

Spring Independent School District
Personnel-Individual Employee 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 addtnl doc to work order if necessary)	School Yr of Records	Disp Meth	By Records Dept	
										Archival Code	Destr Date / PM
SD3575-01	ABSENCE FROM DUTY REPORTS	Absence from duties reports.	4 years.								
SD3575-02	APPLICATIONS AND RECOMMENDATIONS FOR PROFESSIONAL OR PARAPROFESSIONAL CERTIFICATES OR PERMITS, COPIES OF	Copies of applications/recommendations endorsed by the superintendent or other authorized school official and forwarded by the district or the applicant to the Texas Education Agency for the purposes of certification or review of qualifications.									
SD3575-02a	APPLICATIONS AND RECOMMENDATIONS FOR PROFESSIONAL OR PARAPROFESSIONAL CERTIFICATES OR PERMITS, COPIES OF	Application for Nonrenewable Permit	Date of expiration or denial of permit + 1 year								
SD3575-02b	APPLICATIONS AND RECOMMENDATIONS FOR PROFESSIONAL OR PARAPROFESSIONAL CERTIFICATES OR PERMITS, COPIES OF	All others.	AV.								

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SD3575-03	AUDIT VERIFICATION CARDS		US, but see retention note.	Retention Note: The most recent audit verification card present in his or her personnel file upon separation of an employee must be retained PERMANENTLY and should be considered an addendum to the Teacher Service Record (see item number GR1050-12 in Local Schedule GR).							
SD3575-04	TEMPORARY TEACHING STATUS AUTHORIZATIONS	Out of state certificates, deficiency plans, and other documents temporarily authorizing a person to teach in the district until a Texas teaching certificate is obtained.	Until replaced by Texas teaching certificate or date of separation +5 years, as applicable.								

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*SD3575-05	PERFORMANCE APPRAISAL RECORDS	Records related to evaluating the performance of a teacher. Currently, teachers are evaluated under T-TESS or a locally developed appraisal system as required by Texas Education Code, Chapter 21, subchapter H. This series also includes records in prior systems: the Professional Development and Appraisal System (PDAS) and its local equivalent implemented on a statewide basis in the 1997-1998 school year; the Texas Teacher Appraisal System (TTAS) implemented on a statewide basis in the 1986-1987 school year and used through the 1996-1997 school year for the career ladder appraisal process; and TTAS functional equivalents used in districts for teacher performance appraisals for the 1983-1984, 1984-1985, and 1985-1986 school years.		Retention Notes: For teacher appraisal records prior to the 1983-1984 school year see item number GR1050-21 in Local Schedule GR.							
SD3575-05a	PERFORMANCE APPRAISAL RECORDS	Appraisal record (including documentation submitted by the teacher).	PERMANENT.								
SD3575-05b	PERFORMANCE APPRAISAL RECORDS	Observation/evaluation forms (including documentation submitted by the teacher).	US + 2 years or date of separation + 2 years, whichever sooner.	By regulation – 29 CFR 1620.32(c).							

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SD3575-05c	PERFORMANCE APPRAISAL RECORDS	Notes taken by appraisers during observations or similar written documentation created by the teacher's supervisor that, in combination with the formal observation, is used to determine credit for the criteria and indicators on the observation/evaluation forms.	Date teacher signs for receipt of observation/evaluation form + 2 years.								
*SD3575-05d	PERFORMANCE APPRAISAL RECORDS	Teacher assessments of instructional goals and outcomes.	AV								
SD3575-05e	PERFORMANCE APPRAISAL RECORDS	Professional growth plans.	4 years.								
SD3575-05f	PERFORMANCE APPRAISAL RECORDS	Grievance and response documents.	For the same period as the appraisal record to which they relate.	Retention Note: For employee grievance records other than those relating to performance appraisals see item number GR1050-20 in Local Schedule GR.							
SD3575-06	SERVICE RECORD AFFIDAVITS	Affidavits attached to teacher service record claiming months served prior to the 1949-50 school year.	PERMANENT.								
SD3575-07	[WITHDRAWN – SEE SD3575-04]										
*SD3575-08	STATEMENTS OF INTENTION TO BECOME A UNITED STATES CITIZEN		AV.								

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SD3575-09	TEACHER CERTIFICATE REGISTERS	Abstracts or record copies of teacher certificates of teachers working in the district. This was a standard record of county superintendents of schools.	PERMANENT.	Retention Note: For current Teacher Service Record, see GR1050-12.							
*SD3575-11	CRIMINAL HISTORY CHECKS		Must be destroyed 1 year after received or date information used for the authorized purpose, whichever sooner.	By law – Government Code §411.097(d)(3) and Texas Education Code 22.08391(a)(3). Retention Note: This record series is only for public school employees; for all other government employees, see item number GR1050-36 in Local Schedule GR.							
*SD3575-12	ALTERNATIVE CERTIFICATION PROGRAMS (ACPs)	Certification to become a teacher documents include applications to the program, transcripts, observation notes for student teachers.	Date of completion, withdrawal, discharge, or release from program + 5 years.	By regulation – 19 TAC 228.40(f).							

Total No. of Boxes:

AV	As long as Administratively Valuable
CE	Calendar Year End
FE	Fiscal Year End
LA	Life of Asset
US	Until Superseded

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:	