

# COLLEGE STATION ISD - RECORDS QUICK REFERENCE SHEET

(most common records)

The district follows a record retention policy that is approved by the Texas State Library and Archives Commission (TSLAC). The Commission tells us how long we have to hold on to our documents and when we can destroy them. Not all records will be permanent.

Here is a quick reference to follow:

## Registrar/Attendance Clerk/Nurse/Counselor Records Reference Form

Record No.	Record Name/Title	Life of Record- Retention Period
<b>STUDENT RECORDS</b>		
SD3200-01a	Academic Achievement Record <b>GRADES 9-12</b>	<b>PERMANENT</b>
SD3200-01b	Cumulative Record-Grades PK-8	Date of WD + 5 years; Academic record for K-8 students receiving 9-12 course credit must be maintained <b>PERMANENTLY</b>
SD3200-02	Date of Birth Document	AV
SD3200-04	Enrollment/registration forms	Date of WD + 5 years
SD3200-05	Home Language surveys	Date of WD + 5 years
SD3200-07	Parental permission records-field trips	Until cessation of activity + 2 yrs
SD3200-08	Withdrawal/record transfer forms - <b>GRADE 9-12</b>	<b>PERMANENT</b>
SD3200-08	Withdrawal/record transfer forms - <b>GRADES Pk-8</b>	Date of WD + 5 years
SD3200-09a	<b>Test Scores 9-12</b> 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.	<b>PERMANENT</b>
SD3200-09a; b; c	Test Scores PK-8	Date of WD + 5 years, Test results for K-8 student testing for 9-12 credit, must be retained <b>PERMANENTLY</b> .
SD3200-10	Ethnicity Forms	3 years
<b>STUDENT HEALTH RECORDS</b>		
SD3300-05	Emergency Cards	US or date of withdrawal, whichever sooner.
SD3300-07a	Health Screen Documentation	AV after entry of information on Cumulative Health Record
SD3300-08a	Immunization Records	Date of withdrawal +2 years
SD3300-11a	Special Health Care (Meds)	3 years
SD3300-11b	Special Health Care (specialized health care)	end of validity of request or authorization +2 years

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Record No.	Record Name/Title	Life of Record- Retention Period
<b>ATTENDANCE</b>		
SD3275-01a	Correspondence from parents concerning absences and tardiness	AV
SD3275-01b	Correspondence w/courts ref compulsory <b>(MIDDLE &amp; HIGH SCHOOL)</b>	2 years
SD3275-01c	Attendance officer's logs ref home visits	2 years
SD3275-01d	Documents relating to hearings and appeals	Date of decision + 2 years
SD3275-02a/b	Attendance Reports (TEA/Daily Registers)	5 years
<b>DISCIPLINE &amp; COUNSELING</b>		
SD3350-01a	Discipline records - Expulsion, AEP	5 years
SD3350-01b	Discipline records -other/in school	AV, unless for Special program
SD3350-02	Guidance and counseling - individual files	AV, unless for Special program
SD3350-03	Law Enforcement Notifications	End of school year
<b>INSTRUCTION</b>		
SD3325-02	Grade Books	1 year after entry in Academic Achievement or Cumulative Record
SD3325-03	Grade Reports - principal's report, ranking, etc.	AV
SD3325-04	Lesson Plans	AV
SD3325-05	Report Cards	1 year after entry in Academic Achievement or Cumulative Record

\*Abbreviations used in this schedule. AV-as long as administratively valuable, FE- fiscal end, US- until superseded, WD-withdraw