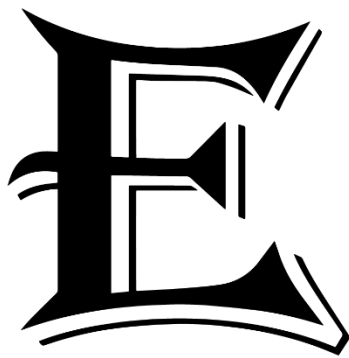




ELGIN ISD

ONE TOWN • ONE TEAM • ONE FAMILY

2019-2020

Records Management Plan & Procedures

July 17, 2019

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I. RECORDS MANAGEMENT PROGRAM

Record Retention

A. State Law Regarding Records Retention

The Texas State Library and Archives Commission records retention schedules are available at: www.tsl.state.tx.us/slrn/recordspubs/localretention.html

The Government Code, Section 411.158, provides that the Texas State Library and Archives Commission shall issue records retention schedules for each type of local government, including a schedule for records common to all types of local government. The law provides further that each schedule must state the retention period prescribed by Federal or State law, rule of court, or regulation for a record for which a period is prescribed; and prescribe retention periods for all other records, which periods have the same effect as if prescribed by law after the records retention schedule is adopted as a rule of the Commission.

The retention period for a record applies to the record regardless of the medium in which it is maintained. Some records listed in the retention schedule are maintained electronically in many offices, but electronically stored data used to create in any manner a record or the functional equivalent of a record as described in the retention schedules must be retained, along with the hardware and software necessary to access the data, for the retention period assigned to the record, unless backup copies of the data generated from electronic storage are retained in paper or on microfilm for the retention period. This includes electronic mail (email), websites, and electronic publications.

The use of social media applications may create public records. Any content (messages, posts, photographs, videos, etc.) created or received using a social media application may be considered records and should be managed appropriately. The retention of social media records is based on content and function. Local governments will need to consult the relevant records retention schedule for the minimum retention periods.

Unless otherwise stated, the retention period for a record is in calendar years from the date of its creation. The retention period applies only to an official record as distinct from convenience or working copies created for informational purposes. Where several copies are maintained, each local government should decide which shall be the official record and in which of its divisions or departments it will be maintained. Local governments in their records management programs should establish policies and procedures to provide for the systematic disposal of copies.

A local government 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.

A local government 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.

If a record described in the retention schedule is maintained in a bound volume of a type in which pages were not meant to be removed, the retention period, unless otherwise stated, dates from the date of last entry.

If two or more records listed in the retention schedule are maintained together by a local government and are not severable, the combined record must be retained for the length of time of the component with the longest retention period. A record whose minimum retention period on the retention schedule has not yet expired and is less than permanent may be disposed of if it has been so badly damaged by fire, water, or insect or rodent infestation as to render it unreadable, or if portions of the information in the record have been so thoroughly destroyed that remaining portions are unintelligible. If the retention period for the record is permanent in the retention schedule, authority to dispose of the damaged record must be obtained from the Director and Librarian of the Texas State Library and Archives Commission. A Request for Authority to Destroy Unscheduled Records (FORM SLR 501) should be used for this purpose.

B. Collection and Transmission of Records

Records will be maintained either electronically or as paper copies. Records will remain on-site for one year and then moved off-site for the remainder of the applicable retention period. If the applicable record is kept as a paper copy, copies will be provided to awarding agencies either electronically or as paper copies. If the record is kept electronically, the record will be transmitted electronically to the recipient in accordance with 2 CFR §200.335.

The LEA's records management system establishes a records retention schedule and determines which records are active and should be retained in office space, which records are inactive and should be moved to storage, which records have served their usefulness and may be destroyed, which records are confidential or sensitive and require security measures to restrict access, which records are essential and require backup protection, and which records demonstrate compliance with legal requirements.

In developing the LEA's records retention schedule, the Records Management Officer will ensure it is consistent with the applicable minimum retention schedules adopted by the Texas State Library and Archives Commission, i.e., Local Schedule GR – Records Common to All Governments, Local Schedule EL - Records of Elections and Voter Registration, Local Schedule TX – Records of Property Taxation, and Local Schedule SD – Records for Public School Districts. 13 TAC (Texas Administrative Code) 7.125.

In addition, records that are not listed on the Texas State Library and Archives Commission records retention schedule, but are retained for administrative value, are included in the records management plan, with a retention period identified for each record type.

The LEA may not dispose of a record listed in the applicable retention schedule prior to the expiration of its retention period. The LEA's records control schedule may not set a retention period that is less than that established for the record in the applicable schedule. Original paper records may be disposed of prior to the expiration of their minimum retention periods if they have been microfilmed or electronically stored pursuant to the provisions of the Local Government Code, Chapter 204 or Chapter 205, as applicable, and rules of the Texas State Library and Archives Commission adopted under those chapters. Actual disposal of such records is subject to the policies and procedures of the LEA's records management program.

Even if the legal retention period has expired for a record, the record will not be destroyed if one of the following exists:

- The subject matter of the record is known to be in litigation;
- The record is subject to a pending request for disclosure under the Open Records Act;
- There is an outstanding request to inspect and review the record under the Family Educational Rights and Privacy Act (FERPA);
- The record is subject to a pending audit by a Federal or State granting agency or subgrantor agency;
- Questions remain unresolved from a conducted audit until audit findings are solved.

The LEA maintains and preserves some original records in electronic format for convenient use and some are stored in paper format. Records stored on microfiche will comply with the requirements established in the Texas State Library's Local Government Bulletin A, Microfilming Standards and Procedures. Records stored on electronic or magnetic media must follow the requirements established in Local Government Bulletin B, Electronic Records Standards and Procedures.

Active records are stored at the campus/department locations. Active records are records that are current or accessed frequently. Inactive records are records that are accessed infrequently or not at all. Inactive records are stored in the District warehouse. The records retention schedule will identify all records in storage and their location.

Any person who knowingly or intentionally violates the specific rules for the destruction of records established by the Texas Government Records Act violates the law. According to Section 202.001 of the Texas Government Records Act (Local Government Code 202.001), records may be destroyed if:

- The record is listed on a records control schedule accepted for filing by the Texas State Library and Archives Commission (the Commission) and its retention period has expired or it has been microfilmed or stored electronically in accordance with established requirements;
- The record appears on a list of obsolete records approved by the Commission;
- A destruction request is filed with and approved by the Commission (for a record not listed on an approved control schedule);
- The record destruction or obliteration is directed by an expunction order issued by a district court pursuant to State law;
- The record is defined as exempt from scheduling or filing requirements by rules adopted by the Commission or listed as exempt in a records retention schedule issued by the Commission.

Records may be destroyed by burning, shredding, pulping, burial in a landfill or by sale or donation for recycling purposes, subject to the following exceptions:

- Records to which public access is restricted under Chapter 552, Government Code, or other State law may be destroyed only by burning, pulping, or shredding;
- An LEA that sells or donates records for recycling purposes must establish procedures for ensuring that the records are rendered unrecognizable as local government records by the recycler;
- The Commission may approve other methods of destruction that render the records unrecognizable as local government records.

In conjunction with the Records Management Officer, the Records Management Coordinators update LEA records on an annual basis. Any records scheduled for destruction are pulled and recorded by the Records Management Coordinators and Records Management Officer or designee, and picked up at a later date for destruction. No records are destroyed without the approval of the Chief Finance Officer. The Business Office will maintain the confidentiality statement provided by the Records Management Coordinators.

The special education department observes federal and state laws, state regulations and local policies pertaining to the confidentiality of student records. Parents (or an eligible student 18 years or older) may inspect and review records at any time. School officials with a legitimate educational interest have access to student records. The parents of a student with a disability must give written consent before a student's records can be seen by someone not involved in the student's education.

If the student transfers to another school district, special education records will be sent to the receiving district without parental consent.

Special education eligibility and educational records are maintained for five (5) years following the date of the last recorded action for each student served by the Special Education Department of Elgin ISD. At the end of five years, the records will be destroyed.

Parent/guardian/adult student has been informed that the District shall retain education records of students with disabilities for five years after the student's graduation or dismissal from special education.

Records with personally identifiable information are located on the campus of the school which the student attends and the Special Education Services office.

If record retention schedules prescribed by the Texas State Library and Archives Commission indicate a retention period that differs from the Federal requirements, the more restrictive retention period will be followed. Since Title IV of the No Child Left Behind (ESSA) – Elementary and Secondary Education Act (ESSA) has no statute of limitations, all records are maintained for that grant program.

C. The Benefits of a Records Management Program

- 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

D. 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 Elgin Independent School District or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of the Elgin Independent School District and shall be created, maintained and disposed of in accordance with the provisions of this plan and in no other manner.

The term does not include:

- Extra identical copies of documents created only for convenience of reference or research by officers or employees of the local government;
- Notes, journals, diaries, and similar documents created by an officer or employee of the local government for the officer's or employee's personal convenience;
- Blank forms;
- Stocks of publications;
- Library and museum materials acquired solely for the purposes of reference or display;
- Copies of documents in any media furnished to members of the public to which they are entitled under Chapter 552, Government Code or other state law;
- Any records, correspondence, notes, memoranda, or documents, other than a final written agreement described by Section 2009.054(c), Government Code, associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state department or institution, local government, special district, or other political subdivision of the state participated as a party, facilitated as an impartial third party, or facilitated as the administrator of a dispute resolution system or organization.

All records as defined are property of Elgin 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.

E. What is a "Record" Copy and What is a Convenience Copy?

In the old days, the original document was the original [record copy] and the onionskin [carbon copy] was a convenience copy, but today there are many copies of the same record which all appear to be originals.

The record copy is the official record or the most important of the document copies. Convenience copies are all the other copies.

Only the record copy of each record series is listed on the retention schedule with its retention period, but convenience copies have to be managed as part of the district's overall records management program.

Remember that all records created and received in the course of doing business, even convenience copies, are considered government records in other legislation governing records in Texas.

For our purposes, the "record" copy is defined as the originator of the record if it was created in-district. For external mail/documents received, the "record" copy is the copy received by the original addressee.

F. Other Definitions

Permanent record - means any records of Elgin ISD for which a retention period on a records control schedule is given as permanent. These records can never be destroyed.

Records Control Schedule - means a document prepared by or under the authority of the Records Management Officer listing the records maintained by Elgin ISD, their retention periods, and other records disposition information that the records management program may require.

Records management - means 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 plan - means 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.

Texas Government Code, Chapter 552, gives the general public the right to access government records; and an officer for public information and the office's agent may not ask the requester why they want them.

II. RECORDS MANAGEMENT PROCEDURES

A. Introduction

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
- GBA Legal - Public Information Program -Access to Public Information
- GBAA Legal - Information Access - Requests for Information
- GBAA Exhibit - Guidelines for Copy Charges

B. Retention Dates

It is important the district establish a single annual date from which retention dates can be calculated. The date selected is September 1. Example: Records created or received between Sept. 1, 2019-Aug. 31, 2020, are considered 2020 records.

C. District Responsibilities

- Adopt a policy to establish the district's records management program.
- Submit written notification to the TSLAC if the district intends to microfilm or digitize permanent records and subsequently destroy the records [paper copies].
- Adopt a District Records Control Schedule, Retain all Records permanently, or adopt the TSLAC Schedules and file a Declaration of Compliance.
- Properly destroy records in accordance with the Records Schedule in a manner prescribed by the TSLAC.
- Establish control procedures for electronic records, such as email. The content of the e-mail determines its placement in the files. District web pages are currently considered a "publication", which means that every version of the web page must be maintained just like the yearbook, newsletters, and other publications.
- Establish a disaster recovery plan.
- Accidental destruction (flood, fire, etc.) of records before their expiration date(s) must be submitted to the TSLAC for approval.
- Establish records of historical and audit value.
- Establish a file management system, such as record series.
- Designate a district Records Management Officer. The duties of the RMO are to prepare and file a records control schedule, to administer the records management program, and to provide assistance to Records Custodians for the purposes of reducing costs and improving record keeping efficiency. The RMO for the district shall be the Chief Finance Officer.
- Ensure that all records are covered by approved retention schedules.
- Identify "record copies" to eliminate duplication and redundancy.

- Ensure that Records Retention Warehouse access is kept to a minimum.

D. Campus/Department Responsibilities

- Identify a Records Custodian at each campus/department. The duties of the Records Custodian is to ensure compliance with the district's records management plan, to assemble all records for transport at year-end, and to facilitate the acquisition of records stored on campus/departments as requested by the District Records Management Officer.
- Prepare all records for transport to the Records Warehouse, on an annual basis by June 15th.
- Ensure that all records are covered by approved retention schedules.
- Monitor the different forms that are utilized on campus/department to conduct regular business and forward new forms (as created) to the Records Management Officer.
- Coordinate the campus/department records management program.
- Ensure that a regular, systematic file purging and rotating system is established.
- Identify all records by position, title or office, rather than an individual's name.
- Attend an annual in-house training session regarding the district's management plan, retention schedules, and preparation of records for transport to the Records Warehouse.
- Assist the Records Management Officer with acquisition of records maintained at the campus/department level to comply with a records request.

E. Changes to the Records Retention Schedule

Each campus and department should be aware of the records that they are responsible for. Requests to add, change, or delete a record series within their campus/department should be forwarded to the District Records Management Officer (Chief Finance Officer). For example, if a new record series comes into existence, the District Records Management Officer should be notified so that the appropriate schedules can be updated and submitted to the Texas State Library and Archives Commission for their approval.

F. Annual Purging of Records

Annually, by June 15th, all campus and department records should either be 1- processed for destruction, 2- kept an additional year at the home location, or 3- processed for transfer to the Records Warehouse.

It is recommended that records that exceed two (2) years be processed for transfer to the Records Warehouse, unless extenuating circumstances warrant keeping the records at the campus or department. All records sent to the Records Warehouse should be placed in a standard records storage box and labeled as noted below:

CAMPUS/DEPARTMENT:

Click or tap here to enter text.

CONTENTS (DO NOT COMBINE DIFFERENT RECORDS OR RECORDS WITH DIFFERENT DESTRUCTION DATES):

Click or tap here to enter text.

FROM DATE:

Click or tap here to enter text.

THRU DATE:

Click or tap here to enter text.

EISD BOX NUMBER:

Click or tap here to enter text.

DESTRUCTION DATE:

Click or tap here to enter text.

☐ **PERMANENT**

The EISD Box Number is a sequential box numbering system used for tracking purposes. This information is found on Attachment F under Records Box Number System.

The following activities should be scheduled on an annual basis:

- The district RMO should submit all changes to the district's records retention plan to the State Library and Archives Commission for their approval.
- The district RMO should schedule the destruction of expired records. Note: If any records on the destruction schedule are Special Education records, a notice to the public must be published in accordance with state and/or federal guidelines.

G. Storage of Records

A secure area at the district's warehouse has been established to store records that are not regularly referenced. Some permanent records, such as employee and student files, will be maintained at the appropriate campus and/or department. All permanent records should be maintained in a safe environment. Fire proof file cabinets and/or vaults should be utilized if financially feasible. Access to the records at the Records Warehouse should be restricted to authorized staff. Campuses and departments shall implement guidelines to restrict unauthorized access to records maintained at their campus and/or department.

H. Destruction of Records

Since keeping records beyond the designated destruction period wastes space and creates additional liability for the district, all records will be destroyed in the year they are scheduled for destruction. When records are to be disposed of, in conjunction with the approved retention periods, each campus and department records coordinator should be provided a list of the records scheduled for destruction for their review. Public notices, when required by law prior to destruction, will be provided in a locally published newspaper.

The methods of destruction allowed by the state include:

- A local government record may be destroyed by burning, shredding, pulping, or burial in a landfill or by sale or donation for recycling purposes except as provided by Subsection (b).
- Records to which public access is restricted under Chapter 552, Government Code, or other state law may be destroyed only by burning, pulping, or shredding.
- A local government that sells or donates records for recycling purposes shall establish procedures for ensuring that the records are rendered unrecognizable as local government records by the recycler.
- The director and librarian may approve other methods of destruction that render the records unrecognizable as local government records.

Only records that are designated by the State Library and Archives Commission as "exempt from destruction request requirement" may be destroyed at the end of the school year without listing the records on the Destruction Schedule. All records must be forwarded to the Records Warehouse for archival and destruction according to the district's records retention plan.

I. Disaster Recovery

Properly stored records should be safe from catastrophic losses. However, if a loss of records does occur, a report should be made with the district's RMO immediately. The district's RMO should submit the proper forms to the State Library and Archives Commission.



Attachment A

Records Management Protocol for Cumulative Folders

Revised July 23, 2019

Purchase of Cumulative Folders:

- Campuses should not purchase specialized cumulative folders as regular manila file folders will suffice. The remaining stock of specialized cumulative folders should be used prior to switching to the regular manila file folders.

Cumulative Folder Stickers: see example below

- Stickers will be placed on the upper right corner of each folder for new students
- The staff member who receives the listed documents will initial
- The staff member who scans the documents into TxEIS will initial
- Enter the date records were requested and enter the date records have been received
- The staff member who scans the records in TxEIS will initial

<i>For Office Use Only</i>		
	Rcvd By (Initials)	Scanned By (Initials)
Birth Certificate		
SS Card		
Parent ID		
Residency		
Immunizations		Deliver to Nurse
	Rqst / Rcvd Date	Scanned By (Initials)
Records	/	

Scanning Into TxEIS:

- When entering new students into TxEIS, the following items will be scanned into Documents by the registrar:
 - Birth Certificate
 - Social Security Card (if provided)
 - Proof of Residence
 - Central Office Documents (i.e., Power of Attorney, Affidavit of Responsibility Form, Grandparent Affidavit Form)
 - Photo ID of Person Enrolling Student (if provided) Note: No Military IDs
 - Court Documents* (if provided) (i.e., Divorce Decree, CPS Plan, Foster Care Documentation-2085 Form for Texas)
 - Pre K Applications & Eligibility Forms
 - Select Type: Registration Packet / Description: PreK
- Upon confirmation of download into TxEIS, these convenience copies will be shredded
 - *Court Documents will be placed in a designated binder for the Campus Office



- At the time of registration, the following forms will be generated in TxEIS:
 - Contacts
 - Ethnicity and Race Data Questionnaire
 - Falsification of Documents & Identity Verification
 - Food Allergy Disclosure
 - Home Language Survey
 - Migrant Education Program - Family Survey
 - Military Connected Student Data
 - Parent-Student Handbook
 - Registration
 - Statement of Special Education Services
 - Student Code of Conduct
 - Student Directory Information Release
 - Student Media Release
 - Student Residency Questionnaire
- When updated documents are received (i.e., proof of residency, updated court documents)
 - Scan into TxEIS Documents
 - Upon confirmation of upload into TxEIS, shred the convenience copy or place the court documents into the designated binder for the Campus Office

Scanning into YellowFolder:

- Transcripts will be scanned into YellowFolder for withdrawn and graduated students.
- Records for withdrawn students will be held for the remainder of the current academic school year, then scanned into YellowFolder at the end of the following school year (Example: A student withdraws during the fall semester of the 2018-2019 school year. Their records will be scanned into YellowFolder at the end of the 2019-2020 academic year [July 31st] by the home campus).
- Prior to scanning, the home campus will review cumulative folders in order to ensure they contain the proper content. Program Coordinators are responsible for coordinating the scanning of their students' folder contents.

Maintenance/Transfer of Cumulative Folders:

- In May, the Elementary School Registrars and the Middle School Registrar (as well as the Middle School Registrar and the High School Registrars) will schedule a June delivery date of student cumulative folders. Prior to transfer, folders must be cleaned out by the sending campus according to the *Cumulative Folder Content* list below.
- Using the TxEIS *Registration* application, the sending school will create a registration report in Excel that includes the following fields: School Year, Campus ID, Student ID, Active, Record Status, Last Name, First Name, Grade, Entry Date, Withdrawal Date, and Year End Status. The report will be filtered by grade level to determine which students are *withdrawn* or *promoted versus retained*. Based on the student's status, the cumulative folder shall either be kept or routed to the appropriate location.
- Upon reviewing the cumulative folders, the receiving registrar/counselor will check off student names in order to verify receipt of the records. The counselors from both the sending and receiving campuses will sign the report to confirm which student folders were transferred. Both campuses will maintain a copy of this report with signatures.
- On the cumulative folder tabs, student names shall be printed in ink and must include the student's ID number.



- Cumulative folders for students who are “no shows” at the beginning of the school year must be retained at the receiving school after the start of school.

Records for Students Who Have Withdrawn:

- Using the TxEIS *Registration* application, the home campus will create a registration report in Excel that includes the following fields: School Year, Campus ID, Student ID, Active, Record Status, Last Name, First Name, Grade, Entry Date, Withdrawal Date, and Year End Status. The report will be filtered to determine which students are *withdrawn*. This report will serve as the scanning list of files to be scanned into YellowFolder. The registrar or campus designee will verify that each file listed on the scanning list is accounted for and ready for scan. The records will then be boxed. The scanning list will be attached to the *EISD RecordsTransfer Request Form* and placed inside the box. A copy will be kept by the home campus. The registrar will then contact the District’s Records Management Specialist for verification.
- Once verified, the District’s Records Management Specialist will scan the records into YellowFolder. The District Records Management Specialist will sign and maintain the inventory list, and schedule records pick-up with Warehouse.

Records for Students Who Have Graduated:

- Cumulative folders for graduates will be retained (in hard copy) on the home campus for the remainder of the academic year (July 31st) in which they graduated, plus one academic year.
- The high school registrar or designee, along with the District’s Records Management Specialist, will coordinate the scanning of folder contents into YellowFolder.
- Using the TxEIS *Registration* application, the home campus will create a registration report in Excel that includes the following fields: School Year, Campus ID, Student ID, Active, Record Status, Last Name, First Name, Grade, Entry Date, Withdrawal Date, and Year End Status. The report will be filtered to determine which students are *graduated*. This report will serve as the scanning list of files to be scanned into YellowFolder. The registrar or campus designee will verify that each file listed on the scanning list is accounted for and ready for scan. The records will then be boxed. The scanning list will be attached to the *EISD RecordsTransfer Request Form* and placed inside the box. A copy will be kept by the home campus. The registrar will then contact the District’s Records Management Specialist for verification.
- Once verified, the District’s Records Management Specialist will scan the records into YellowFolder. The District Records Management Specialist will sign and maintain the inventory list, and schedule records pick-up with Warehouse.

Records Management Protocol for the Destruction of Cumulative Folders:

For records not shredded in-District, the services of a third-party vendor will be utilized to destroy records in accordance with applicable record retention schedules provided by Texas State Library and Archives Commission. Records inventories will be maintained of all records stored and/or destroyed.



Cumulative Folder Content

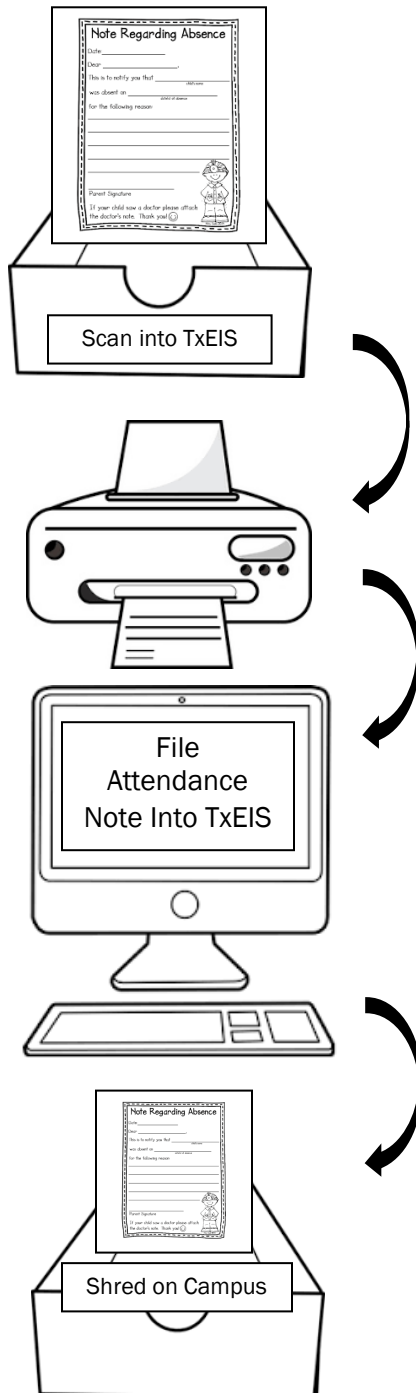
(Only include those items listed below, in the order listed)

	Confidential At-Risk Identification Checklist
	Incoming/Outgoing Request for Records (non TREx schools, if applicable)
	Handwritten Report Cards (PreK & Kindergarten)
	Purple LPAC folder for student who DNQ – does not qualify (if applicable)
	Purple Dual Language folder for student who DNQ – does not qualify (if applicable)
	Orange GT folder for student who DNQ – does not qualify (if applicable)
	Orange GT folder for student who Furloughs, Exits Services and/or Graduates (if applicable)
	White Card Stock with STAAR Sticker(s)
	White Card Stock with TELPAS Sticker(s)
	Current Withdrawal from Elgin ISD in the following order: ○ TxEIS Withdrawal Form ○ Current Report Card & IPR (if applicable) ○ Secondday Only: School Leaver/Follow-Up Form (if applicable) ○ Expulsion Letter (if applicable) <i>If the student is withdrawn, this paperwork will be the first item in the CUM folder</i>

Once initial registration documents have been scanned into TxEIS, very few items will remain in the cumulative folder.

Attachment B

Records Management Protocol: Attendance Notes Revised July 23, 2019



Step 1: Scan

- Using the desktop scanner, scan the absence note for filing into TxEIS
- Scanning can be done daily or as notes are received

Step 2: File

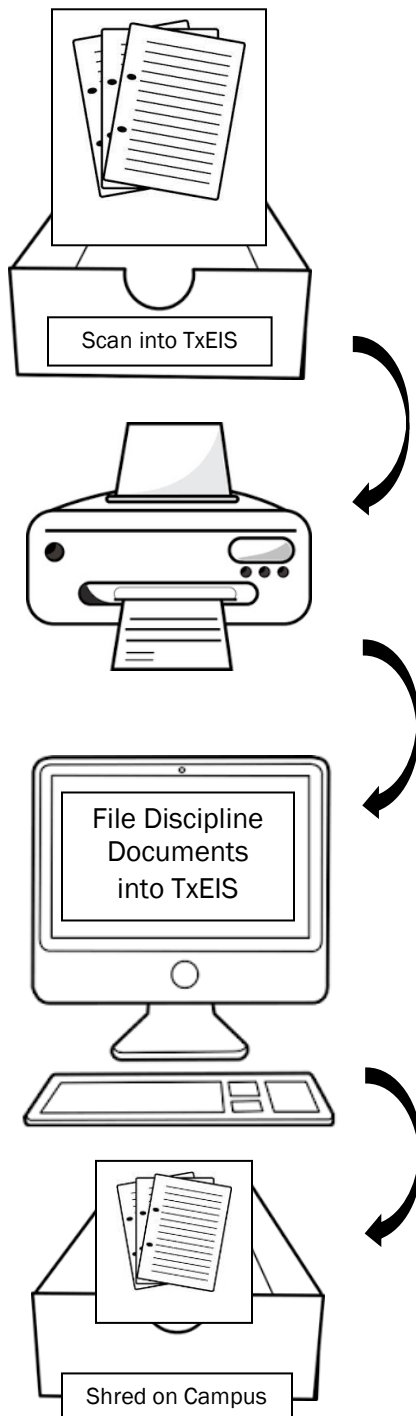
- In TxEIS go to:
 - Attendance
 - Find the student
 - Click on Documents
 - Click Choose File
 - Select the correct PDF from your files
 - Click Open
 - Description: "Parent Note - Date" or "Doc Note - Date"
 - Click Upload File
- Mark the original attendance note to denote that it has been scanned and entered into TxEIS

Step 3: Destroy

- Place the "marked" attendance note into a box for destruction
- Ensure all notes have been marked prior to actual destruction
- Destruction of attendance notes will take place on campus as needed

Attachment C

Records Management Protocol: Supporting Documents Related to Student Discipline Revised July 23, 2019



Step 1: Scan

- Scan documents for filing into TxEIS and ensure legibility and completeness
- Scanning should be done on a regular basis

Step 2: File

- In TxEIS go to:
 - Discipline/Maintenance/Student/Inquiry
 - Find the student
 - Click on View icon for the specific offense
 - Click on Documents
 - Click Choose File
 - Select the correct PDF from your files
 - Click Open
 - Description: enter “Student statement”, “Pictures”, etc.
 - Click Upload File
- Mark the original discipline document to denote that it has been scanned and entered into TxEIS

Step 3: Destroy

- Place the “marked” documents into a box for destruction
- Ensure all documents have been marked prior to actual destruction
- Destruction of documents will take place on campus as needed



Attachment D

Records Management Protocols for Special Programs Revised July 23, 2019

I. 504 Records Management Protocol

Purpose: The purpose of this protocol is to provide clear expectations on the retention of 504 records in accordance with the retention records schedule (TAC 7.125 (a)(6)).

- The 504 placeholder will be scanned and uploaded into YellowFolder as a student record by student name and student ID.
- All 504 records will be under a district-wide tab.
- The district 504 coordinator will have district administrative access.
- Campus 504 coordinators will have view and edit access as a district clerk:

Note: For currently enrolled 504 students- Because the student is coded in TxELS (under the generic tab), there does not need to be a 504 placeholder in the hard copy of the cumulative folder. Moving forward, past placeholders will be removed.

Protocol for Scanning into Yellow Folder

1. The registrar will provide 504 coordinators with a list of students who exit, withdraw, or graduate at the end of each semester by program type to verify and generate the 504 placeholder.
2. The 504 coordinator will scan the 504 placeholder into yellow folder for each student who exits, withdraws or graduates during the current school year **by June 15th**.



II. EL Student Records – Initial Identification

- LPAC records contained in the **Purple Folder** for each student referred to and/or receiving services in the Bilingual/ESL Program will be maintained in the Purple EL Folder and in Project ELL.
- The home campus and Bilingual/Dual Language/ESL Department will audit **Purple Folder** in order to ensure that they contain the proper content listed on the **Purple Folder** Checklist.

Records for Students Who are Tested and Qualify for Bilingual/ESL Program In PK and After PK

- Records for all students who are tested and qualify for services, must be maintained in a **Purple Folder** and Project ELL . These records include the Initial LPAC, testing results, parental permission, and original Home Language Survey, Progress LPAC Minutes, and Annual End of Year LPAC Minutes.

Records for Students who DO NOT QUALIFY or whose parents DENY Bilingual/ESL Program Services

- Records for all tested students who DO NOT QUALIFY or whose parents DENY Bilingual/ESL Program Services will be filed in the cumulative folder with the registrar in a **Purple Folder**.
- Records must be retained for 5 years for students who did not qualify for services.

Protocol for Scanning into Yellow Folder for Students who are Reclassified (meet exit criteria), Withdraw, and/or Graduates from the Bilingual/ESL Program

- LPAC Administrators/LPAC Campus Contacts or their designee are responsible for coordinating the scanning of students' **Purple Folder** contents for eligible students.
- Students' forms who have been **WITHDRAWN** from the Bilingual/ESL program are scanned into Yellow Folder and retained for 5 years.
- Students' forms who have been **RECLASSIFIED** and exit the Bilingual/ESL program are scanned into Yellow Folder and retained for 5 years.
- Students' forms who have **GRADUATED** from high school will be scanned into Yellow Folder and retained for 5 years.



III. Gifted and Talented Program

Scanning into YellowFolder

- Records for each student referred to or receiving services in the gifted/talented program will be scanned into YellowFolder at the end of the 5th grade school year* or year of exiting the program.
- **Exception is the testing results from the Academic Giftedness Screener in the 5th grade.*
- Program Coordinators are responsible for coordinating the scanning of students' folder contents.
 - Review documentation checklist and clean up folders by June 15th
 - Transfer folders by June 30th (Transition from 5th Grade to 6th Grade)

Records for Students Who are Referred for Gifted/Talented Program in Kindergarten or in Elementary

- Records for all students who are referred for services, must be maintained in an Orange Folder until the last semester of 5th grade and then scanned into Yellow Folder. These records include the nomination form, observation documentation, testing results, parental consents, committee reports, recommendations, appeals and other records of services required under state regulation or pertinent to the identification of students for participation in the gifted/talented program.

Records for Students who Do NOT Qualify for G/T Program Scanning into YellowFolder

- Records for students who do NOT qualify will be scanned into YellowFolder.
- Once the records have been scanned, records will be filed in the cumulative folder with the registrar in an Orange Folder.
- Records must be retained in YellowFolder for 5 years for students who did not qualify for services.

Records for Students Who Furlough, Exit Services and/or Graduates

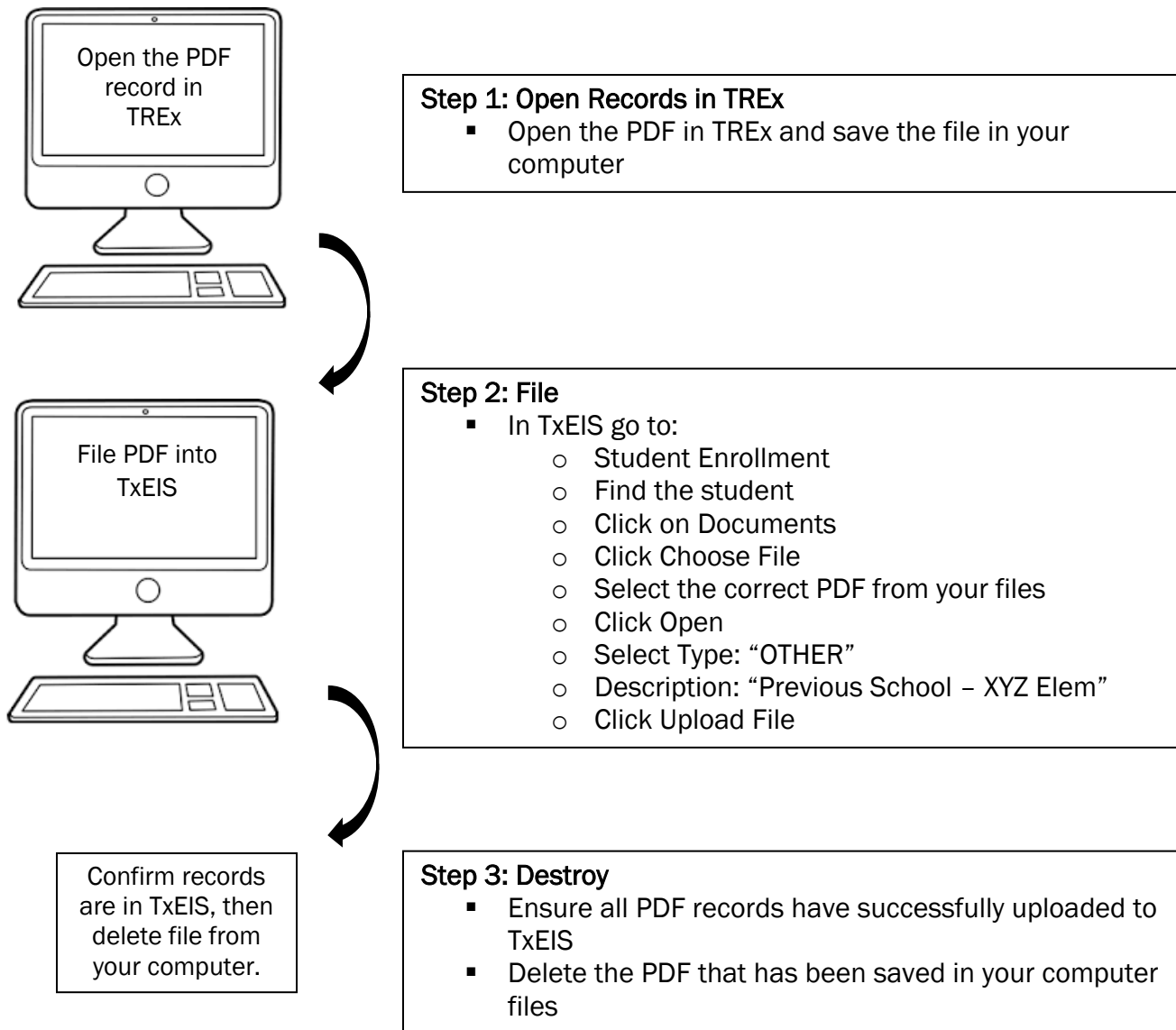
- Records for students who Furlough, Exit and/or Graduate will be filed in the cumulative folder with the registrar in an Orange Folder.
- Furlough request forms must be maintained in the orange folder for the current year. At the end of the year, the furlough request form can be scanned into YellowFolder.
- Students' forms who have exited the program can be scanned into YellowFolder and retained for 5 years.
- Students' forms who have graduated from high school will be scanned into YellowFolder and retained for 5 years.

Records for 5th Grade G/T Identified Students' Academic Giftedness Screener

- Test results for all 5th Grade Identified students will be transferred in the orange folder to the middle school.
- Records will be scanned into YellowFolder the following school year.

Attachment E

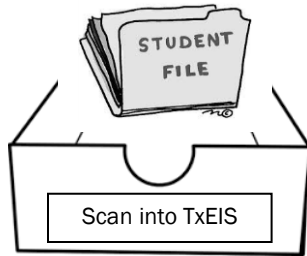
Records Management Protocol: Records from Previous School (TREx) Revised July 23, 2019



Occasionally a PDF from TREx will save with a size over 10,000 KB, which is too large to upload to TxEIS. These will need to be printed and re-scanned to your computer. They will generally scan back in under the 10,000 KB. Ensure the records have successfully uploaded to TxEIS, then shred the paper.

Attachment F

Records Management Protocol: Records from Previous Schools (Non TREx)
Revised July 23, 2019



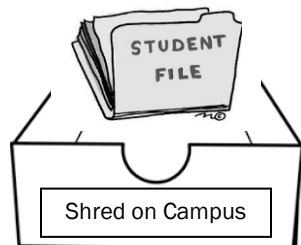
Step 1: Scan

- Using the desktop scanner, scan the student's records for filing into TxEIS



Step 2: File

- In TxEIS go to:
 - Student Enrollment
 - Find the student
 - Click on Documents
 - Click Choose File
 - Select the correct PDF from your files
 - Click Open
 - Select Type: "OTHER"
 - Description: "Previous School – XYZ Elem"
- Click Upload File

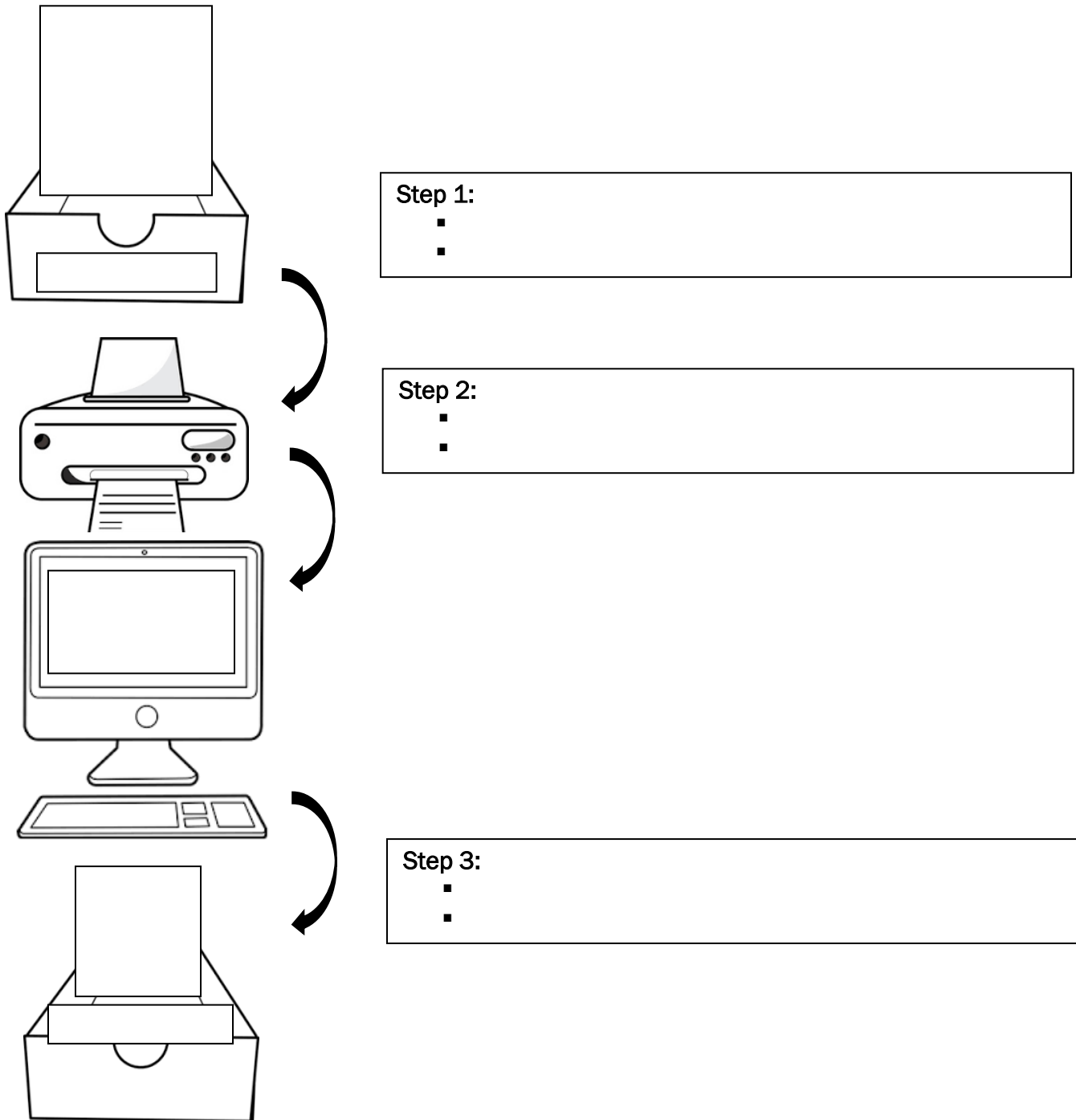


Step 3: Destroy

- Ensure all PDF records have successfully uploaded to TxEIS
- Delete the PDF that has been saved in your computer files
- Shred the paper file on campus

Attachment G

Records Management Protocol: Audit Box
Revised - TBD



Attachment H
Records Management Cheat Sheet

EISD Records Management Timeline				
May	June		July	September
1st	15th	30th	31st	1st
Campuses & Program Coordinators Schedule June Delivery of Student Cumulative Folders (Elementary to MS; MS to HS)	Deadline for Campuses /Departments to Clean Out Student Cumulative Folders & Records. Deadline for Program Folders to be Scanned Into YellowFolder for Students Who Have Exited, Withdrawn or Graduated During the Current School Year.	Deadline for Transfer of Student Cumulative Folders Between Campuses	Deadline to Scan Cumulative Folders into YellowFolder for Students Who Withdrew or Graduated during 2017-2018 School Year. End of Academic Year	Start of 2019-2020 Records Retention Year

Records Box Number System

(Note: The box numbering system is based on the sequential numbering of boxes per day. For example, your campus/department is transferring 5 boxes to the records warehouse on one day. The last four digits of the box numbers will be 001, 002, 003,...)

Date-Organization Code-Box Series Number

YYYYMMDD-~~XXX~~-001



Organization Codes

001	Elgin High School	749	Human Capital
003	Bastrop County JJAEP	750	Business Office
004	Phoenix High School	988	Maintenance
041	Elgin Middle School	989	Transportation
101	BTW Elementary	992	Special Education
102	Elgin Elementary	993	Daycare
103	Neidig Elementary	994	Acad & SI
104	Elgin Elementary (South)	995	Admin & SS
699	Summer School	996	Instructional Tech
701	Supt's Office	997	Network Tech
702	School Board	999	District Wide
703	Tax Costs	999	Child Nutrition
745	Records Management		

What to Include on the Outside of the Records Box

All boxes must have a Record Box ID Label*

All fields are required

Type or Print with Black Marker

*Record Box ID Labels are located on ElginISD.net under Business Office/Records Management