

Spring Independent School District
Attendance Records -Disposition Log

School Dude Work Order#:	Date:	School/Dept:
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Name:	Digital Signature:
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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
SD3275-01	ATTENDANCE CONTROL DOCUMENTATION								
SD3275-01a	ATTENDANCE CONTROL DOCUMENTATION	Correspondence to and from parents or guardians concerning absences and tardiness.	AV.						
SD3275-01b	ATTENDANCE CONTROL DOCUMENTATION	Correspondence with law enforcement or other agencies concerning violations of the compulsory school attendance law, including all associated documentation.	2 years.						
SD3275-01c	ATTENDANCE CONTROL DOCUMENTATION	Attendance officer's logs and reports used to track activities related to student attendance and absences, including	2 years.						
SD3275-01d	ATTENDANCE CONTROL DOCUMENTATION	Documents relating to student attendance hearings and appeals	Date of decision + 2 years.						
SD3275-02	ATTENDANCE REPORTS								

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SD3275-02a	ATTENDANCE REPORTS	Copies of attendance and enrollment reports submitted to the Texas Education Agency, including those term and period reports submitted to the superintendent by principals for the purposes of compiling state-mandated reports.	5 years.						
SD3275-02b	ATTENDANCE REPORTS	Daily Registers of Pupil Attendance (or an equivalent locally-designed record) and similar daily or periodic reports used to document the attendance and absence of students.	5 years.						
SD3275-03	SCHOLASTIC CENSUS RECORDS	Census cards or rolls of school age children residing in the county or district. These are records of the abolished offices of county superintendent of schools.	PERMANENT.						
SD3275-04	TRANSFER, APPLICATIONS FOR, AND ASSOCIATED REPORTS	Documentation concerning the transfer and enrollment of students in districts other than those in which they are a resident.	5 years.	See retention note (b) on page 6					

Total No. of
Boxes: _____

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:	