

**2018 Texas State Library and Archives Commission
SD Retention Revisions - Quick Guide**

*SD3200-01b ACADEMIC RECORDS	K-8 student receiving 9-12 course credit must be maintained PERMANENTLY. (Cumulative record of achievement in grades Pre-K through 8. Date of withdrawal + 5 years.)
*SD3200-04 ENROLLMENT OR REGISTRATION FORMS	US or date of withdrawal + 5 years, whichever sooner. (Enrollment or registration forms used to enroll or register students.)
*SD3200-09a TEST AND ACADEMIC MEASUREMENT REPORTS	b) Test results for K-8 student testing for 9-12 credit, must be retained PERMANENTLY.
*SD3200-09d TEST AND ACADEMIC MEASUREMENT REPORTS	Date test administered + 5 years. (Testing administration records may include but not limited to, testing irregularity and investigations documentation, inventory and shipping records, signed security oaths for testing personnel, and seating charts.)
*SD3200-12 STUDENT TESTING AND ASSESSMENT ACCOMMODATION RECORDS	1 year. (Records of accommodation requests and supporting documentation. Accommodations, or designated supports, are changes to materials or procedures that enable students to access learning and testing.)
*SD3225-02a ACCESS TO INFORMATION, RECORDS OF	Date records produced + 1 year. (Documentation of requests from and disclosures to the parent or eligible student, to an official of the district for what the district has determined are legitimate educational interests, to a party with written consent from the parent or eligible student, or to a party seeking directory information.)
*SD3225-02b ACCESS TO INFORMATION, RECORDS OF	Retain with the education records of the student as long as the records are maintained. (Documentation of requests from and disclosures to any party not included in (a).)
SD3225-02c ACCESS TO INFORMATION, RECORDS OF	Until the student is 18. Expiration, termination, or revocation of consent +2 years, or destruction of all records to which consent applies + 2 years, whichever sooner. (Written consents from the parent or eligible student for information disclosure. (1) From the parent. (2) From the eligible student.)
*SD3225-04 RECORD AMENDMENT REQUESTS AND RELATED DOCUMENTATION	Date of final resolution +2 years. (Requests from parents or eligible students to amend student records, notices by the district of denial or consent to amendments, requests for hearings on denied requests, hearing notices, and written decisions by hearing examiners.)

*SD3250-03 VIDEO SURVEILLANCE, SPECIAL EDUCATION SETTINGS	3 months. (Any video and audio recorded from a camera placed in a classroom or other special education setting.)
*NEW GENERATION SYSTEM (NGS) RECORDS [FORMERLY (MSRTS)] RECORDS	10 Years.
*SD3250-45 CIVIL RIGHTS DATA COLLECTION (CRDC)	After submission of data + 5 years. (The Civil Rights Data Collection (CRDC) is a biennial (i.e., every other school year) survey of public schools required by Office of Civil Rights (OCR) since 1968. The CRDC collects a variety of information including student enrollment and educational programs and services, most of which is dis-aggregated by race/ethnicity, sex, limited English proficiency, and disability. Information is reported electronically through the CRDC Data Entry Tool.)
*SD3300-01 ACCIDENT REPORTS	Date minor reaches majority age + 3 years, if no claim filed; 3 years after settlement or denial of claim if a claim is filed, whichever applicable.
*SD3300-04 CUMULATIVE HEALTH CARD OR RECORD	Date of withdrawal + 7 years, or until the student's 21st birthday, whichever later.
*SD3300-05 EMERGENCY CARDS	US or date of withdrawal, whichever sooner. (Card or other form of record providing information on whom to contact in case of accident or illness to a student.)
*SD3300-06a EXCLUSION AND VERIFICATION DOCUMENTATION	1 year from date signed by physician, or date of withdrawal + 2 years if contraindication is lifelong. Date affidavit notarized + 2 years, or date of withdrawal, whichever sooner. (Exclusion documentation. (1) Affidavits of medical reasons. (2) Affidavits of conscience-based exclusions.)
*SD3350-03 LAW ENFORCEMENT NOTIFICATIONS	Destroy at the end of the school year in which notification was issued. (Notification from a law enforcement agency of the arrest of a student enrolled in a public primary or secondary school in accordance with Code of Criminal Procedure, art. 15.27.)
*SD3425-03 DISTRICT IMPROVEMENT PLAN	US + 5 years. (Plan and supporting documentation developed, evaluated, and revised annually, in accordance with district policy, by the superintendent.)
*SD3425-04 CAMPUS IMPROVEMENT PLAN	US + 2 years. (Plan and supporting documentation developed, reviewed, and revised each school year by the principal of each school campus for the purpose of improving student performance for all student populations.)

*SD3450-05 HEALTH INSPECTION REPORTS (Food Services)	End of program year + 5 years.
*SD3450-06a MENU RECORDS	End of program year + 5 years.
*SD3475-04b TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS	End of school year or date of withdrawal + 3 years. (Book cards or records comparable in function documenting what books were distributed to each student and similar.)
*SD3500-03b DRIVERS RECORDS	US, expires, or termination + 5 years. (School bus driver training certification verifications.)
*SD3525-03 FIRE SAFETY INSPECTION REPORTS	5 years.
*SD3575-04 TEMPORARY TEACHING STATUS AUTHORIZATIONS	Until replaced by Texas teaching certificate or date of separation +5 years, as applicable. (Out of state certificates, deficiency plans, and other documents temporarily authorizing a person to teach in the district until a Texas teaching certificate is obtained.)
*SD3575-05b PERFORMANCE APPRAISAL RECORDS	US + 2 years or date of separation + 2 years, whichever sooner. (Observation/evaluation forms (including documentation submitted by the teacher).)
*SD3575-11 CRIMINAL HISTORY CHECKS	Must be destroyed 1 year after received or date information used for the authorized purpose, whichever sooner.
*SD3575-12 ALTERNATIVE CERTIFICATION PROGRAMS (ACPs)	Date of completion, withdrawal, discharge, or release from program + 5 years. (Certification to become a teacher, documents include applications to the program, transcripts, observation notes for student teachers.)
*SD3625-07 VISITOR LOGS	3 Years. Logs, registers, or similar records documenting visitors.

DISCLAIMER NOTE: This quick reference was compiled in very general terms from the 2018 SD Schedules published by the Texas State Library & Archives Commission (TSLAC). The most recent SD Schedules (May, 2018) should be used as the official reference when archiving and/or destroying records.

For questions regarding Allen ISD Retention Schedules contact Keith Taylor, Manager of Assets and Records Retention. keith.taylor@allenisd.org