

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:

Secretary / Bookkeeper Records Reference Form

Record No.	Record Name/Title	Life of Record- Retention Period
GENERAL RECORDS		
GR1000-20a	Accident Reports - Adults (non-employees)	3 yrs from date of report if no claim is filed; 3 yrs after settlement or denial of claim, whichever is applicable.
GR1000-20b	Accident Reports - Child	Date minor reaches majority age + 3 years, if no claim is filed; 3 yrs after settlement or denial of claim, whichever is applicable.
GR1000-24	Complaints	Resolution + 2 years
GR1000-25	Contracts/Leases	4 years after end
GR1000-26a	Correspondence/Memos- Administrative	4 years
GR1000-26b	Correspondence/Memos- General	2 years
GR1000-32	Minutes of Staff Meetings	AV
GR1000-37	Photographs, Images, Recordings, other Non-Textual Media	AV
GR1000-42	Wavers of Liability, including statements signed by volunteers	End of activity+ 3 years
MISCELLANEOUS RECORDS AND SURVEYS		
SD3600-03	Surveys	AV
MISCELLANEOUS RECORDS		
SD3625-03	School Calendars	US + 2 years
SD3625-04	University Interscholastic League Records	2 years
SD3625-05	Extracurricular Activity Records	2 years
SD3625-07	Visitor Logs	3 years
SD3625-08	Parking Decals	US or expiration of permit
SCHOOL SAFETY		
SD3525-02	Fire Drill Records	3 years
SD3525-03	Fire Safety Inspection Reports	5 years
FINANCIAL RECORDS		
GR 1025-26a	Accounts Payable - includes PO	FE + 5 years
GR1025-27a	Accounts Receivables - includes PO	FE + 5 years
GR1025-28	Banking Records (Statements)	FE + 5 years
GR1025-04c	Budget Documentation	2 years
	Cost Allocation / Journal Entries	see disposition log
PAYROLL RECORDS		
GR1050-54b	Leave Records	Campus convenience copies at campus discretion.

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Record No.	Record Name/Title	Life of Record- Retention Period
GR1050-55a	Payroll Action	Campus convenience copies at campus discretion.
GR1050-56	Time and Attendance	4 years
GR1050-57	Time Change Records	2 years
GR1050-58	Reimbursable Activities - Travel	FE + 5 years
PERSONNEL RECORDS		
GR1050-04	Certificates & Licenses	Date of separation +5yrs
GR1050-10a	Employee Security Records (keys,	Date of separation + 2 yr
GR1050-14c	Employment Applications/Resumes	Date of separation +5 yrs If applicant screening or hiring decisions are based on resumés, with only successful or interviewed candidates completing employment applications, then resumés of persons not hired must be kept for the same period as employment applications. If resumés are supplemental to employment application forms, they need only be retained as long as administratively valuable.
GR1050-20	Grievance	Final decision on the grievance + 2 years
GR1050-38	Unsolicited Resumes	AV - see item GR 1050-14
PERSONNEL - INDIVIDUAL EMPLOYEES		
SD1050-03	Awards and Commendations	Date of separation + 5 years
SD3575-01	Absence from Duty	4 years
SD3575-02a	Applications for Certificates - nonrenewable	1 year
SD3575-02b	Applications for Certificates - all others	AV
SD3575-03	Audit Verification Card	Last is permanent on termination
SD3575-04	Deficiency Plan	Separation of employee + 5 years
SD3575-05a	Performance Appraisal	PERMANENT
SD3575-05b	Observations for Career Ladder	Termination + 4 years
SD3575-05c	Notes on Career Ladder	AV after teacher signs for receipt
SD3575-05d	Professional growth	4 years
PERSONNEL - STAFFING RECORDS		
SD3575-16	Personnel Rosters	3 years
SD3575-18	Substitute Teacher Rosters	3 years

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