

Spring Independent School District
Family Educational Rights and Privacy Act 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	By Records Dept	
										Archival Code	Destr Date / PM
SD3225-01	ACCESS POLICIES	Written policies and procedures demonstrating how a district meets the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, and federal rules adopted under the act.	US.	By regulation - 34 CFR 99.32.							
SD3225-02	ACCESS TO INFORMATION, RECORDS OF	Record of each request for access to and each disclosure of personally identifiable information from the educational records of a student.									
SD3225-02a	ACCESS TO INFORMATION, RECORDS OF	Documentation of requests from and disclosures to the parent or eligible student, to an official of the district for what the district has determined are legitimate educational interests, to a party with written consent from the parent or eligible student, or to a party seeking directory information.	Date records produced + 1 year.	By law and regulation – 20 USC 1232g, and 34 CFR 99.32.							

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SD3225-02b	ACCESS TO INFORMATION, RECORDS OF	Documentation of requests from and disclosures to any party not included in (a).	Retain with the education records of the student as long as the records are maintained.	By regulation and law –34 CFR 99.32(a)(2) and Texas Family Code 58.0051(c).							
SD3225-02c	ACCESS TO INFORMATION, RECORDS OF	Written consents from the parent or eligible student for information disclosure. (1) From the parent. (2) From the eligible student.	Until the student is 18. Expiration, termination, or revocation of consent +2 years, or destruction of all records to which consent applies + 2 years, whichever sooner.								
SD3225-02d	ACCESS TO INFORMATION, RECORDS OF	Written refusals from the parent or eligible student to the disclosure of directory information. (1) If refusals are valid as long as the student is in attendance. (2) If refusals must be renewed each academic year.	AV after date of withdrawal. US or AV after date of withdrawal, as applicable.								

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SD3225-03	PROTEST OF RECORD STATEMENTS	Statements by parents or eligible students commenting on contested information in a student record, or stating why they disagree with a district's decision not to amend a record, or both.	For as long as the record containing the contested information is maintained.	By regulation - 34 CFR 99.21(c)(1).							
SD3225-04	RECORD AMENDMENT REQUESTS AND RELATED DOCUMENTATION	Requests from parents or eligible students to amend student records, notices by the district of denial or consent to amendments, requests for hearings on denied requests, hearing notices, and written decisions by hearing examiners.	Date of final resolution +2 years.								

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
Y	Import into LaserFiche

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