

**Spring Independent School District**  
*Miscellaneous Records -Disposition Log*

<b>School Dude Work Order#:</b>	<b>Date:</b>	<b>School/Dept:</b>
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<b>Name:</b>	<b>Digital Signature:</b>
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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
SD3625-01	PROGRAM APPROVAL APPLICATIONS	Applications and supporting documentation for local programs that must be approved by the Texas Education Agency before implementation but which do not involve the allocation of state or federal funds controlled by the agency.							
SD3625-01a	PROGRAM APPROVAL APPLICATIONS	Applications approved.	US + 5 years or life of program + 5 years, whichever applicable						
SD3625-01b	PROGRAM APPROVAL	Applications not approved.	AV						
SD3625-02	REQUESTS FOR WAIVER OF TEXAS EDUCATION AGENCY POLICIES AND RULES	Requests and renewals of requests for waivers of Texas Education Agency policies and rules, including any attached documentation.							

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SD3625-02a	REQUESTS FOR WAIVER OF TEXAS EDUCATION AGENCY POLICIES AND RULES	Requests granted.	5 years						
SD3625-02b	REQUESTS FOR WAIVER OF TEXAS EDUCATION AGENCY POLICIES AND RULES	Requests not granted.	AV						
SD3625-03	SCHOOL CALENDAR		US + 2 years						
SD3625-04	UNIVERSITY INTERSCHOLASTIC LEAGUE RECORDS	Correspondence, schedules, rosters, reports, records of participation, and similar documentation, <i>except</i> financial records (see Local Schedule GR), concerning the participation of a district in academic, music, and athletic contests and programs governed by the University Interscholastic League.	2 years						
SD3625-05	EXTRACURRICULAR ACTIVITY RECORDS	Application, selection, and evaluation records for participation in extracurricular activities (cheerleading, National Honor Society, student council, etc.)	2 years						
SD3625-06	STUDENT DRUG/ALCOHOL TEST RESULTS								

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SD3625-06a	STUDENT DRUG/ALCOHOL TEST RESULTS (negative results)	Negative Results.	1 year.						
SD3625-06b	STUDENT DRUG/ALCOHOL TEST RESULTS (positive results)	Positive Results or Refusal Form.	Date of withdrawal, or 5 years, whichever sooner.						
SD3625-07	VISITOR LOGS	Logs, registers, or similar records documenting visitors.	3 years.						
SD3625-08	PARKING DECAL/PERMIT RECORDS		US or expiration of permit.						

Total No. of Boxes: \_\_\_\_\_

Retention 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:	

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RMO Digital Signature:									