

Spring Independent School District
Adult and Vocational Educator Records -Disposition Log

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|--------------------------|--------------------|--------------|
| 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 addnl doc to work order if necessary) | School Yr of Records | Disp Meth | By Records Dept | |
| | | | | | | | | | | Archival Code | Destr Date / PM |
| *SD3375-01 | CLASS ORGANIZATION REPORTS AND ROSTERS | | 5 years. | See retention note (b) on page 6. | | | | | | | |
| *SD3375-02 | CURRICULUM PLANNING DOCUMENTATION | Project and study plans developed by instructors in vocational education, including those for vocational summer work. | 5 years. | See retention note (b) on page 6. | | | | | | | |
| *SD3375-03 | FOLLOW-UP REPORTS | Reports on post-instructional experience of leavers and completers of vocational education programs. | 5 years. | See retention note (b) on page 6. | | | | | | | |
| *SD3375-04 | STUDENT RECORDS | Cooperative training plans; applications for participation in work study programs; student rating forms, progress reports, and record cards; individual follow-up records; and similar records of assignments to and the completion by a student of vocational education projects and tasks. | End of enrollment + 5 years. | See retention note (b) on page 6. | | | | | | | |

Total No. of Boxes: _____

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| Retention Period Codes | |
|------------------------|--------------------------------------|
| AV | As long as Administratively Valuable |
| CE | Calendar Year End |
| FE | Fiscal Year End |
| LA | Life of Asset |
| US | Until Superseded |

| Archival Codes | |
|----------------|--------------------------------------|
| A | Approval Required before Destruction |
| D | Destroy at Retention Period End |
| LF | Import into LaserFiche |

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