



## LIBRARY OF VIRGINIA

Archives, Records, and Collections Services  
800 E. Broad St., Richmond VA 23219  
(804) 692-3600

## RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-21

COUNTY AND MUNICIPAL GOVERNMENTS

Public School

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below:

APPROVED:

EFFECTIVE SCHEDULE DATE: **APR 17 2015**

### POLICIES FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, § 42.1-76, et seq. of the Code of Virginia for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the Certificate of Records Destruction (RM-3 Form). A signed RM-3 Form must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 Form must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from LVA. A copy of the offer must be attached to the RM-3 Form when it is submitted to LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations, or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.

7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with 17VAC15-20-10, et seq. of the Virginia Administrative Code, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy-protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Ultimate destruction is accomplished through shredding, pulping, burning, and overwriting or physically destroying media. Deletion of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Records containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
9. Under the Virginia Public Records Act, § 42.1-79, LVA is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. LVA may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.



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EFFECTIVE SCHEDULE DATE: 4/17/2015

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Academic Progress Records</u>  This series documents a sampling of individual students' school work. This series may include, but is not limited to: essays and projects.	008125	0 Years after end of academic year	Non-confidential Destruction
<u>Accreditation Records</u>  This series documents a district or school's application for and receipt of accreditation by the Virginia Department of Education and AdvancED. This series may include, but is not limited to: accreditation reports, school improvement plan, and certificates of accreditation. 8VAC20-131 et seq.	008095	10 Years after end of academic year	Non-confidential Destruction
<u>Accreditation Records: Supporting Documentation</u>  This series documents a district or school's preparation for application of accreditation by the Virginia Department of Education and AdvancED. This series may include, but is not limited to: application and status report from previous accreditation cycle. 8VAC20-131 et seq.	008096	5 Years after end of academic year	Non-confidential Destruction
<u>Acknowledgements of Receipt</u>  This series documents parental receipt of information required to be submitted annually, such as the Student Rights and Responsibilities and the Family Educational Rights and Privacy Act (FERPA)-mandated notice. This series includes the signature page of the notice. 34 CFR 99.7	009536	0 Years after end of academic year	Non-confidential Destruction
<u>Anecdotal Notes on Students</u>  This series documents conversations and meetings with individual students and parents. This series may include, but is not limited to: notes written by teachers, administrators, principals, and guidance counselors.	008126	0 Years after end of academic year	Confidential Destruction



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<u>Approval/Permission Records</u>  This series documents parent or legal guardian approval for students to participate in school programs such as performances, sporting events, field trips, and tutoring. This series may include, but is not limited to: permission forms, lists of students participating, and driver's license/vehicle insurance information.	008128	0 Years after end of academic year	Confidential Destruction
<u>Athletic Activity Records</u>  This series documents student participation in various school athletic programs. This series may include, but is not limited to: team photographs, athletic event programs, score books, individual/team statistics, and films/videotapes of athletic events.	008129	1 Year after end of academic year	Non-confidential Destruction
<u>Athletic Physical Examination Records</u>  This series documents annual required student athletic physical examinations to certify eligibility. This series may include, but is not limited to: lab records, physician's notes, and other medical information.	008194	5 Years after end of academic year	Confidential Destruction
<u>Automobile Registration Records</u>  This series documents student automobile registrations and the issuance of campus parking decals/passes. This series may include, but is not limited to: applications, approval documentation, and payment information.	008131	0 Years after end of academic year	Confidential Destruction
<u>Award Records: List of Recipients</u>  This series documents individual students and/or student groups who have received awards for accomplishments such as perfect attendance, straights As, winning academic competitions, making the honor roll, and lettering in student athletics. This series may include, but is not limited to: lists and other supporting documentation.	008132	1 Year after end of academic year	Non-confidential Destruction



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<u>Award Records: Supporting Documentation</u>  This series documents the process for selecting award recipients. This series may include, but is not limited to: scholarship applications and notes from selection process meetings.	008133	0 Years after end of academic year	Confidential Destruction
<u>Career and Technical Education/Cooperative Education: Enrollment Records</u>  This series documents participation in career and technical education and/or cooperative education programs in which students are employed outside of the school. This series may include, but is not limited to: enrollment records.	008138	1 Year after end of academic year	Confidential Destruction
<u>Career and Technical Education/Cooperative Education: Evaluation Records</u>  This series documents the evaluation of student progress in career and technical education and/or cooperative education programs in which students are employed outside of the school. This series may include, but is not limited to: employer and instructor evaluations.	008139	3 Years after end of academic year	Confidential Destruction
<u>Civil Rights Complaints and Resolution</u>  This series documents action taken on civil rights complaints. This series may include, but is not limited to: complaint, investigation records, results, corrective action plan, and letter of closure from United States Department of Education, Office of Civil Rights. 34 CFR 100-110	008201	3 Years after closed	Confidential Destruction
<u>Class Rank Lists</u>  This series documents the mid-year and prior-to-graduation ranking of juniors and seniors. This series may include, but is not limited to: lists of students by class in order of rank by their grade point average.	008134	1 Year after end of academic year	Confidential Destruction



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<u>Clinic Records: Emergency and Health Information Sheets</u>  This series documents student emergency and health information and may contain parent and doctor contact information and lists of medical conditions and medications prescribed. This series may include, but is not limited to: emergency and health information sheets.	200425	0 Years after superseded, obsolete, or rescinded	Confidential Destruction
<u>Clinic Records: Sign-In Sheets</u>  This series documents clinic visits by students. This series may include, but is not limited to: sign-in sheets containing no medical information.	200424	1 Year after end of academic year	Confidential Destruction
<u>College and Career Fair or Exhibitions</u>  This series documents participation in college and career fairs and exhibitions held by the district. This series may include, but is not limited to: list of exhibitors and attendees.	008136	1 Year after event	Non-confidential Destruction
<u>Copyrighted Material Records</u>  This series documents the permission received to use copyrighted material as part of an educational course or program, such as music used by the marching band or in a school musical. This series may include, but is not limited to: request and proof of permission granted. 17 USC 507; 17 USC 101-122	008174	5 Years after last action	Non-confidential Destruction
<u>Course Selection Records</u>  This series documents individual students' course selection. This series may include, but is not limited to: course sign-up sheets.	008141	0 Years after end of academic year	Confidential Destruction



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<u>Cumulative Health Record</u>  This series documents individual student medical records. This series may include, but is not limited to: medication administration information, including physician orders for prescribed medications and treatment and parent/guardian permission; medical treatment (such as lab work) performed in the school health office; nurses' notes; Individualized Health Plan (IHP), and any medical information needed for eligibility and the writing of the Individualized Education Program (IEP). 34CFR300.624	008196	5 Years after student graduates, completes Board of Education program, transfers, or withdraws	Confidential Destruction
<u>Curriculum and Program Development Records</u>  This series documents the development of curricula and programs of study, such as primary and secondary education, adult education, cooperative education, drug education, driver's education, General Equivalency Diploma (GED), and Head Start programs. This series may include, but is not limited to: curriculum development guides, program development files, pacing guides, instructional handbooks, and lesson plans.	008175	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Desegregation Records</u>  This series documents the desegregation of public schools in the Commonwealth of Virginia between 1952 and 1978. This series may include, but is not limited to: reports, superintendent's records, policy documents, and legal opinions.	008098		Permanent, Archives
<u>Election Records: List of Officers</u>  This series documents officers elected in school student elections, including class elections as well as club or extracurricular elections. This series includes lists of officers elected.	008142	1 Year after end of academic year	Non-confidential Destruction



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<u>Election Records: Supporting Documentation</u>  This series documents the process and results of school student elections. This series may include, but is not limited to: lists of students eligible to vote, register of those who voted, and ballots.	008143	0 Years after end of academic year	Confidential Destruction
<u>English as a Second Language (ESL)/English Language Learner (ELL) Records</u>  This series documents student participation in an English as a Second Language (ESL) or English Language Learner (ELL) program. This series may include, but is not limited to: home language survey, testing records, transcripts, assessments, anecdotal notes, evaluations, writing samples, parental notification letter, eligibility records, and exit forms. 8VAC20-131-280D	008219	5 Years after student graduates, completes Board of Education program, transfers, or withdraws	Confidential Destruction
<u>Examination Records: Documentation of Student Responses</u>  This series documents student responses to state standardized tests and local standardized examinations. This series may include, but is not limited to: student responses in audio and video recordings, Braille responses, and transcriptions of responses. 34CFR300.624	000232	0 Years after approval	Confidential Destruction
<u>Examination Records: Implementation Documentation</u>  This series documents the operations of state standardized tests and local standardized examinations. This series may include, but is not limited to: signed confidentially/security agreements, affidavits, Authorization to Proceed (ATP) forms, and locally created documents such as accommodation verification forms.	000233	1 Year after end of academic year	Confidential Destruction



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<u>Examination Records: Irregularities in Graduation-Associated Testing</u>  This series documents testing irregularities for state standardized tests and local examinations associated with graduation requirements that are resolved locally. This series may include, but is not limited to: reports of occurrences and resolutions.	000234	5 Years after end of academic year	Confidential Destruction
<u>Examination Records: Irregularities in Nongraduation-Associated Testing</u>  This series documents testing irregularities for state standardized tests and local examinations not associated with graduation requirements that are resolved locally. This series may include, but is not limited to: reports of occurrences and resolutions.	000235	1 Year after end of academic year	Confidential Destruction
<u>Examination Records: Local Examination Development Documentation</u>  This series documents the development of standardized division- and school-level examination questions and answer keys. This series may include, but is not limited to: reference material, test questions, and answer keys.	000236	1 Year after end of academic year	Confidential Destruction
<u>Examination Records: Locally Developed Training Materials for Standardized Testing</u>  This series documents the process of developing training materials for qualifying readers of student papers and other information needed to score written answers for local assessments. This series may include, but is not limited to: anchor papers, reader reports, inter-rater reliability statistics, and appeals.	000237	1 Year after end of academic year	Non-confidential Destruction





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<u>Examination Records: Non-Standardized - Final Exams</u>  This series documents the administration and grading of final exams in various subject areas given by individual teachers. This series may include, but is not limited to: directions for administering the test, examination booklets for recording essay/short answer questions, manual and computer-graded answer sheets, answer sheets/keys, grading scales, and other testing materials.	008179	1 Year after end of academic year	Confidential Destruction
<u>Examination Records: Non-Standardized - Other Exams</u>  This series documents the administration and grading of routine examinations in various subject areas given by individual teachers over the course of the academic year. This series may include, but is not limited to: directions for administering the test, examination booklets for recording essay/short answer questions, manual and computer-graded answer sheets, answer sheets/keys, grading scales, and other testing materials.	008180	1 Year after end of academic year	Confidential Destruction
<u>Examination Records: Reconciliation Documentation</u>  This series documents the delivery, receipt, and return of state standardized tests and local examination materials. This series may include, but is not limited to: packing lists, inventory lists, verification forms, transmittal forms, Assembly Identification Sheets, and return shipment forms.	000238	6 Months after approval	Non-confidential Destruction
<u>Examination Records: Scoring of Graduation-Associated State Required Assessments</u>  This series documents scoring for state standardized tests associated with graduation requirements, such as Standards of Learning (SOL) tests, and Virginia Alternative Assessments' course-work compilations (CWC). This series may include, but is not limited to: student end-of-course writing samples, affidavits of student performance, and SOL end-of-course writing short papers appeals. 34CRF300.573	000239	5 Years after end of academic year	Confidential Destruction



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<u>Examination Records: Scoring of Nongraduation-Associated State Required Assessments</u>  This series documents the scoring of Standards of Learning (SOL) tests, and other state standardized tests not associated with graduation, such as Virginia Alternate and Alternative Assessments' collections of evidence (COE) and course-work compilations (CWC). This series may include, but is not limited to: student writing samples, affidavits of student performance, SOL writing short paper appeals, and score sheets for alternate/alternative assessments. 34CRF300.573	000240	1 Year after end of academic year	Confidential Destruction
<u>Federal Grant Programs</u>  This series documents the funding and operation of federal title programs. This series may include, but is not limited to: grant applications, carry-over funds, equivalency/comparability reports, evaluations, impact aid records, documentation on school eligibility, student identification, parent involvement, and teacher monitoring. 20 USC 1232(f)(a); 34 CFR 222	008099	5 Years after final payment	Confidential Destruction
<u>Federal Program Monitoring Review</u>  This series documents the school district's compliance with program mandates for federally funded programs such as Education of Migratory Children and Prevention and Intervention Programs for Children and Youth who are Neglected, Delinquent, or At-Risk. This series may include, but is not limited to: self-assessment and United States Department of Education monitoring report. Title 1 Part A; Title 1 Part D Subpart 2; Title 3 Part A; Title 5 Part C	008100	5 Years after end of academic year	Non-confidential Destruction
<u>Federal Survey Forms</u>  This series documents the annual survey that is taken of private schools located within a district's boundaries in order to assess ascertain which federally funded programs offered by the district the private school may wish to participate in, such as staff-development training. This series may include, but is not limited to: survey and responses. 20 USC 70	008101	5 Years after end of federal fiscal year	Non-confidential Destruction



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<u>Grade Records: Interim Marks and Requests</u>  This series documents grades-related records, such as interim grades, grade changes, and requests for pass/fail status for certain academic work. This series does not include report cards. This series may include, but is not limited to: interim marks reports, mark change forms, and pass/fail requests.	200316	0 Years after end of academic year	Confidential Destruction
<u>Grade Records: Report Cards</u>  This series documents an individual school's copies of student report cards issued during the course of the school year. This series may include, but is not limited to: report cards.	008150	1 Year after end of academic year	Confidential Destruction
<u>Grade Records: Teacher's Grade Books and Reports - Graduation-Associated</u>  This series documents grades students made on various exams, quizzes, and class projects over the course of the academic year. This series may include, but is not limited to: teacher's grade books and reports for classes associated with graduation requirements.	008151	5 Years after end of academic year	Confidential Destruction
<u>Grade Records: Teacher's Grade Books and Reports - Nongraduation-Associated</u>  This series documents grades students made on various exams, quizzes, and class projects over the course of the academic year. This series may include, but is not limited to: teacher's grade books and reports for classes not associated with graduation requirements.	200317	1 Year after end of academic year	Confidential Destruction
<u>Graduation Follow-Up Survey Forms</u>  This series documents efforts to track student progress after graduation. This series includes graduation follow-up surveys.	008152	0 Years after end of academic year	Confidential Destruction



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<u>Home Instruction Records</u>  This series documents the education of home-schooled children. This series may include, but is not limited to: plans for educational curriculum and records of academic progress. COV 22.1-254.1	008103	5 Years after last action	Confidential Destruction
<u>Honor Society Applications</u>  This series documents students' efforts to join various honor societies. This series may include, but is not limited to: applications and letters of reference.	008127	0 Years after end of academic year	Confidential Destruction
<u>Individual Educational Assessment and Protocols</u>  The series documents individual assessments and reading, math, and other protocols created during the course of the educational process. This series may include, but is not limited to: surveys, protocols, and academic risk assessments.	007109	3 Years after end of academic year	Confidential Destruction
<u>Interscholastic Activity Records</u>  This series documents participation in interscholastic activities such as academic, athletic, and artistic programs. This series may include, but is not limited to: eligibility lists, classes taken and grades received by students, and residency information.	008154	1 Year after end of academic year	Confidential Destruction
<u>Magnate School Nominee/Recipient Records</u>  This series documents the student's nomination and acceptance or rejection process for a magnate school such as the Governor's School. This series may include, but is not limited to: applications, letters of recommendation, essays, and test results.	008146	5 Years after end of academic year	Confidential Destruction
<u>Opt-out Form: Directory</u>  This series documents the directory release opt-out status of parents or eligible students. This series may include, but is not limited to: directory opt-out forms.	000241	0 Years after superseded, obsolete, or rescinded	Confidential Destruction



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<u>Opt-out Form: Other</u>  This series documents the opt-out status of students for certain programs and requirements at the individual school level. This series may include, but is not limited to: opt-out forms.	200314	0 Years after end of academic year	Confidential Destruction
<u>Parental Request to Withdraw Instructional Material</u>  This series documents parents' requests to withdraw access by their children to certain school instructional materials. This series may include, but is not limited to: parent correspondence, district decision, and offer of substitute material.	008156	5 Years after end of academic year	Non-confidential Destruction
<u>Pre-School Records</u>  This series documents a child's attendance only in a pre-school program. This series may include, but is not limited to: contact information, immunization records, record of previous schooling, number of siblings, results of informal screenings, written reports to parents, and samples of class work.	008221	5 Years after separation	Confidential Destruction
<u>Program of Studies</u>  This series documents the school district's program of studies. This series may include, but is not limited to: course catalog and graduation requirements.	008178	75 Years after approval	Non-confidential Destruction
<u>Reading Instructional Folders</u>  This series documents student reading instruction. This series may include, but is not limited to: writing samples and test results.	008163	1 Year after last action	Confidential Destruction
<u>Reports for Virginia Department of Education (VDOE)</u>  This series documents local school district submission of reports required by VDOE. This series may include, but is not limited to: homebound instruction annual report, discipline, crime and violence report, tracking of dropouts and withdrawals, graduation follow-up reports, superintendent's annual reports and verification.	008105	5 Years after submission	Non-confidential Destruction



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<u>School Bus Accident Reports</u>  This series documents details of school bus accidents. This series may include, but is not limited to: photographs, police reports, and drug/alcohol test results.	008106	5 Years after closed	Confidential Destruction
<u>School Bus Route Files</u>  This series documents school bus stop locations and pick-up/drop-off times. This series may include, but is not limited to: lists.	008107	1 Year after end of academic year	Confidential Destruction
<u>School Facilities Use Records</u>  This series documents the reservation and use of school-owned facilities for non-school related activities for which no rental/lease fees are charged. This series may include, but is not limited to: reservation form and certificate of insurance.	008110	0 Years after no longer administratively useful	Non-confidential Destruction
<u>School Health Care Plans</u>  This series documents student emergency health care plans. This series may include, but is not limited to: diagnosis and guidance given to teachers and school crisis plans.	008197	0 Years after no longer administratively useful	Confidential Destruction
<u>School Master Schedules</u>  This series documents the courses offered and their time slots, along with the process for scheduling teacher duty/assignment periods. This series may include, but is not limited to: student and teacher schedules during an academic year.	008164	0 Years after end of academic year	Confidential Destruction
<u>School Nutrition Program</u>  This series documents the school nutrition program. This series may include, but is not limited to: agreements, applications, certification for free meals, inventories, menus, policy, and sanitation records.	001013	3 Years after end of academic year	Confidential Destruction



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<u>Special Education Complaints, Mediation, and Due Process Hearing Records</u>  This series documents the hearing process for special education students. This series may include, but is not limited to: complaints, copies of evidence, mediation requests, due process hearing records, implementation plans, case closure statement, and supporting documentation. 34CFR300.624	008215	5 Years after student graduates, completes Board of Education program, transfers, or withdraws	Confidential Destruction
<u>Special Education Eligibility Records: Committee Agendas</u>  This series documents the agendas for special education eligibility committee meetings. This series includes agendas only. 34CFR300.624	008216	2 Years after end of academic year	Confidential Destruction
<u>Special Education Eligibility Records: Committee Assignments</u>  This series documents the assignment of personnel to special education eligibility committees. This series may include, but is not limited to: lists. 34CFR300.624	008217	0 Years after superseded, obsolete, or rescinded	Confidential Destruction
<u>Strategic Plan</u>  This series documents efforts by the school district to move toward goals of accreditation by identifying factors that can affect achievement. This series may include, but is not limited to: academic reviews.	008115	5 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Student Accident/Injury Reports</u>  This series documents accidents that happened to, or injuries received by, students during a school-sponsored activity, while on school property, or while under supervision of the school. This series may include, but is not limited to: reports, notes, and medical information.	008198	20 Years after birth	Confidential Destruction



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<u>Student Accounting and Attendance Records</u>  This series documents student attendance. This series may include, but is not limited to: teacher registers and administrative student attendance records. 8VAC20-110; 8VAC20-140-10(3)	008160	5 Years after end of academic year	Confidential Destruction
<u>Student Attendance Records: Supporting Documentation</u>  This series documents student absences and tardiness. This series may include, but is not limited to: absentee/tardy passes, signed notes from parent/guardian, and other supporting documentation.	008130	0 Years after end of academic year	Confidential Destruction
<u>Student Cumulative File: Long-Term Documentation - Post 1935</u>  This series documents a student's academic and health information while in the school district. Academic information may include, but is not limited to: transcript, college entrance exam scores, record of attendance, schools attended, scholastic work completed, grades, grade point average, class rank, and type of diploma earned. Health information may include, but is not limited to: verification of immunizations or immunization certificate. This series may also include name change documentation, access and disclosure of student record forms, including final opt-out for directory information, and termination (graduation/withdrawal) information. This series also includes similar records related to students enrolled in adult education programs. 8VAC20-150; 34CFR300.624	008223	75 Years after student graduates, completes Board of Education program, transfers, or withdraws	Confidential Destruction
<u>Student Cumulative File: Long-Term Documentation: Before 1936</u>  This series documents a student's academic information while in the school district prior to 1936. 8VAC20-150	008222		Permanent, Archives





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## RECORDS RETENTION AND DISPOSITION SCHEDULE SPECIFIC SCHEDULE NO. GS-21

EFFECTIVE SCHEDULE DATE: 4/17/2015

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Student Cumulative File: Shorter-Term Documentation</u>  This series documents a student's academic and health information while in the school district. Academic information may include, but is not limited to: individual student test reports/profiles from normative tests such as achievement batteries and inventories, results from the Virginia Assessment Program, scores from state required standardized tests, and individual program of studies plan. Health information may include, but is not limited to: physical examination, health information progress notes, and final cumulative health record card. This series may also include activity records, eighteen-year-old declaration, school and community activities work experience, employment counseling and placement documentation, counseling interviews, notice of student status, registration/enrollment forms/records, driver education program certificate of completion (DEC-1), permission forms for release of student information not related to final opt-out for directory information, and all documentation related to the assessment, placement, and instruction of special needs students. This series also includes similar records related to students enrolled in adult education programs. 8VAC20-150; 34CFR300.624	008224	5 Years after student graduates, completes Board of Education program, transfers, or withdraws	Confidential Destruction
<u>Student Discipline: Expulsion Records</u>  This series documents the expulsion of individual students from school. This series may include, but is not limited to: expulsion letters, documentation supporting expulsion decisions, records reviews, and expulsion readmission requests.	008226	5 Years after student graduates, completes Board of Education program, transfers, or withdraws	Confidential Destruction



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Student Discipline: Incident/Suspension Records</u>  This series documents the discipline of individual students, whether or not a suspension results. This series may include, but is not limited to: infraction information and due process documentation.	008227	5 Years after end of academic year	Confidential Destruction
<u>Student Legal: Court Notices of Adjudication or Conviction - Disciplinary Action Not Taken</u>  This series documents the disposition of a court proceeding, including the nature of the offense, in which a juvenile is adjudicated delinquent or convicted of a crime that is not listed in COV 16.1-260, where disciplinary action was not taken by the school division. This series may include, but is not limited to: court notice. COV 16.1-305.1; COV 22.1-288.2; COV 16.1-260	008229	3 Years after event	Confidential Destruction
<u>Student Legal: Court Notices of Adjudication or Conviction - Disciplinary Action Taken</u>  This series documents the disposition of a court proceeding, including the nature of the offense, in which a juvenile is adjudicated delinquent or convicted of a crime that is not listed in COV 16.1-260, where disciplinary action was taken by the school division. This series may include, but is not limited to: court notice. COV 16.1-305.1; COV 22.1-288.2; COV 16.1-260	008230	5 Years after student graduates, completes Board of Education program, transfers, or withdraws	Confidential Destruction
<u>Student Legal: Court Notices of Adjudication or Conviction - Serious Crimes</u>  This series documents the disposition of a court proceeding, including the nature of the offense, in which a juvenile is adjudicated delinquent or convicted of a crime that is listed in COV 16.1-260. This series may include, but is not limited to: court notice. COV 16.1-305.1; COV 16.1-260; COV 22.1-289	200313	0 Years after student graduates, completes Board of Education program, transfers, or withdraws	Confidential Destruction



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Student Legal: Custody Actions</u>  This series documents a student's custody status. This series may include, but is not limited to: custody agreements, visitation agreements, documentation of removal of parental rights, and other court records.	008231	0 Years after superseded, obsolete, or rescinded	Confidential Destruction
<u>Student Legal: Due Process File</u>  This series documents due process for individual students not included in another series listed on this schedule. This series may include, but is not limited to: administrative reviews, court records, decisions, hearing officer records, and other supporting documentation.	008232	5 Years after student graduates, completes Board of Education program, transfers, or withdraws	Confidential Destruction
<u>Student Placement and Transfer Requests</u>  This series documents requests for pupil placement or transfer to another school or school attendance zone. This series may include, but is not limited to: correspondence and decision.	008166	3 Years after end of academic year	Confidential Destruction
<u>Studies and Reports: Historically Significant</u>  This series documents historically significant school system-wide studies and reports. This series may include, but is not limited to: evaluations of services and studies of school consolidations, boundary changes, and block scheduling.	008111		Permanent, In Agency
<u>Studies and Reports: Other</u>  This series documents school system-wide studies on issues such as salaries and school-membership projection. This series may include, but is not limited to: reports.	008112	5 Years after end of academic year	Non-confidential Destruction
<u>Studies and Reports: Supporting Documentation</u>  This series documents school system-wide studies and reports. This series may include, but is not limited to: surveys, consultants reports, and demographic data.	008113	3 Years after end of academic year	Non-confidential Destruction



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Subpoenas</u>  This series documents subpoenas received by the school division in regard to employees or students and the responses given. This series may include, but is not limited to: subpoenas and response documentation.	009537	1 Year after receipt	Confidential Destruction
<u>Teachers' Classroom Files</u>  This series consists of the individual classroom instruction files created and maintained by teachers, including permanent, substitute, and student teachers. This series may include, but is not limited to: lesson plans and instructional materials.	008167	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Textbook Adoption Records</u>  This series documents the adoption of textbooks not already approved by the Virginia Department of Education. This series may include, but is not limited to: request to use textbook, evaluation criteria, ratings, and decision. 8VAC20-720-170	008121	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<u>Textbook Records: Non-Returned Books List</u>  This series documents non-returned textbooks. This series may include, but is not limited to: lists of students and correspondence.	008124	0 Years after no longer administratively useful	Confidential Destruction
<u>Threat Assessments</u>  This series documents individual threat assessments. Threats can include threats to self or to others. This series may include, but is not limited to: assessment results, anecdotal notes, and supporting documentation.	200315	5 Years after student graduates, completes Board of Education program, transfers, or withdraws	Confidential Destruction



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Video Release Form</u>  This series documents the authorization for the use of a video or other recording by an outside entity such as another school district or news media company. This series may include, but is not limited to: release forms.	008192	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Virginia High School League Records</u>  This series documents the annual submission of Virginia High School League (VHSL) forms for individual students participating in VHSL activities. This series may include, but is not limited to: VHSL required forms.	008172	5 Years after project completion	Confidential Destruction