

Spring Independent School District
Accreditation Records -Disposition Log

School Dude Work Order#:	Date:	School/Dept:
--------------------------	-------	--------------

Name:	Digital Signature:
-------	--------------------

I certify that these district records are in compliance with the mandatory minimum retention periods specified by the Texas State Library and Archives Commission Local Schedules (SD, GR , TX, PS, EL, and UT) and that all holds and administrative requirements have been satisfied.

A District record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it.

***** PLEASE ASK FOR CLARIFICATION IF A RECORD DOES NOT FALL UNDER A RECORD TITLE OR DESCRIPTION, IT DOES NOT NECESSARILY MEAN IT CAN BE DISPOSED OF*****

Texas State Library & Archive Commission (TSLAC)					Record Disposition Log				
Record #	Record Title	Record Description	Retention Period	Remarks	No. of Boxes	Box # on Label	Specific Content (attach addtl doc to work order if necessary)	School Yr of Records	Disp Meth
SD3425-01	ACCREDITATION REPORTS								
SD3425-01a	ACCREDITATION REPORTS	Reports to the Texas Education Agency on accreditation planning or the self-monitoring of progress toward the achievement of goals.	AV after subsequent accreditation.						
SD3425-01b	ACCREDITATION REPORTS	Accreditation investigative reports from the Texas Education Agency to the board of trustees of a school district.	PERMANENT.						
*SD3425-02	[WITHDRAWN – SEE GR1000-41]								
*SD3425-03	DISTRICT IMPROVEMENT PLAN	Plan and supporting documentation developed, evaluated, and revised annually, in accordance with district policy, by the superintendent.	US + 5 years.						
*SD3425-04	CAMPUS IMPROVEMENT	Plan and supporting documentation developed, reviewed, and revised each	US + 2 years.						

Total No. of Boxes: _____

Retention Period Codes	
AV	As long as Administratively Valuable
CE	Calendar Year End

Archival Codes	
A	Approval Required before Destruction
D	Destroy at Retention Period End

Spring Independent School District
Accreditation Records -Disposition Log

Texas State Library & Archive Commission (TSLAC)					Record Disposition Log				
Record #	Record Title	Record Description	Retention Period	Remarks	No. of Boxes	Box # on Label	Specific Content (attach addtln doc to work order if necessary)	School Yr of Records	Disp Meth
FE	Fiscal Year End					LF	Import into LaserFiche		
LA	Life of Asset								
US	Until Superseded								

Office Use Only	
Records Management Digital Signature:	
RMO Digital Signature:	