Argyle ISD
Student Records - Retention Period
Quick Reference Guide

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

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

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

Student Records - Retention Periods (continued)
Quick Reference Guide

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Emergency Cards	Until superseded or withdrawn	Whichever is sooner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

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

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

Bilingual Education:		
Student Records	Cessation of service + 5 years	

504:		
Student Records	Cessation of service + 5 years	

Gifted and Talented:		
Student Records	Cessation of service + 5 years	

Dyslexia Program:		
Enrollment lists and rosters	Cessation of service + 5 years	
Student Records	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