

EOY Records Retention Procedure Reminders



- FTE Trial Run reports (**3 years on site**)
- Referrals that parents have signed (printed from FOCUS) (**3 years onsite**)
- Attendance Letters (printed from FOCUS) (**shred at the end of the year**)
- Scheduling Sheets (**can shred at the end of the year unless you want to keep them to refer to the following year**)
- Attendance Verification Sheets (**3 years onsite**)
- Guest Teacher Attendance Sheets (**3 years, along with quarterly interim and grade reporting verification sheets**)
- Year-End Attendance Summary Statement (**3 years onsite, along with quarterly interim and grade reporting verification sheets**)
- Emergency Information Forms (**shred at the end of the year**)
- Parent Portal Forms (hard copies collected that were not submitted electronically) (**shred at the end of the year**)
- Interim/Report Card Envelopes (**shred at the end of the year**)
- Doctor Notes (**refer to GS7 Item 9 or GS7 Item 1, depending on the type of doctor note**)

The GS7 Item 9 is the retention you would want to apply to absence excuse notes from doctors, dentists, etc. Also, excuses from physical activity. The parent or guardian excuses would fall under GS7 Item 1.

Reference: [Retention Disposition List \(2025-2026\)](#)

- PE Waivers (**imaged into DocVault**)
- Good Cause Exemption Letters (**imaged into DocVault Cat A**)
- Grade Evaluation Sheets from Counselors (**imaged into DocVault**)

If it says “shred at the end of the year”, that means to box and send it in for shredding at the end of the school year. Follow proper protocol when it comes to shredding materials. The box should be marked as SHRED and sent to the Warehouse. **DO NOT SHRED WITH A PERSONAL SHREDDER.** Make sure to submit a work order for transport.