

Spring Independent School District
Migrant Student Record Transfer System -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
*SD3250-33	DAILY NGS LOGS		10 years.						
*SD3250-34	ENROLLMENT AND WITHDRAWAL REPORTS		10 years.						
*SD3250-35	MONITORING DOCUMENTATION	Summaries of eligibility verifications and validations, parent/guardian questionnaires, copies of validated certificates of eligibility, and copies of any correspondence from a school district to a regional educational service center requesting deletion of ineligible children from the NGS	10 years.						
*SD3250-36	RECRUITING RECORDS	Recruiter logs, questionnaires, and similar records documenting efforts of recruiters to identify and enroll currently and formerly migrant students.	10 years.						
SD3250-37	STUDENT RECORDS								
*SD3250-37a	STUDENT RECORDS	Certificates of eligibility (COE). This includes all changes, corrections, additions and residency verification documentation.	Qualifying Arrival Date (QAD) + 10 years.						

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SD3250-37b	STUDENT RECORDS	Copies of most current educational and health records or forms providing educational and health updates, information from which is transmittable to regional educational service centers for data entry.	US.	Retention Note: Program regulations require that an active file be maintained on each migrant child identified for the current school year in a project district or cooperative project district. The file must include, in addition to the certificate of eligibility, a copy of each of the most current educational and health records of the student. Although the minimum retention period is set as US, superseded records should not be disposed of until notification that all required data from the superseded records has been accurately reflected in NGS records in Little Rock. If original student educational and health records, rather than copies, are the source for NGS data, the records must be retained for the periods established in Parts 1 and 5 of this schedule.					
SD3250-37c	STUDENT RECORDS	Data verification reports from the NGS center in Little Rock.	AV.						

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:	
RMO Digital Signature:	