section 3-1 of Local Schedule GR)	Medical examination reports.	US + 3 years.
DRIVERS RECORDS (see also Section 3-1 of Local Schedule GR)	School bus driver training certification verifications.	US, expires, or termination + 5 years.
DRIVERS RECORDS (see also Section 3-1 of Local Schedule GR)	Driver's license record checks.	US or date of separation + 2 years, as applicable.
ELIGIBLE RIDER DOCUMENTATION	Documentation, maintained in the form of lists of actual bus riders by name and route number, including all associated records providing source information needed to complete ridership sections of state-required pupil transportation reports (see item number SD3500-05).	3 years.
PUPIL TRANSPORTATION REPORTS	Annual reports to the Texas Education Agency on the number of pupils transported by school bus or private means (including route mileage), used by the agency to determine transportation allotments.	3 years. Retention Note: This record group includes requests for approval of bus routes, now part of the Regular Pupil Transportation Report, but submitted separately in prior years
ROUTE DESCRIPTIONS	A turn-by-turn accounting for each approved route, specifying road designations and corresponding mileages.	US + 3 years.

Record Type	Record Description	Retention Period
SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS	Vehicle master record containing the following: complete description including identification and license numbers; title and registration papers; annual beginning and ending odometer readings; total annual fuel, maintenance, labor, and parts costs; and complete maintenance and inspection history (in summary form showing date and nature of inspection, service, and repair).	LA. Retention Notes: a) This schedule does not require the creation of a vehicle master record of the type described, but if a vehicle master record is not maintained, records containing the prescribed information must be retained for the life of the vehicle. For example, if work orders in SD3500-07b are the only record maintained of repairs to school buses, they must be retained for the life of the vehicle. b) If a school bus is salvaged as the result of an accident, the vehicle master record or, if one is not created, documents providing the types of information prescribed, must be retained for LA + 1 year.
SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS	Service requests/work orders.	2 years.
SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS	Daily activity reports compiled by vehicle shop personnel and/or drivers showing fuel and oil consumption, odometer readings, routine inspections, etc., from which data is derived for operating cost reports and the vehicle master record.	2 years.
SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS	School bus usage reports for extracurricular activities, field trips, or for private purposes under contract needed for compiling annual operating costs reports under (e).	2 years.
SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS	Annual operation cost reports submitted to the Texas Education Agency.	FE + 5 years.
[WITHDRAWN – SEE GR1075-03a]		
SCHOOL BUS SURVEILLANCE VIDEO (no incident)	Video recorded where no incident occurs.	As long as administratively valuable. Retention Note: The Texas State Library and Archives Commission strongly urges, but does not require, retaining school bus surveillance videos for a minimum of ten school days as recording technology permits.

Record Type	Record Description	Retention Period
SCHOOL BUS SURVEILLANCE VIDEO (incident)	Video that records an incident.	30 days after incident resolved or verdict is rendered.

SCHOOL SAFETY RECORDS

Record Type	Record Description	Retention Period
EVACUATION AND FIRE EXIT PLANS		US.
FIRE DRILL RECORDS	Records of fire drills, including schedules, reports, correspondence with fire departments, and associated documentation.	3 years.
FIRE SAFETY INSPECTION REPORTS		5 years.

INDIVIDUAL EMPLOYEE RECORDS

Record Type	Record Description	Retention Period
ABSENCE FROM DUTY REPORTS		4 years.
APPLICATIONS AND RECOMMENDATIONS FOR PROFESSIONAL OR PARAPROFESSIONAL CERTIFICATES OR PERMITS, COPIES OF	Application for Nonrenewable Permit.	Date of expiration or denial of permit + 1 year.
APPLICATIONS AND RECOMMENDATIONS FOR PROFESSIONAL OR PARAPROFESSIONAL CERTIFICATES OR PERMITS, COPIES OF	All others.	As long as administratively valuable.
AUDIT VERIFICATION CARDS		US, but see retention note.
TEMPORARY TEACHING STATUS AUTHORIZATIONS	Out of state certificates, deficiency plans, and other documents temporarily authorizing a person to teach in the district until a Texas teaching certificate is obtained.	Until replaced by Texas teaching certificate or date of separation +5 years, as applicable.
PERFORMANCE APPRAISAL RECORDS	Appraisal record (including documentation submitted by the teacher).	PERMANENT.
PERFORMANCE APPRAISAL RECORDS	Observation/evaluation forms (including documentation submitted by the teacher).	US + 2 years or date of separation + 2 years, whichever sooner.

Record Type	Record Description	Retention Period
PERFORMANCE APPRAISAL RECORDS	Notes taken by appraisers during observations or similar written documentation created by the teacher's supervisor that, in combination with the formal observation, is used to determine credit for the criteria and indicators on the observation/evaluation forms.	Date teacher signs for receipt of observation/evaluation form + 2 years.
PERFORMANCE APPRAISAL RECORDS	Teacher assessments of instructional goals and outcomes.	As long as administratively valuable.
PERFORMANCE APPRAISAL RECORDS	Professional growth plans.	4 years.
PERFORMANCE APPRAISAL RECORDS	Grievance and response documents.	For the same period as the appraisal record to which they relate. Retention Note: For employee grievance records other than those relating to performance appraisals see item number GR1050-20 in Local Schedule GR
SERVICE RECORD AFFIDAVITS	Affidavits attached to teacher service record claiming months served prior to the 1949-50 school year.	PERMANENT.
[WITHDRAWN – SEE SD3575-04]		
TEACHER CERTIFICATE REGISTERS	Abstracts or record copies of teacher certificates of teachers working in the district. This was a standard record of county superintendents of schools.	PERMANENT.
CRIMINAL HISTORY CHECKS		Must be destroyed 1 year after received or date information used for the authorized purpose, whichever sooner.
ALTERNATIVE CERTIFICATION PROGRAMS (ACPs)	Certification to become a teacher documents include applications to the program, transcripts, observation notes for student teachers.	Date of completion, withdrawal, discharge, or release from program + 5 years.

STAFFING RECORDS

Record Type	Record Description	Retention Period
PERSONNEL ROSTERS	Including those detailing assignments to grades, courses, etc.	3 years.
PERSONNEL UNIT REQUIREMENT CALCULATION WORKSHEETS		As long as administratively valuable.
SUBSTITUTE TEACHING ROSTERS		3 years.

MISCELLANEOUS REPORTS AND SURVEYS

Record Type	Record Description	Retention Period
PUBLIC EDUCATION INFORMATION MANAGEMENT SYSTEM (PEIMS) DATA SUBMISSIONS		5 years.
DATA VERIFICATION REPORTS	Data printouts or reports from the Texas Education Agency (TEA) or other agencies provided for informational purposes showing data received and entered in Texas Education Agency (TEA) or other agency databases. For example, reports sent by Texas Education Agency (TEA) or an educational service center showing data received and entered as the result of Public Education Information Management System (PEIMS) data submissions fall under this record group as well as any retained copies of data verification reports returnable to Texas Education Agency (TEA), such as forms used to confirm and/or update data for the Texas School Directory.	As long as administratively valuable. Retention Note: Records management officers should use caution in assigning this record series to records of a local government to make certain they are not part of another records series listed in this schedule or, for records series unique to a government, are not part of a records series that documents the fulfillment of the statutory obligations of the government or the documentation of its functions.
SURVEYS	Surveys, questionnaires, opinion polls, and similar documents received from the Texas Education Agency or other agencies, completed and returned by the superintendent or other school official, and used by the surveying agency for the preparation of needs assessments or statistical reports and not for the specific purpose of monitoring compliance with a required or grant-funded program in the respondent district. 1) Education Service Centers 2) School districts	5 years. As long as administratively valuable.

MISCELLANEOUS RECORDS

Record Type	Record Description	Retention Period
PROGRAM APPROVAL APPLICATIONS	Applications approved.	US + 5 years or life of program + 5 years, whichever applicable.
PROGRAM APPROVAL APPLICATIONS	Applications not approved.	As long as administratively valuable.
REQUESTS FOR WAIVER OF TEXAS EDUCATION AGENCY POLICIES AND RULES	Requests granted.	5 years.
REQUESTS FOR WAIVER OF TEXAS EDUCATION AGENCY POLICIES AND RULES	Requests not granted.	As long as administratively valuable.
SCHOOL CALENDAR		US + 2 years.

Record Type	Record Description	Retention Period
UNIVERSITY INTERSCHOLASTIC LEAGUE RECORDS	Correspondence, schedules, rosters, reports, records of participation, and similar documentation, <i>except</i> financial records (see Local Schedule GR), concerning the participation of a district in academic, music, and athletic contests and programs governed by the University Interscholastic League.	2 years.
EXTRACURRICULAR ACTIVITY RECORDS	Application, selection, and evaluation records for participation in extracurricular activities (cheerleading, National Honor Society, student council, etc.)	2 years.
STUDENT DRUG/ALCOHOL TEST RESULTS (negative results)	Negative Results.	1 year.
STUDENT DRUG/ALCOHOL TEST RESULTS (positive results)	Positive Results or Refusal Form.	Date of withdrawal, or 5 years, whichever sooner.
VISITOR LOGS	Logs, registers, or similar records documenting visitors.	3 years.
PARKING DECAL/PERMIT RECORDS		US or expiration of permit.

LIBRARY RECORDS

Record Title	Record Description	Retention Period
ACCESSION/DEACCESSION RECORDS	Records used to update library catalogs or inventory records of the accession through purchase or gift or the deaccession through loss or withdrawal of library and museum materials.	As long as administratively valuable.
BORROWER REGISTRATION RECORDS	Records documenting the registration of borrowers.	As long as administratively valuable.
CIRCULATION RECORDS	Records documenting the circulation of library materials to individual borrowers.	As long as administratively valuable.
INTERLIBRARY LOAN RECORDS	Records relating to the lending and borrowing of library materials through interlibrary loan.	As long as administratively valuable. Retention Note: It is an exception to the retention period for this item that if interlibrary loan services are funded by indirect grants from the U.S. Department of Education, the record copy of documents evidencing interlibrary loan activity must be retained for FE + 7 years. See introductory retention note concerning grant records in Part 2 of Local Schedule GR.

Record Title	Record Description	Retention Period
INVENTORY RECORDS	Shelf lists or equivalent records showing current library and museum holdings.	Until Superseded.
LIBRARY CATALOGS		Until Superseded.

RELEASE OF STUDENT RECORDS

Privacy Code Update/Release of Student Directory Information

At the beginning of each school year, the parents or legal guardians of all students should be notified by the school as to what directory information is maintained and may be released upon request. If the parent or legal guardian, or student if he or she is over 18 years old have the right to state in writing that they do not wish directory information released. If a "Privacy Statement" is on file for a particular student, the school must enter a "Privacy-Code" designation for that student on the school's computer master file, and no directory information is to be released on that student without written consent of the parent/legal guardian. If a student has a privacy statement on file, his or her name, address, telephone number, etc., should not appear in any school-published directory that may be purchased, unless parents specifically give permission to list their child's information in the directory.

After notice has been given and the other requirements of the federal regulations have been met, all directory information in which no privacy interest has been asserted must be disclosed upon written request under the Texas Public Information Act.

Directory information includes a list of all students in a particular school, all students in the district in a particular grade level, or members of a school athletic team or club. Many such directory lists are purchased from the district each year. If a school publishes a student directory which is sold to students, that directory may also be purchased by any individual or company. It has always been the district's policy to require a written request for directory information whether the request is made to an individual school or to the central office.

It is district policy to require a written request for directory information whether the request is made to an individual school or to the central office. School officials may not discriminate among individuals, institutions, business firms, recruiting officials, etc. who make a request in writing. If a school publishes a student directory that is sold to students, any individual or company may also purchase that directory.

Lake Worth ISD has the following policy regarding directory information:

Directory information for District students has been classified into two separate categories:

1. Items for use only for school-sponsored purposes; and
2. Items for all other purposes.

For the following school-sponsored purposes—all District publications and announcements—directory information shall include student name; photograph; major field of study; degrees, honors, and awards received; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

The District shall not release student directory information for any purpose other than a school-sponsored purpose, unless required by law. [See FL(LEGAL)]

FEDERAL AND STATE LAWS GOVERNING DISCLOSURE OF STUDENT RECORDS

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 states that a school may not release personally identifiable records, or files, or personal information contained therein, without the written consent of the student's parents or legal guardians, or the student if he or she is 18 years of age to any individual, agency, or organization other than the following:

- Other school officials, including teachers and counselors who are requesting records for **legitimate** educational reasons. School officials do not have a right of access to student records for noneducational reasons (e.g., to utilize in connection with an employment dispute)
- Officials of other school systems in which the student intends to enroll
- Authorized representatives of local, state, or federal governmental agencies
- In connection with the student's application for, or receipt of, financial aid.

Personally identifiable records include any records, files, documents and other materials which contain information directly related to a student or personally identify a student and maintained by the District or an agency, institution or person acting on behalf of the District. Where such records or data include information on more than one student, the parents of any student shall be entitled to receive, or be informed of, that part of such record or data as pertains to their child only.

All parents, including noncustodial parents, possess a right of access to their child's records unless a court order or state statute specifically revokes their rights. Therefore, a school must honor any parental request for access to student records so long as there is no court order preventing such access. Similarly, a request for records from a lawyer, accompanied by a signed release statement from either parent must be honored, provided that there is no court order that prohibits such action.

A student under 18 cannot consent to the release of his records to third parties. Only a parent or legal guardian may consent to a third party having access to a student's records if the student is under 18. A student under 18 that has had his disabilities of minority removed by legal action **may** consent to the release of his records to a third party.

Source: USDE FERPA

Texas Public Information Act

The Texas Public Information Act (Chapter 552 of the Texas Government Code) is the state law counterpart to the federal Freedom of Information Act. It provides, in general, that records maintained by governmental bodies (such as school districts) must be made available to the public, upon written request. However, the Texas Public Information Act contains specific exceptions to the release of student records maintained by educational institutions. The Act expressly states that "information is accepted from [required public disclosure] if it is information in a student record at an educational institution." Under the Act, student records shall be made available only on the request of (1) educational institution personnel having a legitimate educational interest in the records; (2) the student's parent or legal guardian and/or, (3) a person conducting a child abuse investigation as required by the Texas Family Code.

Public information request must be made in writing to the Public Information Officer, Jessica Gauthier, District Communications Coordinator & Webmaster, at open.records@lwisd.org.

Dependent Students -- 18 Years Old or Over

Many students reach age 18 but are still considered "dependent students" under Section 152 of the Internal Revenue Code of 1954. A dependent student is generally defined as a student who receives over one-half of his support from a parent or legal guardian, which then entitles the parent, or legal guardian to claim the student as a personal exemption on an income tax return.

The parent or legal guardian of a student who is 18 years old but still legally "dependent" have access to and may receive copies of the student's records. However, they cannot consent to the release of the student's records to a third party, nor may they contest the content of the student's records. The parent or legal guardian of such a student is not entitled to receive notice if the student consents to release his records to a third party.

For example, if a student authorizes the release of his records to a third party, the school is under no obligation to and cannot notify the parent or legal guardian of the student that the records have been released to the third party.

Release of Student Records to Authorized Agencies

Requests for information about students made by the courts, legally constituted governmental agencies who have a legitimate educational interest and are working with school personnel, will be honored. Such agencies include the Probation Department, the Department of Corrections, the FBI, etc. The types of records typically sent to such agencies are copies of the permanent record card including grades, credits, and attendance, and other similar information deemed necessary by the requesting agency in pursuance of their designated function.

Certain records of students with disabilities may also be released to governmental officials. Contact Legal Services for more information.

Records or information about students requested by other persons, agencies, or institutions will be released only by written request of the student and/or his parent or guardian, and with approval of the

appropriate Chief School Officer/Principal.

Complying with a Subpoena for Student Records

Before student records can be furnished in compliance with a subpoena, the district must give written and/or verbal notice to the parents or the student, if such student is over 18 years of age. This notice may be given in person, over the telephone, or in writing, so long as any written notice is deposited in the US mail **before** complying with the subpoena. Use Form 8, "Required Notice of Subpoena of Student Records" available in the *Guidelines for Complying with The Texas Public Information Act*. This written notice should be sent by certified mail, return receipt requested, and a copy of each letter kept on file at the school. The school should also keep on file a copy of all documentation provided pursuant to a subpoena. The individual whose records are being subpoenaed has ten days to respond. If there is no response, the records will be sent.

Record of Disclosures

No disclosure record is maintained for requests for records by the parent/guardian, eligible student, those who have consent, school officials, or for directory information. A record of all other disclosures, such as disclosures made pursuant to subpoena and court order, must be maintained.

A record of disclosure must be maintained with the educational records showing the party who made the request and the legitimate interest of the same in the records. This record of disclosure is open for inspection by the parent/guardian, eligible student, school officials who have custody of the records, and for audit purposes.

Request for Records

According to the Final Regulations-Family Educational Rights and Privacy Act (Buckley Amendment) dated June 17, 1976, it is no longer necessary to obtain written consent to release records between schools. School officials, including teachers within the educational institution, and officials of other schools in school systems in which the student may intend to enroll, may receive a student's records without a written consent for such release. As the enrollment of a student in another school constitutes parent approval, a parent's signature is not required on a request for records from that school. This applies to schools outside this district or even out-of-state districts.

Parent/guardian signatures are required for release of records to private schools.

Use of Electronic Signatures for Authorizing Release of Records

In the past, FERPA required schools to obtain an individual's formal dated signature in order to authorize the disclosure of that individual's student records to a third party. A Department of Education regulation, enacted in 2003, now provides school districts with general guidelines for accepting "signed and dated written consent" under FERPA in electronic format.

A school district may authorize the use of a student's electronic signature (or the parent of a student under 18) for formal written consent provided that the electronic signature meets the general standards defined under the state's *Uniform Electronic Transactions Act*. The primary references to those standards in state law are located in Chapter 43 of the Texas Business and Commerce Code (§43.009, §43.012, and §43.015).

The US Department of Education rules specify that an agency or institution may accept electronic consents and signatures when reasonable security is provided for the process. The process must:

- Establish a reasonable way to identify the individual and authenticate the identity of the particular eligible student or parent as the source of the electronic message consenting to the disclosure of the record (**authentication**);
- Attribute the electronic signature to the unaltered message or document to prevent repudiation by the sender (**attribution**);
- Verify the integrity of the signed message or document in transmission and upon receipt (**integrity or security of transmission**); and
- Document the requester's approval of the text contained in the electronic message.

The Department of Education regulations were written in order to provide guidelines that may be needed for proper program operation; however, they do not require school personnel to accept electronic signatures. Texas Business and Commerce Code

§43.005 clarifies that the *Uniform Electronic Transactions Act* only applies to situations where the parties have "...agreed to conduct a transaction by electronic means."

Enrollment of Students Who Are Delinquent in School-Related Fees at a Sending School

TEC § 25.001 provide:

"All children who are citizens of the United States or legally admitted aliens, and who are five years of age or older and under the age of 21 years on the first day of September of any scholastic year shall be entitled to the benefits of the available school fund for that year. All children enrolled in a prekindergarten class under Section 29.153 of this code are entitled to the benefits of the available school fund.

Every child in this state who is a citizen of the United States or a legally admitted alien and who is over the age of five years and not over the age of 21 years on the first day of September of the year in which admission is sought shall be permitted to attend the public free schools of the district in which the child or his parent resides at the time he applies for admission..."

Therefore, a school cannot refuse to enroll a student because he or she owes for textbooks or other school-related fees. The student must be enrolled; however, textbooks do not have to be issued to the student.

Transfer of Records for Students Owing School-Related Fees at the Sending School

Although a district is authorized under Texas Education Code §31.104(d) to withhold records under certain circumstances, those circumstances do not relieve a district of its duty under TEC §25.002(a) to transmit a student's records to another school district in which the student has enrolled. In accordance with TEC §25.002(a), a school district should always transmit records promptly to another school district in which a student enrolls regardless of any payments due.

In cases of private schools withholding records because of non-payment of tuition, it is suggested that

parents be notified that the child will lose credits if records are withheld.

Procedures to Change Content of Records

A parent/guardian or eligible student may request that records be amended if it is believed that the records are inaccurate, misleading, or violate the privacy of the student. The district has a reasonable period of time to consider the request. If the district decides to amend the records, that ends the process.

If the district decides not to amend the records, it must inform the parent/guardian or eligible student of his or her right to a hearing. If a hearing is requested, the district must give reasonable notice to the parent/guardian of the time and place of the hearing. It must be held within a reasonable time after the request is received. The hearing may be conducted by anyone who does not have a direct interest in its outcome, including an employee of the school. The parent/guardian or eligible student may present evidence and be represented by counsel.

After the hearing, a decision in writing must be made within a reasonable time. The decision is to be based solely on the evidence from the hearing and should include a summary of the evidence and the reason for the decision. If the district decides to amend the records, it should inform the parent/guardian or eligible student. If the district decides not to amend the records, it must inform the parent/guardian or eligible student of his or her right to place a statement in the records of the reasons for the disagreement. Such a statement must be maintained as long as the disputed records are maintained and must be disclosed if the records are disclosed.

What is a records request?

- a. A request for records may be submitted by mail, fax, and email or in person. The district requires all records request to be reduced to writing. There is no prescribed form or format.
- b. Every campus and department should be ever vigil to ensure that all records requests, subpoena, etc. are submitted to the Records Management Officer on the same day of receipt.
Remember that the request can be in any format and can be submitted in person or via mail, person, fax, or email – so, we should all check our incoming correspondence (paper and electronic) daily.
- c. Texas Government Code, Chapter 552, gives the general public the right to access government records; and an officer for public information and the officer's agent may not ask the requestor why they want them.
- d. All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.

Rights of Requestors

The requestor shall have the right to:

- a. “Prompt” access to information that is not confidential or otherwise protected. “Prompt” means as soon as possible under the circumstances, that is, within a reasonable time, without delay. **The district may not automatically withhold for ten (10) business days public information not excepted from disclosure. Note:** If an officer for public

information cannot produce the public information for inspection or duplication within ten business days after the date the information is requested, the officer shall certify that fact in writing to the requestor and set a date and hour within a reasonable time when the information will be available for inspection or duplication.

- b. Receive treatment equal to all other requestors, including accommodation in accordance with the Americans with Disabilities Act (ADA) requirements;
- c. Receive certain kinds of information without exceptions, like the voting record of public officials, and other information;
- d. Receive a written statement of estimated charges, when charges will exceed \$40, in advance of work being started and opportunity to modify the request in response to the itemized statement;
- e. Choose whether to inspect the requested information (most often at no charge), receive copies of the information or both;
- f. A waiver or reduction of charges if the governmental body determines that access to the information primarily benefits the general public;
- g. Receive a copy of the communication from the governmental body asking the Office of the Attorney General for a ruling on whether the information can be withheld under one of the accepted exceptions, or if the communication discloses the requested information, a redacted copy;
- h. Lodge a written complaint about overcharges for public information with the General Services Commission. Complaints of other possible violations may be filed with the county or district attorney of the county where the governmental body, other than a state agency, is located. If the complaint is against the county or district attorney, the complaint must be filed with the Office of the Attorney General.

Responsibilities of Governmental Bodies

All governmental bodies responding to information requests have the responsibility to:

- a. Establish reasonable procedures for inspecting or copying public information and inform requestors of these procedures;
- b. Treat all requestors uniformly and shall give to the requestor all reasonable comfort and facility, including accommodation in accordance with ADA requirements;
- c. Be informed about open records laws and educate employees on the requirements of those laws;
- d. Inform requestors of the estimated charges greater than \$40 and any changes in the estimates above 20 percent of the original estimate, and confirm that the requestor accepts the charges, or has amended the request, in writing before finalizing the request;
- e. Inform the requestor if the information cannot be provided promptly (within 10 days) and set a date and time to provide it within a reasonable time;
- f. Request a ruling from the Office of the Attorney General regarding any information the governmental body wishes to withhold, and send a copy of the request for ruling, or a redacted copy, to the requestor, not later than the 10th business day after receiving the request.
- g. Segregate public information from information that may be withheld and provide that public information promptly;
- h. Make a good faith attempt to inform third parties when their proprietary information

- is being requested from the governmental body;
- i. Respond in writing to all written communications from the General Services Commission regarding charges for the information. Respond to the Office of the Attorney General regarding complaints about violations of the Act.

Procedures to Obtain Information

- a. Submit a request by mail, fax, and email or in person according to a governmental body's reasonable procedures.
- b. Include enough description and detail about the information requested to enable the governmental body to accurately identify and locate the information requested.
- c. Cooperate with the governmental body's reasonable efforts to clarify the type or amount of information requested.

Information to be released

- a. The requestor may review the records promptly. If the records cannot be produced within 10 working days, the public information officer will notify you in writing of the reasonable date and time when it will be available.
- b. Keep all appointments to inspect records and to pick up copies. Failure to keep appointments may result in losing the opportunity to inspect the information at the time requested.

Information that may be withheld due to an exception

- a. By the 10th business day after a governmental body receives your written request, a governmental body must:
 - request an Attorney General opinion and state which exceptions apply;
 - notify the requestor of the referral to the Attorney General; and
 - notify third parties if the request involves their proprietary information.
- b. Failure to request an Attorney General opinion and notify the requestor within 10 business days will result in a presumption that the information is open unless there is a compelling reason to withhold it.
- c. Requestors may send a letter to the Attorney General arguing for release, and may review arguments made by the governmental body. If the arguments disclose the requested information, the requestor may obtain a redacted copy.
- d. The Attorney General must issue a decision no later than the 45th working day from the day after the attorney general received the request for a decision. The attorney general may request an additional 10 working day extension.
- e. Governmental bodies may not ask the Attorney General to "reconsider" an opinion.

Penalties for Non-compliance

- a. Local Government Code Section 202.008 states “An officer or employee of a local government commits an offense if the officer or employee knowingly or intentionally violates this subtitle or rules adopted under it by destroying or alienating a local government records in contravention of this subtitle or by intentionally failing to deliver records to a successor in office. Alienation of a record is a Class A misdemeanor.
- b. Texas Penal Code Section 37.10 states that a person commits an offense if he/she intentionally removes a government record; sells or offers to sell a government record; or sells or offers to sell a government record with the knowledge that it was obtained unlawfully. If an individual is in possession of a local government record, the record was probably obtained unlawfully. Any such situation would certainly merit investigation.

Policy for Records Management Requirements for Electronic Mail

Introduction

This policy applies to e-mail used within the agency and e-mail used conjointly with the Internet, and does not supersede any state or federal laws, or any other agency policies regarding confidentiality, information dissemination, or standards of conduct. Generally, e-mail should be used only for legitimate District business; however, brief and occasional e-mail messages of a personal nature may be sent and received if the following conditions are met.

General Guidelines

Personal use of e-mail is a privilege, not a right. Abuse of the privilege may result in appropriate disciplinary action. Employees need to keep in mind that all e-mail is recorded and stored along with the source and destination. Management has the ability and right to view employees' e-mail. Recorded e-mail messages are the property of the District. Thus, they are subject to the requirements of the Texas Public Information Act and the laws applicable to State records retention. Employees should be aware that when sending an e-mail message of a personal nature, there is always the danger of the employees' words being interpreted as official agency policy or opinion. Therefore, when an employee sends a personal e-mail, especially if the content of the e-mail could be interpreted as an official agency statement, the employee should use the following disclaimer at the end of the message:

"This e-mail contains the thoughts and opinions of (employee name) and does not represent official (agency name) policy."

[OPTIONAL]If the content of the e-mail contains sensitive or confidential information the employee may use the following message at the end of the message:

"This message contains information which may be confidential and privileged. Unless you are the addressee (or authorized to receive for the addressee), you may not use, copy or disclose to anyone the message or any information contained in the message. If you have received the message in error, please advise the sender by reply e-mail and delete the message."

Restrictions (Optional)

Personal e-mail should not impede the conduct of District business; only incidental amounts of employee time --time periods comparable to reasonable coffee breaks during the day--should be used to attend to personal matters. Racist, sexist, threatening, or otherwise objectionable language is strictly prohibited. E-mail should not be used for any personal monetary interests or gain. Employees should not subscribe to mailing lists or mail services strictly for personal use. Personal e-mail should not cause the state to incur a direct cost in addition to the general overhead of e-mail. District-wide emails must be approved by the Superintendent and campus-wide emails must be approved by the Campus Principal.

Policy

It is the policy of Lake Worth ISD to provide for the efficient, economical and effective management of electronic mail records in accordance with Texas Administrative Code (TAC),

Chapter 13, Sections 6.91-

6.97 (State Agency Bulletin Number One, Electronic Records Standards and Procedures). TAC Chapter 13, Section 6.92(c), provides that the agency head or designated records management officer must administer a program for the management of records created, received, retained, used, or disposed on electronic media.

The Lake Worth ISD desires to adopt a policy for that purpose and to prescribe guidelines and procedures for the management of electronic mail consistent with the Electronic Records Standards and Procedures and in the interest of cost-effective and efficient recordkeeping, including long-term records retention for the Archives of the State.

Definitions

- a. Electronic mail message-A record created or received on an electronic mail system including brief notes, more formal or substantive narrative documents, and any attachments which may be transmitted with the message.
- b. Electronic mail receipt data-Information in electronic mail systems regarding the date and time of receipt of a message, and/or acknowledgment of receipt or access by addressee(s).
- c. Electronic mail system-A computer application used to create, receive, retain and transmit messages and other records. Excluded from this definition are file transfer utilities.
- d. Electronic mail transmission data-Information in electronic mail systems regarding the identities of sender and addressee(s), and the date and time messages were sent.
- e. Electronic media-All media capable of being read by a computer including computer hard disks, magnetic tapes, optical disks, or similar machine-readable media.
- f. Electronic record-The information that is maintained in electronic format in a computer for computer processing and the product of computer processing of that information that satisfies the definition of a state record in the Government Code §441.180.
- g. Electronic records system-Any information system that produces, manipulates, and stores state records by using a computer.
- h. Mailing list service-An electronic mailing list hosting service (e.g., Listserv) used for discussions and announcements within a specified group of individuals. Subscribers to the service participate by sending information to and receiving information from the list using electronic mail messages.
- i. Records management officer-The person who administers the records management program established in each state agency under the Government Code, §441.183.
- j. State record-Any written, photographic, machine-readable, or other recorded information created or received by or on behalf of a state agency or an elected state official that documents activities in the conduct of state business or use of public resources. The term does not include:
 - library or museum material made or acquired and maintained solely for reference or exhibition purposes;
 - an extra copy of recorded information maintained only for reference; or
 - a stock of publications or blank forms.

Scope

This policy applies to any electronic mail messages created, received, retained, used, or disposed of using the Lake Worth ISD electronic mail system.

Retention Requirements

The Lake Worth ISD approved retention schedule lists the record series that are created and the retention period for each series. **It is the content and function of an e-mail message that determines the retention period for that message.** All e-mail sent or received by an agency is considered a District record. Therefore, all e-mail messages must be retained or disposed of according to the agency's retention schedule. E-mail systems must meet the retention requirements found in TAC 6.94(e). E-mails generally fall into several common record series categories. These are:

- a. **Administrative Correspondence**, 1.1.007 - Incoming/outgoing and internal correspondence, in any format, pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies and procedures that govern them. Subject to Archival review. Retention: 4 years.
- b. **General Correspondence**, 1.1.008 - Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency. Retention: 2 years.
- c. **Transitory Information**, 1.1.057 - Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an on-going records series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Examples of transitory information are routine messages (can be recorded on any medium, such as hard copy message slips or in an electronic format on e-mail and voice mail); internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific agency transaction. **Retention: AV (Administratively Valuable - after purpose of record has been fulfilled). Lake Worth ISD has determined this time period to be a maximum of 30 days.**

User Responsibilities

It is the responsibility of the user of the e-mail system, with guidance and training from the Executive Director of Operations & Technology and Records Management Officer, to manage e-mail messages according to the agency's retention schedule. It is the responsibility of the sender of e-mail messages within the agency's e-mail system and recipients of messages from outside the agency to retain the messages for the approved retention period. Names of sender, recipient, date/time of the message, as well as any attachments must be retained with the message. Except for listserv mailing services, distribution lists must be able to identify the sender and recipient of the message. User responsibilities may be mitigated by the use of a server level automated classification system.

Maintenance of Electronic Mail

The District shall facilitate the archival of all [sent and received] emails with the acquisition of an email storage and retrieval system. All emails shall be archived [as they are sent and received] on the email server for retention purposes.

The recommendations listed for retention by the originator and/or receiver of emails is suggested, but not required, due to the mass archival of all emails. Records created using an e-mail system may be saved for their approved retention period by one of the following:

- a. Print message and file in appropriate hard copy file.
 - If the retention period is greater than 3 years, the email contents should be printed and filed and retained with the appropriate documents.
 - If the email subject falls under a specific record or retention period, the email should be printed and filed with the appropriate records. For example, if a parent sends an email that grants permission for their son/daughter to attend a field trip, that email should be printed and filed with the other parent permission slips. The retention period of a parent permission slip is 2 years after the field trip.
- b. Place email in folders and save on personal network drive or C:drive.
 - Three (3) folders have been designated for electronic retention of emails. The three folders are:
 - AC – Administrative Correspondence,
 - GC – General Correspondence, and
 - TI – Transitory Information
 - The school year should follow the folder name.
 - For email correspondence purposes, the school year will be defined as: July 1st through June 30th.

Disposition of Electronic Mail

The process for the legal disposition of state records (including electronic mail) is subject to the same documentation requirements as any other format or medium. This usually requires agency permission and some type of disposition log to adequately document disposition and destruction of electronic records.

Section 6.95 of the Electronic Records Standards and Procedures (relating to the Final Disposition of Electronic State Records) states that:

(b) An electronic state record that is an archival record must be maintained by the agency through hardware and software migrations and upgrades as authentic evidence of the state's business in accessible and searchable form, except as otherwise determined by the state archivist.

(d) A state agency must establish and implement procedures that address the disposition of an electronic mail record by staff in accordance with its approved records retention schedule and, specifically, must establish guidelines to enable staff to determine if an electronic mail record falls under transitory information (records series item number 1.1.057) on the agency's approved records retention schedule in order to encourage its prompt disposal after the purpose of the record has been fulfilled.

- On July 1st of each year, the technology department will archive all

previous school year emails, delete the folders from individual email accounts, and create the new school year folders. The technology department will document the mass destruction of emails on an appropriate log.

- The technology department will assist the HR department in modifying employee exit procedures to include appropriate handling of email.

GUIDELINES FOR COPY CHARGES

The charges in this exhibit, to recover costs associated with providing copies of public information, are based on estimated average costs to governmental bodies across the state. When actual costs are 25 percent higher than those used in these rules, governmental bodies other than agencies of the state may request an exemption in accordance with 1 TAC 70.4.

Copy charges are as follows:

Standard-paper copy. The charge for standard-paper copies reproduced by means of an office machine copier or a computer printer is \$.10 per page or part of a page. Each side that has recorded information is considered a page.

1. Nonstandard copy. The charges for nonstandard copies are:
 - o a. Diskette — \$1.00
 - o b. Magnetic tape — actual cost
 - o c. Data cartridge — actual cost
 - o d. Tape cartridge — actual cost
 - o e. Rewritable CD (CD-RW) — \$1.00
 - o f. Non-rewritable CD (CD-R) — \$1.00
 - o g. Digital video disc (DVD) — \$3.00
 - o h. JAZ drive — actual cost
 - o i. Other electronic media — actual cost
 - o j. VHS video cassette — \$2.50
 - o k. Audio cassette — \$1.00
 - o l. Oversize paper copy (e.g., 11" x 17", greenbar, bluebar, not including maps and photographs using specialty paper) — \$.50
 - o m. Specialty paper (e.g., Mylar, blueprint, blueline, map, photographic) — actual cost

Personnel charges are as follows:

1. If a particular request requires the services of a programmer in order to execute an existing program or to create a new program so that requested information may be accessed and copied, the District may charge for the programmer's time. The hourly charge for a programmer is \$28.50 an hour, which includes fringe benefits. Only programming services shall be charged at this hourly rate. Districts that do not have in-house programming capabilities shall comply with requests in accordance with Government Code 552.231. [See CQ] Lake Worth ISD 015913
2. The charge for labor costs incurred in processing a request for public information is \$15.00 an hour, which includes fringe benefits. The labor charge includes the actual time to locate, compile, and reproduce the requested information.
3. A labor charge shall not be billed in connection with complying with requests that are

for 50 or fewer pages of paper records, unless the documents to be copied are located in two or more separate buildings that are not physically connected to each other or a remote storage facility. For purposes of this provision, two buildings connected by a covered or open sidewalk, an elevated or underground passageway, or a similar facility, are not considered to be separate buildings.

4. A labor charge shall not be recovered for any time spent by an attorney, legal assistant, or any other person who reviews the requested information:
 - To determine whether the District will raise any exceptions to disclosure of the requested information under Government Code, Subchapter C, Chapter 552; or
 - To research or prepare a request for a ruling by the attorney general's office pursuant to section 552.301 of the Government Code. [See CQ]
5. When confidential information pursuant to a mandatory exception of the Act is mixed with public information in the same page, a labor charge may be recovered for time spent to redact, blackout, or otherwise obscure confidential information in order to release the public information. A labor charge shall not be made for redacting confidential information for requests of 50 or fewer pages unless the request also qualifies as a labor charge pursuant to Government Code 552.261(a)(1) or (2).

Overhead charges are as follows:

1. Whenever any labor charge is applicable to a request, the District may include in the charges direct and indirect costs, in addition to the specific labor charge. This overhead charge would cover such costs as depreciation of capital assets, rent, maintenance and repair, utilities, and administrative overhead. If the District chooses to recover such costs, a charge shall be made in accordance with the methodology described in item 3 below. Although an exact calculation of costs will vary, the use of a standard charge will avoid complication in calculating such costs and will provide uniformity for charges made statewide.
2. An overhead charge shall not be made for requests for copies of 50 or fewer pages of standard paper records unless the request also qualifies for a labor charge pursuant to Government Code 552.261(a)(1) or (2).
3. The overhead charge shall be computed at 20 percent of the charge made to cover any labor costs associated with a particular request. For example, if one hour of labor is used for a particular request, the formula would be as follows: Labor charge for locating, compiling, and reproducing, $\$15.00 \times .20 = \3.00 ; or programming labor charge, $\$28.50 \times .20 = \5.70 . If a request requires one hour of labor charge for locating, compiling, and reproducing information ($\$15.00$ per hour); and one hour of programming labor charge ($\$28.50$ per hour), the combined overhead would be:
 $\$15.00 + \$28.50 = \$43.50 \times .20 = \8.70 .

Microfiche and microfilm charges are as follows:

1. If the District already has information that exists on microfiche or microfilm and has copies available for sale or distribution, the charge for a copy must not exceed the cost of its reproduction. If no copies of the requested microfiche or microfilm are available and the information on the fiche or film can be released in its entirety, the District should make a copy of the fiche or film. The charge for a copy shall not

exceed the cost of reproduction. Districts that do not have in-house capability to reproduce microfiche or microfilm are encouraged to contact the Texas State Library before having the reproduction made commercially.

2. If only a master copy of information in microform is maintained, the charge is \$.10 per page for standard-size paper copies plus any applicable labor and overhead charge for more than 50 copies.

Remote document retrieval charges are as follows:

1. Due to limited on-site capacity of storage of documents, it is frequently necessary to store information that is not in current use in remote storage locations. Every effort should be made by the District to store current records on-site. To the extent that the retrieval of documents results in a charge to comply with a request, it is permissible to recover costs of such services for requests that qualify for labor charges under current law.
2. If the District has a contract with a commercial records storage company, whereby the private company charges a fee to locate, retrieve, deliver, and return to storage the needed record(s), no additional labor charge shall be factored in for time spent locating documents at the storage location by the private company's personnel. If after delivery to the District, the boxes must still be searched for records that are responsive to the request, a labor charge is allowed in accordance with item 2 under personnel charges, above.

Computer resource charges are as follows:

1. The computer resource charge is a utilization charge for computers based on the amortized cost of acquisition, lease, operation, and maintenance of computer resources, which might include, but is not limited to, some or all of the following: central processing units (CPUs), servers, disk drives, local area networks (LANs), printers, tape drives, other peripheral devices, communications devices, software, and system utilities.
2. These computer resource charges are not intended to substitute for cost recovery methodologies or charges made for purposes other than responding to public information requests.
3. The charges in this section are averages based on a survey of governmental bodies with a broad range of computer capabilities. Each district using this cost recovery charge shall determine which category(ies) of computer system(s) used to fulfill the public information request most closely fits its existing system(s) and set its charge accordingly:

Type of System Rate

Mainframe \$ 10.00 per CPU minute Midsize \$ 1.50 per CPU minute Client/Server \$ 2.20 per clock hour PC or LAN \$ 1.00 per clock hour

4. The charge made to recover the computer utilization cost is the actual time the computer takes to execute a particular program times the applicable rate. The CPU charge is not meant to apply to programming or printing time; rather, it is solely to recover costs associated with the actual time required by the computer to execute a program. This time, called CPU time, can be read directly from the CPU clock, and most frequently will be a matter of seconds. If programming is required to comply with a particular request, the appropriate charge that may be recovered for programming time is described above, at Personnel Charges. No charge should be made for computer printout time. For example, if

a mainframe computer is used, and the processing time is 20 seconds, the charges would be as follows: $\$10.00 / 3 = \3.33 ; or $\$10.00 / (60 / 20) = \3.33 .

A district that does not have in-house computer capabilities shall comply with requests in accordance with Government Code 552.231. [See CQ]

The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information, may be added to the total charge for public information.

Governmental bodies may add any related postal or shipping expenses that are necessary to transmit the reproduced information to the requesting party.

Pursuant to Office of the Comptroller of Public Accounts' rules, sales tax shall not be added on charges for public information. (34 TAC, Part 1, Chapter 3, Subchapter O, Sections 3.341 and 3.342).

1 TAC 70.3; 70.10

LWISD RECORDS MANAGEMENT

2019-2020



CHEAT SHEET

This has been created as a guide to help you with the records management processes that Lake Worth ISD has implemented. This is in no part a comprehensive guide. It is your responsibility, as the owner of the records, to look at, and follow, the full procedures outlined in the LWISD Records Management Manual.

Records Management Guidelines

- The purpose of these guidelines are for storing/destroying records only: Any storing of instruction material should be done at the campus
- All records must be boxed up in Staples Box #33250
- Records must be free of binder clips, paper clips, binders or any other bulky metal.
- All records must be boxed by their records type (ex. health records cannot be in the same box as athletics records)
- All records must be boxed by individual destruction date (see Records Manual or attached Quick Reference for specific destruction dates)
- The approved green or red label must be affixed on the outside of the box with the record owner's name (see attached example)
- Once boxes are ready for pick up, a ticket to Maintenance Dept. must be placed through SchoolDude
- Any issues with the prepared boxes will require the record owner to come to central admin for them to correct

Personnel & Payroll File Distribution & Retention (Quick Reference Guide)

Personnel/Payroll File (individual file)

Retention Period (State guidelines) *

Employment Application

2 years from creation or receipt

Transcripts
Certification - Texas Certificate

Date of separation + 5 years
Until superseded (US) or separation
+ 5 years

Certification – Out-of-State

Until receipt of TX certificate or date
of sep + 5 yrs

Certification – Deficiency Plans

US by TX Certificate or date of sep
+ 5 yrs

Appraisal Records – Teachers

PERMANENT

Appraisal Records – All others

US + 2 years

Service Record

PERMANENT

Contracts

Last effective date of contract + 4
years

UIL Acknowledgement

2 years

Salary worksheets

2 years

I-9 Forms

3 years from date of hire or 1 yr after
separation - WIL

Oath of Office Forms

US + 5 years

Professional Growth Plans

4 years

Audit Verification Cards

US– Last one in file is PERMANENT

Tuberculosis Certificates

AV - Destroy at Option

Teaching schedules

1 year

Criminal History*

1 year from creation or receipt

Medical records*

US + 2 years

References*

2 years from creation or receipt

Alcohol/drug testing/physicals*

2 years

FMLA requests

Fiscal Year End (FE) + 3 years

Discipline records

2 years after case closed or action taken

Grievance records*

2 years

EEOC Cases*

Resolution of case + 3 years

EEO Reports*

3 years

Unemployment Claims*

Closure of case + 5 years

Workers Compensation Claims*

Closure of case + 5 years

Employee Recognition Awards

2 years

Employee Change Documents
(name, address, etc.)

2 years

Employment Advertisements*

2 years

Employment Selection Notes, Interviews*

2 years from creation or receipt

Personnel Requisition Forms

2 years

Job Descriptions	US or position abolished + 4 years
Personnel Rosters	3 years
PEIMS Staff Data	5 years
Substitute Teacher Rosters	3 years
W-4 Form	4 years after separation or 4 yrs after amended
Voluntary deductions & Garnishments	4 years after separation, or amended/expired - WIS
Benefits – Enrollment Forms for Life/Health	Termination of Coverage, plus 4 years
Enrollment forms for Pension Deferred Plans	PERMANENT
Leave Request forms	Fiscal year end, plus 5 years
Direct Deposit Authorizations	Until superseded
Enrollment, beneficiary forms, records maintained by TRS	AV – Administratively valuable
Fingerprint cards	Date of separation + 5 years
Public Access Option	US
Exit Interview forms	Date of separation + 2 years
Absence form Duty forms	4 years
Earnings & Deduction records (pay amounts)	5 years
Earnings & Deduction records (deferred comp)	Date of separation + 75 years
Time Sheets	4 years

US – Until Superseded WIL – Whichever is later
AV – Administratively valuable

WIS – Whichever is Sooner

*Separate file recommended

DISCLAIMER NOTE: This quick reference was compiled in very general terms from the GR and SD Schedules published by the Texas State Library & Archives Commission (TSLAC). The most recent GR and SD Schedules should be used as the official reference when archiving and/or destroying records.

Student Records – Retention Periods (Quick Reference Guide)

Required	Life of Record	Comments
Student Records:		
Cumulative Record-Grades PK-8	Date of wd, + 5 yrs	
Academic Achievement Record 9-12	Permanent	
Date of Birth documentation	Admin. Valuable (AV)	
Custody Documents	Until student is 18 yrs	
Enrollment/registration forms	Date of wd, + 5 yrs	
Home language surveys	Date of wd, + 5 yrs	
Parental permission records-field trips	Until cessation of activity + 2 yrs	If an accident occurs, then extend
Withdrawal/record transfer forms	AV for sending & receiving ISDs	Exempt from destruction request
Tests (TAAS,etc), if label affixed to PRC	1 yr after affixing label	Exempt from destruction request
Tests (TAAS,etc), no label, grades 9-12	Permanent	
Tests (TAAS,etc), no label, grades PK-8	Date of wd, + 5 yrs	
Other tests (reading/math profiles)	Date of wd, + 5 yrs	
Attendance:		
Correspondence from parents ref abs	AV	
Correspondence w/ courts ref compulsory	2 years	
Attendance officer's logs ref home visits	2 years	
Transfers between districts	5 years	
Student Health:		
Accident reports	5 years or 2 yrs after age 18	Whichever is later
Correspondence with parents ref health issues	2 years	
Cumulative health cards	Date of wd + 2 years	
Emergency cards	Until superseded or withdrawn	Whichever is sooner
Exclusion from participation documents	1 year, or date of wd + 2yrs	If a one year affidavit, exempt
Verification of mumps or measles	Date of wd + 2 years	
Verification from physician's ref testing (sight.)	Date of wd + 2 years	
Health screening documentation - worksheets	AV after entry on cum health card	Exempt
Vision, hearing and spinal screening	2 years	
Immunization records	Date of wd + 2 years	
Physician referrals and reports	AV after entry on cum health card	
Reports to law enforcement agencies	2 years	
Logs or reports of medications or treatments	3 years	
Parent requests and dr authorizations	End of request period + 2 years	
Instruction:		
Grade books	1 year after entry in AAR or CR	

Grade reports - principal's report, ranking, etc	AV	Exempt
Report cards	1 year after entry in AAR or CR	At PK-8 if no CR, keep Date of wd + 5

Discipline & Counseling:

Discipline records - regarding expulsion	5 years
Discipline records - not regarding expulsion	AV
Guidance and counseling - individual files	AV, unless for sp program

Special Populations:

Special Education

Enrollment lists and rosters	7 years	
Student records	Cessation of svcs + 7 years	
Student records, grades 9-12	Permanent	Name, address, ID, SSN, and grades only

Bilingual Education

Student records	Cessation of svcs + 5 years
-----------------	-----------------------------

Gifted & Talented

Student records	Cessation of svcs + 5 years
-----------------	-----------------------------

Section 504 Program

Student records	Cessation of svcs + 5 years
-----------------	-----------------------------

Dyslexia Program

Enrollment lists and rosters	Cessation of svcs + 5 years
Student records	Cessation of svcs + 5 years

Other

Impact Aid Survey Forms	7 years if eligible, otherwise AV
-------------------------	-----------------------------------

DISCLAIMER NOTE: This quick reference was compiled in very general terms from the GR and SD Schedules published by the Texas State Library & Archives Commission (TSLAC). The most recent GR and SD Schedules should be used as the official reference when archiving and/or destroying records.

LWISD – Records Management
Packing List

AFFIX TO UPPER
LEFT-HAND CORNER
OF END OF BOX

School/Dept. HR # of Boxes 2 of 3

Box Content: Personnel Files

Year of Content 2016-2017 **Content Range A-Z

Content Listing Enclosed A

Packed Date: 8-28-2018 Packed By: S. Ohnesorge

***Example – A to G. 1000 to 1500 etc*

Verified by Admin (Signature): _____ Date: _____

Destruction Date _____ CAMPUS/DEPT MUST COMPLETE ALL FIELDS IN THE BOX

LWISD – Records Management
Packing List

AFFIX TO UPPER
LEFT-HAND CORNER
OF END OF BOX

School/Dept. Collins # of Boxes 1 of 4

Box Content: Inactive Student Records

Year of Content 2018-2019 **Content Range A-Mo

Content Listing Enclosed yes

Packed Date: 10-29-2019 Packed By: J. Gauthier/PEIMS

***Example – A to G. 1000 to 1500 etc*

Verified by Admin (Signature): _____ Date: _____

Destruction Date _____ CAMPUS/DEPT MUST COMPLETE ALL FIELDS IN THE BOX

