

Records Retention Schedule - Quick Guide



Attendance Records	Current year or until audited
Attendance Summary Report	4 years at school. Pre-Skyward records send to records center
Check-in Log	Current year
Class Rolls	Pre-Skyward records send to archives for storage
Class Schedules	1 year
CUM Files	3 years after Graduation provided official transcript has been pulled and retained
"Dead" files	Retain at last school of attendance until 3 years after the student would have graduated
Discipline Files	1 year after the student leaves the district
Early Grad Certificate	1 year
Enrollment Cards	Retain until superseded
Grade Sheets	Pre-Skyward records send to archives for storage
Graduation Programs	Permanent 2 copies plus back-up electronic copy
Health and Immunization Records	Graduation + 3 years or 3 years after student leaves the district
Health Room Logs	1 year
Home Excuse Files (doctor/parent notes, leave forms)	Current year plus 1 year prior
Homeschool Affidavit	Retain until superseded
Injury Reports	7 years or until litigation is resolved
Literary Publications	Permanent 2 copies plus back-up electronic copy
Locator Cards	End of school year
Official Transcript	Stored at the high school last attended for 5 years. Send to records center to be retained for 15 years then send to archives for permanent storage.
Registration Records	1 year
Release Time Forms	1 year
Report Cards	Report cards older than 20 years send to archives .
Request for Records	1 year
School Bulletins	Record Copy 1 year Duplicate Copies 1 day
School Choice Permits	Paper copies until student promotes to new school, graduates, or leaves the district
School Handbook	Permanent 2 copies plus back-up electronic copy
School Newspapers	Permanent 2 copies plus back-up electronic copy
Test Scores	Graduation + 3 years or 3 years after student would have graduated
Truancy Notice Citations	3 years
Withdrawal Records	1 year
Yearbooks	Permanent 2 copies plus back-up electronic copy

*Unless noted "send to records center" or "send to archives" records may be destroyed after their allotted time.

* School administrators may choose to keep records at the schools for a longer period than designated by the district.