

Records Retention Series Ownership

Sec/Clerk

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	
L2408	Field Trip Request File		5 yr	Admin.	Prin	Sec/Clerk		
L3158	Parent's/Guardian's Request for Student's Early Dismissal from School		2 yr	Admin.	Prin	Sec/Clerk		
L4465	Faculty Meetings Minutes		2 Yr	Admin.	Prin	Sec/Clerk		
L4492	Sign-out Log		1 yr	Admin.	Prin	Sec/Clerk		
L5306	Publications (Created by the School District or Schools)		Perm	Admin.	Comm/PR	Prin	Sec/Clerk	
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		
L5346	Principal's Administrative File		1 yr	Admin.	Prin	AP	Sec/Clerk	
L5869	Parent/Teacher Conference File		3 yr	Admin.	Teacher	Prin	Sec/Clerk	
L6902	Field Trip Permission Form		1 yr	Admin.	Prin	Sec/Clerk		
L6909	Student Release Form		1 yr	Admin.	Prin	Sec/Clerk		
L2330	Student Enrollment Information File Change Date: 6/14/2012		DWS + Note*	Attendance	Guidance	Sec/Clerk		
L5335	Student Entry and Exit Log		2 yr	Attendance	Attend	Sec/Clerk		
L5337	Student dropout questionnaire (Withdrawals and Transfer Information)		Perm	Attendance	Prin	DPP	Guidance	
L5338	Student Record Release Form		Perm	Attendance	Prin	Guid	Sec/Clerk	
L5354	Gifted and Talented Student File		Grad/WD+1yr	Gift. & Talented	GT	Guidance	Sec/Clerk	
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		
L2376	Counseling Referral		Grad + 1 yr	Stud. Records	Guidance	Psych		
L2377	Student Request for Change in Schedule		NLN	Stud. Records	Guidance			
L2378	Student Parental Permissions, Requests and Consents		1 yr	Stud. Records	Guidance			Also intern, co-op, WBL
L2380	Waiver of Student Attendance in Any Federal/State Funded Class		5 yr	Stud. Records	Guidance	Prin		
L2383	Student Academic Deficiency Report		1 yr	Stud. Records	Tchr	Guidance		
L2385	Student Entry (Sign-In) and Exit (Sign-Out) Log		1 yr	Stud. Records	Attend			
L2393	Student Class Schedule		1 yr	Stud. Records	Guidance	Tchr		
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		
L6901	Bus Rider Change Notification		1 yr	Transportation	Sec/Clerk			
*	See cell-embedded comment for additional detail							
AUD	After audit performed							
DWS	Destroy when Superseded							
EXP	Expiration of document, contract or agreement							

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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							