

Series	Title	KCS Alt. Name	Retention	Section	KCS Owner 1	Owner 2	Owner 3	NOTES/ ROPOC
L1945	Register of Individuals Reviewing Student Records		4 yr	Admin.	Prin	Guidance	Sec/Clerk	
L2026	Student Handbook/Code of Conduct		Perm	Admin.	DPP?	Prin		
L2027	School District/Individual School Newsletter		Perm	Admin.	Prin	Comm/PR		
L2408	Field Trip Request File		5 yr	Admin.	Prin	Sec/Clerk		
L2433	Annual Teacher Request for Office and Instructional Supplies (Prin's Copy)		1 yr	Admin.	Prin			
L2445	Accident Report File		5 yr	Admin.	Prin	Safety		
L2468	Press Releases		1 yr	Admin.	Prin	Comm/PR		
L3158	Parent's/Guardian's Request for Student's Early Dismissal from School		2 yr	Admin.	Prin	Sec/Clerk		
L4464	Special Studies and Surveys		Perm	Admin.	Prin	CAO		
L4465	Faculty Meetings Minutes		2 Yr	Admin.	Prin	Sec/Clerk		
L4492	Sign-out Log		1 yr	Admin.	Prin	Sec/Clerk		
L5250	Comprehensive Improvement Plan - District and School (V)		Perm	Admin.	CAO	Prin		
L5297	Contracts and Agreements		15 yr + Aud*	Admin.	Jones	Heads	Prin	
L5301	Periodic Reports of Official Programs, Schools and Departments		3 yr	Admin.	CAO	Finance	Prin	
L5303	Official Correspondence		Perm	Admin.	Supt	Heads	Prin	
L5306	Publications (Created by the School District or Schools)		Perm	Admin.	Comm/PR	Prin	Sec/Clerk	
L5307	Official Minutes of Subsidiary Boards, Commissions and Authorities		Perm	Admin.	Jones	Prin		
L5308	Annual Reports of Official Programs, Schools and Departments		Perm	Admin.	CAO	Prin		
L5314	Citizen Complaints/Petitions		2 yr	Admin.	Supt	Prin		
L5315	Agendas/Schedules of Meetings		1 yr	Admin.	Jones	Prin		
L5328	Authorizations for Release of Students Educational Records		4 yr	Admin.	DPP	Prin	Sec/Clerk	
L5329	Patron Request to Review Student Records		5 yr	Admin.	DPP	Prin	Sec/Clerk	
L5336	Annual Performance Report		Perm	Admin.	CAO	DAC	Prin	
L5342	Volunteer Participation File		5 yr	Admin.	Prin	Sec/Clerk		
L5344	Prin's Teacher Evaluation File		1 yr	Admin.	Prin	HR		
L5346	Prin's Administrative File		1 yr	Admin.	Prin	AP	Clerical	
L5869	Parent/Teacher Conference File		3 yr	Admin.	Teacher	Prin	Clerical	
L6452	Academic Deficient/Drop Out Report to Superintendent		2 yr	Admin.	Prin	DPP		
L6455	Report of Missing Child		See Note*	Admin.	DPP	Prin	Safety	
L6637	Staff Agreement Forms (Sign off for policies and procedures)		See Note*	Admin.	Prin	Heads	HR	
L6902	Field Trip Permission Form		1 yr	Admin.	Prin	Sec/Clerk		
L6909	Student Release Form		1 yr	Admin.	Prin	Sec/Clerk		
L6933	Request for Translation/Interpreter Services		2 yr	Admin.	Prin	Heads		
L6941	Audit Work Papers		3 yr	Admin.	Prin	Heads		
L2459	Requisition and Report of Ticket Sales - Special Events		3 yr + aud	Athletics/Activ.	Prin	Sch Fin		
L1957	Yearly Comparison of Enrollment for Day 10		10 yr	Attendance	Prin	DPP		
L1958	Daily Student Attendance Record - By School - First Ten Day		1 yr	Attendance	Prin	DPP		
L1960	Student Absentee Information File		1 yr	Attendance	Attend	Prin	DPP	
L1961	Prin's Weekly Absentee Report		1 yr	Attendance	Prin	DPP		
L1967	Home/Hospital Program Student Registration Form (V)		1 yr	Attendance	Prin	DPP	Attend	
L1968	Home/Hospital Certification for Enrollment (Application)		1 yr	Attendance	DPP	Prin	Attend	
L1982	Homeroom Teacher Report for Pupil Accounting		1 yr	Attendance	Prin			
L2382	Student Absentee Appeal		Until Grad.	Attendance	Attend	Prin	DPP	
L2424	Daily Homeroom Attendance Roster		1 yr	Attendance	Prin	DPP		
L2443	Monthly Pupil Attendance Report (Prin's Copy)		1 yr	Attendance	Prin			

L5337	Student dropout questionnaire (Withdrawals and Transfer Information)		Perm	Attendance	Prin	DPP	Guidance	
L5338	Student Record Release Form		Perm	Attendance	Prin	Guid	Sec/Clerk	
L5345	Principal's Student Attendance File		1 yr	Attendance	Prin			
L5357	Non-Resident Student Application		1 yr	Attendance	Prin	Guid	DPP	
L5374	School Schedule		2 yr	Attendance	Prin	DPP		
L6467	Educational Enhancement Opportunity Request (Student)		1 yr	Attendance	Prin	Attend		
L6468	Verification of College (Higher Education) Visit by Student		1 yr	Attendance	Prin	Attend		
L2368	Standardized Tests & Results (Aptitude, Achievement, Academic, State/Federal)		4 yr	Curric/Assess	BAC	Prin	Guidance	
L2394	Curriculum Guide (Listing and Description of Courses Offered)		Perm	Curric/Assess	Prin	Guidance	CAO	
L6459	ACT School and District Reports		4 yr	Curric/Assess	BAC	DAC	Prin	
L6460	K-2 Assessment		5 yr	Curric/Assess	Prin	Guid		
L6461	K-Prep Assessment		5 yr	Curric/Assess	BAC	DAC	Prin	
L6462	End of Course Assessments (EOC)		5 yr	Curric/Assess	BAC	DAC	Prin	
L2008	Summer School Administrative File		1 yr	ESS	Prin	ESS		
L4380	Extended School Service Student Registration Form		DWS + 4 yr	ESS	Prin	ESS		
L4389	Extended School Service Student Update		1 yr	ESS	Prin	ESS		
L4400	Extended School Service Program Administrative File		4 yr	ESS	Prin	ESS		
L5317	Extended School Services Student File		4 yr	ESS	Prin			
L4470	Capital Improvement Requests		2 yr	Financial	Prin	Ops	Finance	
L4472	Building, Grounds, and Facilities Usage and Rental Application File		2 yr + Aud	Financial	Prin	Ops	Finance	
L5278	Periodic Financial Statements/Reports		3 yr + Aud	Financial	Prin	Heads		
L5286	BudgetDraft/Proposal		Annual + Aud	Financial	Finance	Prin	Sch Fin	
L2057	Gifted and Talented Education Committee Minutes		Perm	Gift. & Talented	GT	Prin		Wartman?
L1849	Annual Project		3 yr	Grants Admin	Grants	Prin?		Anyone own Grants mgmt?
L2050	Student Teacher Placement Request		1 yr	Instruction	Prin			
L2051	Student Teacher Placement		1 yr	Instruction	Prin			
L2064	Textbook Committee Minutes		1 yr	Instruction	Prin			
L2065	Textbook Committee Agenda		1 yr	Instruction	Prin	CAO?		
L2066	Textbooks - State Multiple List		6 yr	Instruction	Prin	CAO?		
L2067	Textbook Adoption and Purchase Schedule		DWS	Instruction	Prin	CAO?		
L2068	Textbook Inventory		3 yr	Instruction	Prin	CAO?		
L2069	Textbook Evaluation Instrument		1 yr	Instruction	Prin	CAO?		
L2412	Evaluations of Tenured/Non-tenured Teachers and Administrators (Prin's Copy)		1 yr	Instruction	Prin			
L2420	Substitute Teachers File (Prin's Copy)		NLN	Instruction	Prin			
L2441	Schedule of Classes		1 yr	Instruction	Prin			
L2637	Class Record Book		2 yr	Instruction	Tchr	Prin	Guidance	
L5348	Kentucky Teacher Internship Program File (KTIP)-		2 yr	Instruction	Prin	HR		DESTROY Any Remaining
L4459	School District Staff Net User Agreement		DWS or Term	Library	Prin	Library	Tech	
L4460	Student Net User Agreement and Parent Permissions		DWS/Grad/WD	Library	Prin	Library	Tech	
L2639	Complaints Against Staff - Substantiated Change Date: 3/15/2012	Investigations - Substar	Term + 5 yr	Personnel	HR	Prin	Head	
L3117	Application Screening Profile		3 yr	Personnel	Prin	Heads		
L3118	Applicants Recommended for Employment		3 yr	Personnel	Prin	Heads	HR	
L4466	Personnel Files - School/Department Copy		Term + 30 yr	Personnel	Prin	Heads		
L5235	Employee Grievance File		Res + 3 yr	Personnel	HR	Prin	Heads	
L5236	Application for Reemployment- Classified		1 yr	Personnel	HR	Prin	Heads	
L6440	Emergency Information for Employee		1 yr	Personnel	Prin			

L6454	Complaints Against Staff - Unsubstantiated	Investigations - Unsubs	2 yr	Personnel	HR	Prin	Heads	
L2040	Professional Development Committee Minutes		4 yr	Prof. Develop.	CAO	Prin		
L2041	Professional Development Teacher Registration		1 yr	Prof. Develop.	Prin	HR	CAO	
L2042	Teacher Evaluation of Professional Development Activity		1 yr	Prof. Develop.	Prin	Heads		
L2410	Request for Permission to Attend Professional Meeting		1 yr	Prof. Develop.	Prin	Heads		
L2411	Request for Approval of Equivalent Credit for Professional Growth		6 yr	Prof. Develop.	Prin			
L4412	Professional Staff Development Program File		5 yr	Prof. Develop.	PD	Prin	CAO	
L4413	Professional Staff Development Credit File (Includes Travel)		3 yr	Prof. Develop.	Prin	Heads		
L5232	Effective Instructional Leadership Act (EILA) File		6 yr	Prof. Develop.	CAO			
L5823	Individual Professional Growth Plan (IGP)		3 yr	Prof. Develop.	Prin	Heads		
L5824	Personnel Evaluation (Certified/Administrator)		Term + 5 yr	Prof. Develop.	HR	Prin		
L6451	Classified Personnel Training File		3 yr	Prof. Develop.	HR	Heads	Prin	
L3002	School-Based Decision Making Council Minutes		Perm	SBDM Council	Prin			
L3003	School-Based Decision Making Council Committee Minutes		Perm	SBDM Council	Prin			
L3004	Teacher Council Member Election Records		3 yr	SBDM Council	Prin			
L3005	Parent Representative Council Member Election Records		3 yr	SBDM Council	Prin			
L3008	School-Based Decision Making Council/Committee Meeting Notification		1 yr	SBDM Council	Prin			
L3011	School-Based Decision Making Council Annual Budget (Allocation)		Perm	SBDM Council	Prin	Finance		
L3012	School-Based Decision Making Council Budget Expenditure Report		3 yr	SBDM Council	Prin			
L3013	School-Based Decision Making Council By-Laws		Perm	SBDM Council	Prin			
L3014	School-Based Decision Making Council Annual Transformation Plan		5 yr	SBDM Council	Prin			
L3015	School-Based Decision Making Council Policy Appeals		5 yr	SBDM Council	Prin	Supt		
L3016	School-Based Decision Making Council Request for Waiver of Board policy		5 yr	SBDM Council	Prin	Supt		
L3017	School-Based Decision Making Council Policy		Perm	SBDM Council	Prin			
L3018	School-Based Decision Making Council Request for Professional Dev.		3 yr	SBDM Council	Prin			
L3019	School-Based Decision Making Council Annual School Report		Perm	SBDM Council	Prin			
L2638	School Property Trespass Notice		2 yr	Security	Prin	Safety		
L2640	Gang Member Report		1 yr	Security	Prin	Safety		
L2641	Incident Investigative Report		1 yr	Security	Prin	Safety		
L2642	Crime Laboratory Examination Report		1 yr	Security	Prin	Safety		
L2643	Security Referral Cases		19 yo	Security	Prin			
L2644	Juvenile Court Records		19 yo	Security	Prin	SRO		
L4395	Personal Telecommunications Device Release Form - Security Personnel		1 yr	Security	Prin	SRO		
L4396	Personal Telecommunications Device Release Form - Parent/Student		1 yr	Security	Prin			
L4397	Personal Telecommunications Device Inventory List		2 yr	Security	Prin			
L1974	Pupil Personnel Services Application		2 yr	Stud. Records	Attend	Prin		
L1987	Request for Transfer of Pupil Within the School District		1 yr	Stud. Records	Guidance	Prin	DPP	
L2363	Student Cumulative Record File Change Date: 12/8/2011		See Note*	Stud. Records	Guidance	Prin	Sec/Clerk	
L2366	Student Withdrawal Checklist and Clearance Sheet		Perm	Stud. Records	Guidance	Prin		
L2367	Parent Notification to School for Student Withdrawal		Perm	Stud. Records	Guidance	Prin		
L2380	Waiver of Student Attendance in Any Federal/State Funded Class		5 yr	Stud. Records	Guidance	Prin		
L2399	Graduate Nonacademic Data Survey		1 yr	Stud. Records	Guidance	Prin		
L2461	Student Discipline Record		WD + 1 yr	Stud. Records	Prin			
L2759	Achievement/Aptitude Test Answer Sheets		2 yr	Stud. Records	Guidance	Prin		
L2813	Student's Application for Optional Programs		2 yr	Stud. Records	Guidance	Prin		
L2924	Student Suspensions, Expulsions and Dismissal File		5 yr	Stud. Records	Prin	DPP		

L4462	Emergency Cards for Students		DWS	Stud. Records	Sec/Clerk	Prin		
L5082	Student Test Grades, 9- 12, All Subjects		1 yr	Stud. Records	Prin			
L5135	Student Behavior Statistics (Removed From Classroom)		10 yr	Stud. Records	Prin			
L5234	Individual Student Graduation Plan		Grad/WD+1 yr	Stud. Records	Guidance	Prin		
L5807	Section 504 Record File (504 Plan)		See Note*	Stud. Records	Guidance	Prin		
L5825	Kentucky Elementary Student Learning Profile (KELP)		After 4th grade	Stud. Records	Prin	Guidance	Tchr	
L6469	Student Report Card		2 yr	Stud. Records	Prin	Guidance		
L6676	Physical Restraint and Seclusion File (Student)		Grad/WD+3 yr	Stud. Records	Prin	Mental Health		
L6706	Suicide Prevention Awareness Program Student Form		1 yr	Stud. Records	Prin	Mental Health		
L6911	Daily Progress Report		1 yr	Stud. Records	Prin	AP		
L5350	Title IX Policies, Procedures & Compliance File		Perm	Title IX	AD	Prin	St. Engage	
L2097	School Bus Evacuation Drill Report		2 yr	Transportation	Trans	Prin		Kit Ball
L2995	Vocational/Technical Education Student Folder		See Note*	Voc-Tech Educ.	Prin	Guidance		
L2996	Insurance Form- Verification/Release		Grad/WD + 1	Voc-Tech Educ.	Prin	Guidance		
L2997	Cooperative Vocational Education Student Agreement		Grad/WD + 1	Voc-Tech Educ.	Prin	Guidance		
L2998	Vocational/Technical Titles VII and IX Compliance Form		Grad/WD + 1	Voc-Tech Educ.	Prin	Guidance		
L2999	Parental Approval and Release of Claim for Damages		Grad/WD + 1	Voc-Tech Educ.	Prin	Guidance		
L3000	Student Working Hours and Evaluation		Grad/WD + 1	Voc-Tech Educ.	Prin	Guidance		
L3001	Training Plan Agreement		Grad/WD + 1	Voc-Tech Educ.	Prin	Guidance		
*	See cell-embedded comment for additional detail							
AUD	After audit performed							
DWS	Destroy when Superseded							
EXP	Expiration of document, contract or agreement							
LE	Last entry							
LIT	Litigation completed							
NA	Not Applicable							
NLN	No longer needed							
RES	Resolution reached							
Sched	See the official records retention schedule							
Serv	Service provided							
TERM	Termination of Employee							
WD	Withdrawal from school/district							
YO	Years old							