

# Argyle ISD

## Student Records - Retention Period

### Quick Reference Guide

REQUIRED	RETENTION PERIOD	COMMENTS
<b>Student Records:</b>		
<b>Cumulative Record Grades PK - 8</b>	Date of wd, +5 years	
<b>Academic Achievement Record 9-12</b>	Permanent	By regulation – 19 TAC §74.5.
<b>Date of Birth Documentation</b>	5 years	
<b>Custody Documents</b>	Until student is 18 years old	
<b>Enrollment/Registration Forms</b>	Date of wd, +5 years	
<b>Home Language Surveys</b>	Date of wd, +5 years	
<b>Parental Permission Records - field trips</b>	Until cessation of activity + 2 years	If accident occurs, then extend
<b>Withdrawal/record transfer forms</b>	5 years	Exempt from destruction request
<b>Tests (TAAS, etc) if label affixed to PRC</b>	1 yr after affixing label	Exempt from destruction request
<b>Tests (TAAS, etc) no label, grades 9-12</b>	Permanent	
<b>Tests (TAAS, etc) no label, grades PK-8</b>	Date of wd, +5 years	
<b>Other tests (reading/math profiles)</b>	Date of wd, +5 years	

<b>Attendance:</b>		
<b>Correspondence from parents referencing absences</b>	5 years	
<b>Correspondence from parents referencing compulsory attendance</b>	5 years	
<b>Logs referencing home visits</b>	5 years	
<b>Transfers between districts</b>	5 years	

<b>Instruction:</b>		
<b>Grade Books</b>	1 year after entry in AAR or CR	Electronically stored and backed up
<b>Grade reports - principals report, rankings etc</b>	5 years	
<b>Report Cards</b>	Date of wd/graduation + 5 years	

## Student Records - Retention Periods (continued) Quick Reference Guide

REQUIRED	RETENTION PERIOD	COMMENTS
<b>Student Health:</b>		
<b>Accident Reports</b>	5 years, or 2 years after age 18	Whichever is later
<b>Correspondence with parents ref health issues</b>	5 years	
<b>Cumulative health cards</b>	Date of wd + 7 years or until students' 21st birthday	Whichever is later
<b>Emergency Cards</b>	Until superseded or withdrawn	Whichever is sooner
<b>Exclusion from participation documents</b>	1 year, or date of wd + 5 years	If a one year affidavit, exempt
<b>Verification from physician of ref testing (sight...)</b>	Date of wd + 2 years	
<b>Health screening documentation - worksheets</b>	Date of wd + 2 years	
<b>Vision, hearing and spinal screening</b>	2 years	
<b>Immunization Records</b>	Date of wd + 2 years	
<b>Physician referrals and reports</b>	5 years after entry on cumulative health card	
<b>Reports to law enforcement agencies</b>	2 years	

<b>Discipline and Counseling:</b>		
<b>Discipline records including video or audio recording clips - regarding suspension, expulsion, DAEP</b>	5 years	
<b>Discipline records - not regarding expulsion, DAEP</b>	5 years	
<b>Guidance and Counseling - individual files</b>	5 years	
<b>Law enforcement notifications</b>	Keep only for the school year in which the notification was received	
<b>Threat Assessments</b>	6 years from graduation year (until the student is 24 y.o.)	Assistant Principal inputs into SIS "Q".

## Student Records - Retention Periods (continued) Quick Reference Guide

REQUIRED	RETENTION PERIOD	COMMENTS
<b>Special Education:</b>		
<b>Enrollment lists and rosters</b>	5 years	
<b>Student records</b>	Cessation of service + 5 years	
<b>Student records, grades 9-12</b>	Permanent	Name, address, ID, SSN, and grades only
<b>Video and Audio Surveillance of Special Education Classrooms per law</b>	120 days (exceeding the 3 month requirement by law)	By law – Texas Education Code, Section 29.022(e) and (e-1).

<b>Bilingual Education:</b>		
<b>Student Records</b>	Cessation of service + 5 years	

<b>504:</b>		
<b>Student Records</b>	Cessation of service + 5 years	

<b>Gifted and Talented:</b>		
<b>Student Records</b>	Cessation of service + 5 years	

<b>Dyslexia Program:</b>		
<b>Enrollment lists and rosters</b>	Cessation of service + 5 years	
<b>Student Records</b>	Cessation of service + 5 years	

**DISCLAIMER NOTE:** This quick reference guide was compiled in very generous 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.

[Local Schedule GR - Records Common to All Governments](#)  
[Local Schedule EL - Records of Elections and Voter Registration](#)  
[Local Schedule TX - Records of Property Taxation](#)  
[Local Schedule SD - Records for Public School Districts](#)

