



OFFICE OF FINANCIAL SERVICES Purchasing

Midland Independent School District
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For the 2025-2026 fiscal year, MISD will reduce the number of shred bins throughout the district and the frequency with which they are emptied from every two or four weeks to every **six weeks**. To ensure that only the documentation required to be shredded is placed in the shred bins, Purchasing has compiled a list of the documentation that is required to be shredded.

1. Student Records (After Retention Periods)

- Discipline records
- Special Education documents (e.g., IEPs, 504 Plans)
- Health records
- Transcripts (partial or duplicate copies)
- Standardized test results
- Special Ed evaluation reports, IEPs, and due process hearing records
- Special Ed & IDEA records must be destroyed (usually by shredding) **upon request by the parent/guardian or after the retention period ends**, as per FERPA and IDEA.

2. Personnel Records

- Employee applications/resumes
- Background checks
- I-9 forms (after retention period)
- Evaluations and disciplinary records
- Medical records
- Payroll and benefits information (once obsolete)

3. Financial Records

- Bank and credit card statements
- Obsolete or voided checks
- Grant documentation (post-audit and retention period)

4. Legal and Compliance Documents

- Legal correspondence
- Incident reports or investigations
- Expired contracts
- Records related to complaints, grievances, and resolutions (after case closure + retention)