

Student Records – Retention Periods (Quick Reference Guide)

Required	Life of Record	Comments
Student Records:		
Cumulative Record-Grades PK-8	Date of wd, + 5 years	
Academic Achievement Record 9-12	Permanent	
Date of Birth documentation	Admin. Valuable (AV)	
Custody Documents	Until student is 18 years	
Enrollment/registration forms	Date of wd, + 5 years	
Home language surveys	Date of wd, + 5 years	
Parental permission records-field trips	Until cessation of activity + 2 years	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 years	
Other tests (reading/math profiles)	Date of wd, + 5 years	
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 years 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Emergency cards	Until super ceded or withdrawn	Whichever is sooner
Exclusion from participation documents	1 year, or date of wd + 2years	If a one year affidavit, exempt
Verification of mumps or measles	Date of wd + 2 years	
Verification from physician's ref testing (sight...)	Date of wd + 2 years	
Health screening documentation - worksheets	AV after entry on cum health card	
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	
Report cards	1 year after entry in AAR or CR	At PK-8 if no CR, Date of wd + 5

Discipline & Counseling:

Discipline records - regarding suspension, expulsion, DAEP	5 years	
Discipline records - not regarding expulsion	AV	
Guidance and counseling - individual files	AV, unless for sp program	

Special Education

Enrollment lists and rosters	5 years	
Student records	Cessation of service + 5 years	
Student records, grades 9-12	Permanent	Name, address, ID, SSN, and grades only

Bilingual Education

Student records	Cessation of service + 5 years	
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Gifted & Talented

Student records	Cessation of service + 5 years	
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Student records	Cessation of service + 5 years	
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Dyslexia Program

Enrollment lists and rosters	Cessation of service + 5 years	
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Student records	Cessation of service + 5 years	
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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.