

**Spring Independent School District**  
*Other Special Populations 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 addtl doc to work order if necessary)	School Yr of Records	Disp Meth
*SD3250-01	ENROLLMENT LISTS AND ROSTERS		5 years.	See retention note (b)on page 6.					
*SD3250-02	STUDENT RECORDS	Records of each student referred to or receiving special education services, including referral, assessment, and reevaluation reports; enrollment and eligibility forms; admission, review, and dismissal (ARD) and transitional planning committee documentation; individual educational plans (IEP) and individual transitional plans (ITP); parental consent forms for testing and placement; and other records of services required under federal and state regulation.	Cessation of services + 5 years, but see retention note (a).	Retention Notes: a) It is an exception to the retention period given for this record group, that the following information must be retained PERMANENTLY in some form on each student in grades 9-12 participating in a special education program: name, last known address, student ID or Social Security number, grades, classes attended, and grade level and year completed.					

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				<p>If an academic achievement record [see item number SD3200-01(a)] is created for the student and maintained among those for students in the regular population, it is not necessary for special education records custodians to maintain the prescribed information beyond 5 years after the cessation of services, provided that it is contained in the Academic Achievement Record.</p> <p>b) Prior to the destruction of any records in this record group, the eligible student or the parents of the student, as applicable, must be notified in accordance with federal regulation. c) See retention note (b) on page 6.</p>					
*SD3250-03	VIDEO SURVEILLANCE, SPECIAL EDUCATION SETTINGS	Any video and audio recorded from a camera placed in a classroom or other special education setting.	3 months.	By law – Texas Education Code, Section 29.022(e) and (e-1).					

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

Retention Period Codes	
<b>AV</b>	As long as Administratively Valuable
<b>CE</b>	Calendar Year End
<b>FE</b>	Fiscal Year End
<b>LA</b>	Life of Asset
<b>US</b>	Until Superseded

Archival Codes	
<b>A</b>	Approval Required before Destruction
<b>D</b>	Destroy at Retention Period End
<b>LF</b>	Import into LaserFiche

Office Use Only	
Records Management Digital Signature:	
RMO Digital Signature:	