

Spring Independent School District
Other Special Populations Records -Disposition Log

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|--------------------------|-------|--------------|
| 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 addnl doc to work order if necessary) | School Yr of Records | Disp Meth |
| SD3250-43 | FEDERAL IMPACT AID SURVEY FORMS | Locally designed form used to survey parents to determine eligibility for federal impact aid under P.L. 81-874. | | | | | | | |
| SD3250-43a | FEDERAL IMPACT AID SURVEY FORMS | Survey forms of students determined to be eligible and used to complete district applications for school assistance in federally affected areas. | 5 years. | See retention note (b) on page 7. | | | | | |
| SD3250-43b | FEDERAL IMPACT AID SURVEY FORMS | Survey forms of students determined not to be eligible. | AV. | | | | | | |
| SD3250-44 | McKINNEY HOMELESS ASSISTANCE ACT STUDENT RECORD | | 5 years. | See retention note (b) on page 7. | | | | | |
| SD3250-45 | CIVIL RIGHTS DATA COLLECTION (CRDC) | The Civil Rights Data Collection (CRDC) is a biennial (i.e., every other school year) survey of public schools required by Office of Civil Rights (OCR) since 1968. The CRDC collects a variety of information including student enrollment and educational programs and services, most of which is dis-aggregated by race/ethnicity, sex, limited English proficiency, and disability. Information is reported electronically through the CRDC Data Entry Tool. | After submission of data + 5 years. | | | | | | |

Total No. of Boxes: _____

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| 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: | |