

Spring Independent School District
School Transportation 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 addnl doc to work order if necessary)	School Yr of Records	Disp Meth
SD3500-01	APPLICATIONS FOR NEW TRANSPORTATION PROGRAMS	Requests to the Texas Education Agency for approval of state funds for eligible pupil transportation services.	FE + 5 years.						
SD3500-02	CONTRACTS FOR TRANSPORTATION SERVICES	Contracts with public or commercial companies for pupil transportation services, including copies of applications to the Texas Education Agency (TEA) for contract approval.	4 years after the expiration or termination of the contract according to its terms.						
SD3500-03	DRIVERS RECORDS (see also Section 3-1 of Local Schedule GR)								
SD3500-03a	DRIVERS RECORDS (see also Section 3-1 of Local Schedule GR)	Medical examination reports.	US + 3 years.						
SD3500-03b	DRIVERS RECORDS (see also Section 3-1 of Local Schedule GR)	School bus driver training certification verifications.	US, expires, or termination + 5 years.						

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SD3500-03c	DRIVERS RECORDS (see also Section 3-1 of Local Schedule GR)	Driver's license record checks.	US or date of separation + 2 years, as applicable.						
SD3500-04	ELIGIBLE RIDER DOCUMENTATION	Documentation, maintained in the form of lists of actual bus riders by name and route number, including all associated records providing source information needed to complete ridership sections of state-required pupil transportation reports (see item number 3500-05).	3 years.						
SD3500-05	PUPIL TRANSPORTATION REPORTS	Annual reports to the Texas Education Agency on the number of pupils transported by school bus or private means (including route mileage), used by the agency to determine transportation allotments.	3 years.	Retention Note: This record group includes requests for approval of bus routes, now part of the Regular Pupil Transportation Report, but submitted separately in prior years.					
SD3500-06	ROUTE DESCRIPTIONS	A turn-by-turn accounting for each approved route, specifying road designations and corresponding mileages.	US + 3 years.						
SD3500-07	SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS								

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SD3500-07a	SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS	Vehicle master record containing the following: complete description including identification and license numbers; title and registration papers; annual beginning and ending odometer readings; total annual fuel, maintenance, labor, and parts costs; and complete maintenance and inspection history (in summary form showing date and nature of inspection, service, and repair).	LA.	Retention Notes: a) This schedule does not require the creation of a vehicle master record of the type described, but if a vehicle master record is not maintained, records containing the prescribed information must be retained for the life of the vehicle. For example, if work orders in SD3500-07b are the only record maintained of repairs to school buses, they must be retained for the life of the vehicle. b) If a school bus is salvaged as the result of an accident, the vehicle master record or, if one is not created, documents providing the types of information prescribed, must be retained for LA + 1 year.					
SD3500-07b	SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS	Service requests/work orders.	2 years.						

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SD3500-07c	SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS	Daily activity reports compiled by vehicle shop personnel and/or drivers showing fuel and oil consumption, odometer readings, routine inspections, etc., from which data is derived for operating cost reports and the vehicle master record.	2 years.						
SD3500-07d	SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS	School bus usage reports for extracurricular activities, field trips, or for private purposes under contract needed for compiling annual operating costs reports under (e).	2 years.						
SD3500-07e	SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS	Annual operation cost reports submitted to the Texas Education Agency.	FE + 5 years.						
*SD3500-09	SCHOOL BUS SURVEILLANCE VIDEO								
*SD3500-09a	SCHOOL BUS SURVEILLANCE VIDEO (no incident)	Video recorded where no incident occurs.	AV.	Retention Note: The Texas State Library and Archives Commission strongly urges, but does not require, retaining school bus surveillance videos for a minimum of ten school days as recording technology permits.					

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*SD3500-09b	SCHOOL BUS SURVEILLANCE VIDEO (incident)	Video that records an incident.	30 days after incident resolved or verdict is rendered.						

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:	