

*Fort Hancock ISD
RECORDS MANAGEMENT
PLAN
& PROCEDURES
2017-2018*



Introduction:

The Local Government Records Act of 1989 [and changes that were enacted by the 74th Legislature in 1995], requires all local governments to establish a records management program by ordinance, order or resolution and filed with the Texas State Library and Archives Commission (TSLAC). All local governments must file records control schedules or a written declaration of adoption of the State schedules. The deadline for compliance was January 4, 1999.

Fort Hancock Independent School District filed its official records control schedule by the initial deadline and has continued to update its records control schedule on an annual basis. The records control schedule is categorized by "record series". A record series is a group of identical or related documents that are normally used or filed as a unit and have the same retention period. Refer to the attached Records Control Schedule for Fort Hancock ISD.

Additional information related to the Texas State Library and Archives Commission's schedules and guidelines are available from the Internet at:

<http://www.tsl.state.tx.us/slr/recordspubs/localrec/>

The Benefits of a Records Management Program are:

- Compliance with state requirements
- Legal protection when records are destroyed
- Efficient use of office space for active records
- Affordable upkeep of inactive records
- Improved protection of vital records

What is a record?

- All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regarding of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the Fort Hancock Independent School District or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of the Fort Hancock Independent School District and shall be created, maintained and disposed of in accordance with the provisions of this plan and in no other manner.
- The term does not include:
 - (A) extra identical copies of documents created only for convenience of reference or research by officers or employees of the local government;

- (B) notes, journals, diaries, and similar documents created by an officer or employee of the local government for the officer's or employee's personal convenience;
- (C) blank forms;
- (D) stocks of publications;
- (E) library and museum materials acquired solely for the purposes of reference or display;
- (F) copies of documents in any media furnished to members of the public to which they are entitled under Chapter 552, Government Code or other state law;
- (G) any records, correspondence, notes, memoranda, or documents, other than a final written agreement described by Section 2009.054(c), Government Code, associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state department or institution, local government, special district, or other political subdivision of the state participated as a party, facilitated as an impartial third party, or facilitated as the administrator of a dispute resolution system or organization.

All records as defined are property of Fort Hancock ISD. No employee has, by virtue of his/her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal of files, or use of such records is prohibited.

- All school district records are presumed to be public unless there is a specific exception.

What is a "record" copy and what is a convenience copy?

- In the old days, the original document was the original [record copy] and the onionskin [carbon copy] was a convenience copy, but today there are many copies of the same record which all appear to be originals.
- The record copy is the official record or the most important of the document copies. Convenience copies are all the other copies.
- Only the record copy of each record series is listed on the retention schedule with its retention period, but convenience copies have to be managed as part of the district's overall records management program.
- Remember that all records created and received in the course of doing business, even convenience copies, are considered government records in other legislation governing records in Texas.
- For our purposes, the "record" copy is defined as the originator of the record if it was created in-district. For external mail/documents received, the "record" copy is the copy received by the original addressee.**

What is a records request?

- A request for records may be submitted by mail, fax, email or in person. The district requires all records request to be reduced to writing. There is no prescribed form or format.
- Every campus and department should be ever vigilant to ensure that all records requests, subpoena, etc. are submitted to the Records Management Officer on the same day of receipt. **Remember that the request can be in any format and can be submitted in person or via mail, person, fax, or email – so, we should all check our incoming correspondence (paper and electronic) daily.**

- Texas Government Code, Chapter 552, gives the general public the right to access government records; and an officer for public information and the officer's agent may not ask the requestor why they want them.
- All government information is presumed to be available to the public. Certain exceptions may apply to the disclosure of the information. Governmental bodies shall promptly release requested information that is not confidential by law, either constitutional, statutory, or by judicial decision, or information for which an exception to disclosure has not been sought.

Other definitions:

- Permanent record – means any records of Fort Hancock ISD for which a retention period on a records control schedule is given as permanent. **These records can never be destroyed.**
- Records Control Schedule – means a document prepared by or under the authority of the Records Management Officer listing the records maintained by Fort Hancock ISD, their retention periods, and other records disposition information that the records management program may require.
- Records management – means the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing costs and improving the efficiency of recordkeeping.
- Retention plan – means the **minimum** time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.

Rights of Requestors

The requestor shall have the right to:

- “Prompt” access to information that is not confidential or otherwise protected. “Prompt” means as soon as possible under the circumstances, that is, within a reasonable time, without delay. **The district may not automatically withhold for ten (10) business days public information not excepted from disclosure.** **Note:** If an officer for public information cannot produce the public information for inspection or duplication within ten business days after the date the information is requested, the officer shall certify that fact in writing to the requestor and set a date and hour within a reasonable time when the information will be available for inspection or duplication.
- Receive treatment equal to all other requestors, including accommodation in accordance with the Americans with Disabilities Act (ADA) requirements;
- Receive certain kinds of information without exceptions, like the voting record of public officials, and other information;
- Receive a written statement of estimated charges, when charges will exceed \$40, in advance of work being started and opportunity to modify the request in response to the itemized statement;
- Choose whether to inspect the requested information (most often at no charge), receive copies of the information or both;
- A waiver or reduction of charges if the governmental body determines that access to the information primarily benefits the general public;
- Receive a copy of the communication from the governmental body asking the

Office of the Attorney General for a ruling on whether the information can be withheld under one of the accepted exceptions, or if the communication discloses the requested information, a redacted copy;

- Lodge a written complaint about overcharges for public information with the General Services Commission. Complaints of other possible violations may be filed with the county or district attorney of the county where the governmental body, other than a state agency, is located. If the complaint is against the county or district attorney, the complaint must be filed with the Office of the Attorney General.

Responsibilities of Governmental Bodies

All governmental bodies responding to information requests have the responsibility to:

- Establish reasonable procedures for inspecting or copying public information and inform requestors of these procedures;
- Treat all requestors uniformly and shall give to the requestor all reasonable comfort and facility, including accommodation in accordance with ADA requirements;
- Be informed about open records laws and educate employees on the requirements of those laws;
- Inform requestors of the estimated charges greater than \$40 and any changes in the estimates above 20 percent of the original estimate, and confirm that the requestor accepts the charges, or has amended the request, in writing before finalizing the request;
- Inform the requestor if the information cannot be provided promptly (within 10 days) and set a date and time to provide it within a reasonable time;
- Request a ruling from the Office of the Attorney General regarding any information the governmental body wishes to withhold, and send a copy of the request for ruling, or a redacted copy, to the requestor, not later than the 10th business day after receiving the request.
- Segregate public information from information that may be withheld and provide that public information promptly;
- Make a good faith attempt to inform third parties when their proprietary information is being requested from the governmental body;
- Respond in writing to all written communications from the General Services Commission regarding charges for the information. Respond to the Office of the Attorney General regarding complaints about violations of the Act.

Procedures to Obtain Information

- Submit a request by mail, fax, email or in person according to a governmental body's reasonable procedures.
- Include enough description and detail about the information requested to enable the governmental body to accurately identify and locate the information requested.
- Cooperate with the governmental body's reasonable efforts to clarify the type or amount of information requested.

A. Information to be released

- The requestor may review the records promptly. If the records cannot be produced

within 10 working days the public information officer will notify you in writing of the reasonable date and time when it will be available.

- Keep all appointments to inspect records and to pick up copies. Failure to keep appointments may result in losing the opportunity to inspect the information at the time requested.

B. Cost of Records

- You must respond to any written estimate of charges within 10 days of the date the governmental body sent it or the request is considered automatically withdrawn.
- If estimated costs exceed \$100.00 (or \$50.00 if a governmental body has fewer than 16 full time employees) the governmental body may require a bond, prepayment or deposit.
- You may ask the governmental body to determine whether providing the information primarily benefits the general public, resulting in a waiver or reduction of charges.
- Make a timely payment for all mutually agreed charges. A governmental body can demand payment of overdue balances exceeding \$100.00, or obtain a security deposit, before processing additional requests from you.

C. Information that may be withheld due to an exception

- By the 10th business day after a governmental body receives your written request, a governmental body must:
 - request an Attorney General opinion and state which exceptions apply;
 - notify the requestor of the referral to the Attorney General; and
 - notify third parties if the request involves their proprietary information.
- Failure to request an Attorney General opinion and notify the requestor within 10 business days will result in a presumption that the information is open unless there is a compelling reason to withhold it.
- Requestors may send a letter to the Attorney General arguing for release, and may review arguments made by the governmental body. If the arguments disclose the requested information, the requestor may obtain a redacted copy.
- The Attorney General must issue a decision no later than the 45th working day from the day after the attorney general received the request for a decision. The attorney general may request an additional 10 working day extension.
- Governmental bodies may not ask the Attorney General to "reconsider" an opinion.

Penalties for Non-compliance

- Local Government Code Section 202.008 states "An officer or employee of a local government commits an offense if the officer or employee knowingly or intentionally violates this subtitle or rules adopted under it by destroying or alienating a local government records in contravention of this subtitle or by intentionally failing to deliver records to a successor in office. Alienation of a record is a Class A misdemeanor.

- Texas Penal Code Section 37.10 states that a person commits an offense if he/she intentionally removes a government record; sells or offers to sell a government record; or sells or offers to sell a government record with the knowledge that it was obtained unlawfully. If an individual is in possession of a local government record, the record was probably obtained unlawfully. Any such situation would certainly merit investigation.

FORT HANCOCK INDEPENDENT SCHOOL DISTRICT RECORDS MANAGEMENT PROCEDURES

Introduction:

The following procedures are intended to assist the district in achieving a successful Records Management Program. Federal/state laws and School Board Policies shall override any information contained in these procedures if a conflict between the two arises. School Board Policies related to Records Management include, but may not be limited to, the following:

- CPC Legal and Local – Office Management – Records Management
- GBA Legal – Public Information Program – Access to Public Information
- GBAA Legal and Local – Information Access – Requests for Information.
- GBAA Exhibit – Guidelines for Copy Charges

Record Copy Defined:

For our purposes, the “record” copy is defined as the originator of the record if it was created in-district. For external mail/documents received, the “record” copy is the copy received by the original addressee.

Retention Dates:

It is important the district establish a single annual date from which retention dates can be calculated. The date selected is September 1st. For example, the date for counting all records for the 2012-2013 school year would be September 1, 2013. This date is after the school and fiscal years for the prior year have ended.

District responsibilities

- Adopt a policy to establish the district’s records management program.
- Submit written notification to the TSLAC if the district intends to microfilm permanent records and subsequently destroy the records [paper copies].
- Adopt a District Records Control Schedule, Retain all Records permanently, or adopt the TSLAC Schedules and file a Declaration of Compliance.
- Properly destroy records in accordance with the Records Schedule in a manner prescribed by the TSLAC.
- Establish control procedures for electronic records, such as email. The content of the e-mail determines its placement in the files. District web pages are currently considered a “publication”, which means that every version of the web page must be maintained just like the yearbook, newsletters, and other publications.
- Establish a disaster recovery plan
- Accidental destruction (flood, fire, etc.) of records before their expiration date(s) must be submitted to the TSLAC for approval.
- Establish records of historical and audit value
- Establish a file management system, such as record series

- Designate a district Records Management Officer. The duties of the RMO are to prepare and file a records control schedule, to administer the records management program, and to provide assistance to Records Custodians for the purposes of reducing costs and improving record keeping efficiency. **The RMO for the district shall be the incumbent in the position of Superintendent.**
- Ensure that all records are covered by approved retention schedules
- Identify "record copies" to eliminate duplication and redundancy
- Ensure that Records Retention Center access is kept to a minimum

Changes to the Records Retention Schedule:

Each campus and department should be aware of the records that they are responsible for. A request to add, change, or delete a record series within their campus/department should be forwarded to the District Records Management Officer, Superintendent. For example, if a new record series comes into existence, the District Records Management Officer should be notified so that the appropriate schedules can be updated and submitted to the Texas State Library and Archives Commission for their approval.

Annual Purging of Records:

Annually, by July 15th, all campus and department records should be processed for destruction (if exempt from destruction), kept an additional year at the home location, or processed for transfer to the Records Center. Note: Attendance accounting records must be forwarded to the Records Center at the end of the school year for archiving.

It is recommended that records that exceed two (2) years be processed for transfer to the Records Center, unless extenuating circumstances warrant keeping the records at the campus or department. All records sent to the Records Center should be placed in a standard records storage box and labeled with the information as noted below:

| |
|---|
| Campus/Department _____ |
| Type of Record _____ |
| Box _____ of _____ Destruction year _____ |

Storage boxes should be labeled on end of both sides of the boxes.

The following activities should be scheduled on an annual basis:

- The district RMO should schedule an annual update of the records retention plan and the archival and removal of records.
- The district RMO should submit all changes to the district's records retention plan to the State Library and Archives Commission for their approval.
- The district RMO should schedule the destruction of expired records.

Note: If any records on the destruction schedule are Special Education records,

a notice to the public must be published in accordance with state and/or federal guidelines.

Storage of Records:

A secure area at the district's warehouse has been established to store records that are not regularly referenced. Some permanent records, such as employee and student graduate files, will be maintained Central Office. All permanent records should be maintained in a safe environment. Fire proof file cabinets and/or vaults should be utilized if financially feasible. Access to the records at the Records Center should be restricted to authorized staff. Campuses and departments shall implement guidelines to restrict unauthorized access to records maintained at their campus and/or department.

Destruction of Records:

Since keeping records beyond the designated destruction period wastes space and creates additional liability for the district, all records will be destroyed in the year they are scheduled for destruction. When records are to be disposed of, in conjunction with the approved retention periods, each campus and department records liaison should be provided a list of the records scheduled for destruction for their review. Public notices, when required by law prior to destruction, will be provided in a locally published newspaper.

The methods of destruction allowed by the state include:

- (a) A local government record may be destroyed by burning, shredding, pulping, or burial in a landfill or by sale or donation for recycling purposes except as provided by Subsection (b).
- (b) Records to which public access is restricted under Chapter 552, Government Code, or other state law may be destroyed only by burning, pulping, or shredding.
- (c) A local government that sells or donates records for recycling purposes shall establish procedures for ensuring that the records are rendered unrecognizable as local government records by the recycler.
- (d) The director may approve other methods of destruction that render the records unrecognizable as local government records.

Only records that are designated by the State Library and Archives Commission as "exempt from destruction request requirement" may be destroyed at the end of the school year without listing the records on the Destruction Schedule. All records must be forwarded to the Records Center for archival and destruction according to the district's records retention plan.

Disaster Recovery:

Properly stored records should be safe from catastrophic losses. However, if a loss of records does occur, a report should be made with the district's RMO immediately. The district's RMO should submit the proper forms to the State Library and Archives Commission.

Policy for Records Management Requirements for Electronic Mail

Section 1. Introduction

This policy applies to e-mail used within the agency and e-mail used conjointly with the Internet, and does not supersede any state or federal laws, or any other agency policies regarding confidentiality, information dissemination, or standards of conduct. Generally, e-mail should be used only for legitimate District business; however, brief and occasional e-mail messages of a personal nature may be sent and received if the following conditions are met.

Section 2. General Guidelines

Personal use of e-mail is a privilege, not a right. Abuse of the privilege may result in appropriate disciplinary action. Employees need to keep in mind that all e-mail is recorded and stored along with the source and destination. Management has the ability and right to view employees' e-mail. Recorded e-mail messages are the property of the District. Thus, they are subject to the requirements of the Texas Public Information Act and the laws applicable to State records retention. Employees should be aware that when sending an e-mail message of a personal nature, there is always the danger of the employees' words being interpreted as official agency policy or opinion. Therefore, when an employee sends a personal e-mail, especially if the content of the e-mail could be interpreted as an official agency statement, the employee should use the following disclaimer at the end of the message:

"This e-mail contains the thoughts and opinions of Technology Director
and does not represent official Fort Hancock ISD policy."

If the content of the e-mail contains sensitive or confidential information the employee may use the following message at the end of the message:

"This message contains information which may be confidential and privileged. Unless you are the addressee (or authorized to receive for the addressee), you may not use, copy or disclose to anyone the message or any information contained in the message. If you have received the message in error, please advise the sender by reply e-mail and delete the message."

Section 3. Restrictions (Optional)

Personal e-mail should not impede the conduct of District business; only incidental amounts of employee time--time periods comparable to reasonable coffee breaks during the day--should be used to attend to personal matters. Racist, sexist, threatening, or otherwise objectionable language is strictly prohibited. E-mail should not be used for any personal monetary interests or gain. Employees should not subscribe to mailing lists or mail services strictly for personal use. Personal e-mail should not cause the state to incur a direct cost in addition to the general overhead of e-mail. District-wide emails must be approved by the Superintendent and campus-wide emails must be approved by the Campus Principal.

Section 4. Policy

It is the policy of Fort Hancock ISD to provide for the efficient, economical and effective management of electronic mail records in accordance with Texas Administrative Code (TAC), Chapter 13, Sections 6.91-6.97 (State Agency Bulletin Number One, Electronic Records Standards and Procedures). TAC Chapter 13, Section 6.92(c), provides that the agency head or designated records management officer must administer a program for the management of records created, received, retained, used, or disposed on electronic media.

The Fort Hancock ISD desires to adopt a policy for that purpose and to prescribe guidelines and procedures for the management of electronic mail consistent with the Electronic Records Standards and Procedures and in the interest of cost-effective and efficient recordkeeping, including long-term records retention for the Archives of the State.

Section 5. Definitions

(1) Electronic mail message-A record created or received on an electronic mail system including brief notes, more formal or substantive narrative documents, and any attachments which may be transmitted with the message.

(2) Electronic mail receipt data-Information in electronic mail systems regarding the date and time of receipt of a message, and/or acknowledgment of receipt or access by addressee(s).

(3) Electronic mail system-A computer application used to create, receive, retain and transmit messages and other records. Excluded from this definition are file transfer utilities.

(4) Electronic mail transmission data-Information in electronic mail systems regarding the identities of sender and addressee(s), and the date and time messages were sent.

(5) Electronic media-All media capable of being read by a computer including computer hard disks, magnetic tapes, optical disks, or similar machine-readable media.

(6) Electronic record-The information that is maintained in electronic format in a computer for computer processing and the product of computer processing of that information that satisfies the definition of a state record in the Government Code §441.180.

(7) Electronic records system-Any information system that produces, manipulates, and stores state records by using a computer.

(8) Mailing list service-An electronic mailing list hosting service used for discussions and announcements within a specified group of individuals. Subscribers to the service participate by sending information to and receiving information from the list using electronic mail messages.

(9) Records management officer-The person who administers the records management program established in each state agency under the Government Code, §441.183.

(10) State record-Any written, photographic, machine-readable, or other recorded information created or received by or on behalf of a state agency or an elected state official that documents activities in the conduct of state business or use of public resources. The term does not include:

- (A) library or museum material made or acquired and maintained solely for reference or exhibition purposes;
- (B) an extra copy of recorded information maintained only for reference; or
- (C) a stock of publications or blank forms.

Section 6. Scope

This policy applies to any electronic mail messages created, received, retained, used, or disposed of using the Fort Hancock ISD electronic mail system.

Section 7. Retention Requirements

The Fort Hancock ISD approved retention schedule lists the record series that are created and the retention period for each series. **It is the content and function of an e-mail message that determines the retention period for that message.** All e-mail sent or received by an agency is considered a District record. Therefore, all e-mail messages must be retained or disposed of according to the agency's retention schedule. E-mail systems must meet the retention requirements found in TAC 6.94(e). E-mail generally (but not always, rear to the Texas State Records Retention Schedule for more information) falls into several common record series categories. These are:

(1) **Administrative Correspondence**, 1.1.007 - Incoming/outgoing and internal correspondence, in any format, pertaining to the formulation, planning, implementation, interpretation, modification, or redefinition of the programs, services, or projects of an agency and the administrative regulations, policies and procedures that govern them. Subject to Archival review. **Retention: 4 years.**

(2) **General Correspondence**, 1.1.008 - Non-administrative incoming/outgoing and internal correspondence, in any media, pertaining to or arising from the routine operations of the policies, programs, services, or projects of an agency. **Retention: 2 years.**

(3) **Transitory Information**, 1.1.057 - Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an on-going records series. Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of agency functions. Examples of transitory information are routine messages (can be recorded on any medium, such as hard copy message slips or in an electronic format on e-mail and voice mail); internal meeting notices; routing slips; incoming letters or memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific agency transaction. **Retention: AV (Administratively Valuable - after purpose of record has been fulfilled). Fort Hancock ISD has determined this time period to be a maximum of 30 days.**

Section 8. User Responsibilities

It is the responsibility of the user of the e-mail system, with guidance and training from the Technology Director and Records Management Officer, to manage e-mail messages according to the agency's retention schedule. It is the responsibility of the sender of e-mail messages within the agency's e-mail system and recipients of messages from outside the agency to retain the messages for the approved retention period. Names of sender, recipient, date/time of the message, as well as any attachments must be retained with the message. Except for listserv mailing services, distribution lists must be able to identify the sender and recipient of the message. User responsibilities may be mitigated by the use of a server level automated classification system.

Section 9. Maintenance of Electronic Mail

The District shall facilitate the archival of all [sent and received] emails with the acquisition of an email storage and retrieval system. All emails shall be archived [as they are sent and received] on the email server for retention purposes.

The recommendations listed for retention by the originator and/or receiver of emails is suggested, but not required, due to the mass archival of all emails. Records created using an e-mail system may be saved for their approved retention period by one of the following:

- (1) Print message and file in appropriate hard copy file.
 - If the retention period is greater than 3 years, the email contents should be printed and filed and retained with the appropriate documents.
 - If the email subject falls under a specific record or retention period, the email should be printed and filed with the appropriate records. For example, if a parent sends an email that grants permission for their son/daughter to attend a field trip, that email should be printed and filed with the other parent permission slips. The retention period of a parent permission slip is 2 years after the field trip.

- (2) Place email in folders and save on personal network drive or C:drive.
 - Three (3) folders have been designated for electronic retention of emails. The three folders are:
 - **20XX-20XX - AC – Administrative Correspondence,**
 - **20XX-20XX - GC – General Correspondence, and**
 - **20XX-20XX - TI – Transitory Information**
 - The school year should follow the folder name.
 - For email correspondence purposes, the school year will be defined as: September 1st through August 31st..

Section 10. Disposition of Electronic Mail

The process for the legal disposition of state records (including electronic mail) is subject to the same documentation requirements as any other format or medium. This usually requires agency permission and some type of disposition log to adequately document disposition and destruction of electronic records. Section 6.95 of the Electronic Records Standards and Procedures (relating to the Final Disposition of Electronic State Records) states that:

(b) An electronic state record that is an archival record must be maintained by the agency through hardware and software migrations and upgrades as authentic evidence of the state's business in accessible and searchable form, except as otherwise determined by the state archivist.

(d) A state agency must establish and implement procedures that address the disposition of an electronic mail record by staff in accordance with its approved records retention schedule and, specifically, must establish guidelines to enable staff to determine if an electronic mail record falls under transitory information (records series item number 1.1.057) on the agency's approved records retention schedule in order to encourage its prompt disposal after the purpose of the record has been fulfilled.

- On September 1st of each year, the technology department will archive all previous school year emails, delete the folders from individual email accounts, and create the new school year folders. The technology department will document the mass destruction of emails on an appropriate

log.

- The technology department will assist the HR department in modifying employee exit procedures to include appropriate handling of email.

Questions related to the Fort Hancock ISD Records Management Program should be directed to the District Records Management Officer (RMO), or Records Custodian, Norma Muniz, at 769 3811, or via email at nmuniz@fhisd.net.

Personnel & Payroll File Distribution & Retention (Quick Reference Guide)

Personnel/Payroll File Retention Period (individual file) (State guidelines)*

Employment Application 2 years from creation or receipt

Transcripts Date of separation + 5 years
Certification - Texas Certificate until superseded (US) or separation + 5 years
Certification – Out-of-State until receipt of TX certificate or date of separation + 5 years
Certification – Deficiency Plans US by TX Certificate or date of separation + 5 years
Appraisal Records – Teachers PERMANENT
Appraisal Records – All others US + 2 years
Service Record PERMANENT
Contracts Last effective date of contract + 4 years
UIL Acknowledgement 2 years
Salary worksheets 2 years
I-9 Forms 3 years from date of hire or 1 yr after separation - WIL
Oath of Office Forms US + 5 years
Professional Growth Plans 4 years
Audit Verification Cards US– Last one in file is PERMANENT
Tuberculosis Certificates AV - Destroy at Option

Teaching schedules 1 year

Criminal History* 1 year from creation or receipt
Medical records* US + 2 years
References* 2 years from creation or receipt
Alcohol/drug testing/physicals* 2 years
FMLA requests Fiscal Year End (FE) + 3 years
Discipline records 2 years after case closed or action taken
Grievance records* 2 years
EEOC Cases* Resolution of case + 3 years
EEO Reports* 3 years
Unemployment Claims* Closure of case + 5 years
Workers Compensation Claims* Closure of case + 5 years
Employee Recognition Awards 2 years
Employee Change Documents 2 years (name, address, etc.)
Employment Advertisements* 2 years
Employment Selection Notes, Interviews* 2 years from creation or receipt
Personnel Requisition Forms 2 years
Job Descriptions US or position abolished + 4 years
Personnel Rosters 3 years
PEIMS Staff Data 5 years
Substitute Teacher Rosters 3 years
W-4 Form 4 years after separation or 4 yrs after amended
Voluntary deductions & Garnishments 4 years after separation, or amended/expired - WIS
Benefits – Enrollment Forms for Life/Health Termination of Coverage, plus 4 years

Enrollment forms for Pension Deferred Plans PERMANENT
Leave Request Forms, Fiscal year end, plus 5 years
Direct Deposit Authorizations until superseded
Enrollment, beneficiary forms, records maintained by TRS AV – Administratively valuable
Fingerprint cards Date of separation + 5 years
Public Access Option US
Exit Interview forms Date of separation + 2 years
Absence Form, Duty forms 4 years
Earnings & Deduction records (pay amounts) 5 years
Earnings & Deduction records (deferred comp) Date of separation + 75 years
Time Sheets 4 years
US – Until Superseded WIL – Whichever is later WIS – Whichever is Sooner
AV – Administratively valuable

*Separate file recommended

DISCLAIMER NOTE: This quick reference was compiled in very general 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.

Student Records – Retention Periods

(Quick Reference Guide) Life of

| Required | Record | Comments |
|---|-------------------------------------|---------------------------------------|
| Student Records: | | |
| Cumulative Record-Grades PK-8 | | Date of wd, + 5 yrs |
| Academic Achievement Record 9-12 | | Permanent |
| Date of Birth documentation | | Admin. Valuable (AV) |
| Custody Documents | | Until student is 18 yrs |
| Enrollment/registration forms | | Date of wd, + 5 yrs |
| Home language surveys | | Date of wd, + 5 yrs |
| Parental permission records-field trips | Until cessation of activity + 2 yrs | If an accident occurs, then extend |
| Withdrawal/record transfer forms | AV for sending & receiving ISDs | 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 yrs |
| Other tests (reading/math profiles) | | Date of wd, + 5 yrs |
| Attendance: | | |
| Correspondence from parents ref abs | | AV |
| Correspondence w/ courts ref compulsory | | 2 years |
| Attendance officer's logs ref home visits | | 2 years |
| Transfers between districts | | 5 years |
| Student Health: | | |
| Accident reports | 5 years or 2 yrs after age 18 | Whichever is later |
| Correspondence with parents ref health issues | | 2 years |
| Cumulative health cards | | Date of wd + 2 years |
| Emergency cards | Until superseded or withdrawn | Whichever is sooner |
| Exclusion from participation documents | 1 year, or date of wd + 2yrs | If a one year affidavit, exempt |
| Verification of mumps or measles | | Date of wd + 2 years |
| Verification from physicians ref testing (sight.) | | Date of wd + 2 years |
| Health screening documentation - worksheets | AV after entry on cum health card | Exempt |
| Vision, hearing and spinal screening | | 2 years |
| Immunization records | | Date of wd + 2 years |
| Physician referrals and reports | | AV after entry on cum health card |
| Reports to law enforcement agencies | | 2 years |
| Logs or reports of medications or treatments | | 3 years |
| Parent requests and dr. authorizations | | End of request period + 2 years |
| Instruction: | | |
| Grade books | | 1 year after entry in AAR or CR |
| Grade reports - principal's report, ranking, etc | AV | Exempt |
| Report cards | 1 year after entry in AAR or CR | At PK-8 if no CR, keep Date of wd + 5 |