

Spring Independent School District
Drivers Education 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 addnl doc to work order if necessary)	School Yr of Records	Disp Meth	By Records Dept	
										Archival Code	Destr Date / PM
*SD3400-01	STUDENT RECORDS	Individual records of students enrolled in driver's education.	5 years.	See retention note (b) on page 6.							
*SD3400-02	STUDENT ROSTERS		5 years, if used in lieu of individual student records; otherwise AV.								
SD3400-03	INSTRUCTIONAL CHECKLISTS	Documents, including grading sheet, completed by certified instructor during driving instruction.	1 year after entry of scores and other data in student individual record or rosters.								

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SD3400-04	LICENSING AND COMPLETION FORMS	Any copies of forms or certificates maintained in student files relating to applications for drivers licenses, course completions, insurance discount forms, and notices of cancellation.	AV.								
SD3400-05	REQUESTS FOR RECOGNITION OF COMPLETION DOCUMENTS		AV.								

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US	Until Superseded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:	