

Spring Independent School District
Student Academic Records -Disposition Log

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 addtl doc to work order if necessary)	School Yr of Records	Disp Meth
SD3200-01	ACADEMIC RECORDS								
SD3200-01a	ACADEMIC RECORDS	The academic achievement record or its equivalent used to record academic achievement in grades 9-12.	PERMANENT.	By regulation – 19 TAC §74.5.					
SD3200-01b	ACADEMIC RECORDS	Cumulative record of achievement in grades Pre-K through 8.	Date of withdrawal + 5 years.	Retention Note: Academic records of K-8 student receiving 9-12 course credit must be maintained PERMANENTLY.					
SD3200-02	BIRTH DATE DOCUMENTATION	Copies of birth certificates, church records, bible records, passport or immigration records, or other documents used to establish a date of birth.	AV.						

Spring Independent School District
Student Academic Records -Disposition Log

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
SD3200-03	CUSTODY DOCUMENTS	Copies of court instruments relating to adoption, guardianship, or custody.	Until the student is 18 or date of withdrawal + 2 years, whichever sooner.	Retention Note: It is an exception to the retention period given that a court order superseded by a subsequent order (e.g., a change in guardianship) need be retained only as long as administratively valuable.					
*SD3200-04	ENROLLMENT OR REGISTRATION FORMS	Enrollment or registration forms used to enroll or register students.	US or date of withdrawal + 5 years, whichever sooner.	See retention note (b) on page 6.					
*SD3200-05	HOME LANGUAGE SURVEYS	Survey administered to each student to establish the student's language classification for determining whether the school district is required to provide bilingual education or English as a second language program.	Date of withdrawal + 5 years.	By regulation – 19 TAC §89.1215(a).					
SD3200-06	MISSING CHILD PREVENTION AND IDENTIFICATION PROGRAM RECORDS								
SD3200-06a	MISSING CHILD PREVENTION AND IDENTIFICATION PROGRAM RECORDS	Fingerprint cards.	Date of withdrawal.						

Spring Independent School District
Student Academic Records -Disposition Log

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
SD3200-06b	MISSING CHILD PREVENTION AND IDENTIFICATION PROGRAM RECORDS	Photographs.	US, or 3 years, whichever is sooner.	Retention Note: A Texas Education Agency regulation (19 TAC 61.1041) requires that at withdrawal a student's fingerprints and photograph taken as part of a Missing Child Prevention and Identification Program be returned to the student's parent or guardian. If a district is unable to return the fingerprints and photograph, they must be destroyed.					
SD3200-06c	MISSING CHILD PREVENTION AND IDENTIFICATION PROGRAM RECORDS	Parental consents.	AV after fingerprints and/or photograph taken.						

Spring Independent School District
Student Academic Records -Disposition Log

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
SD3200-07	PARENTAL PERMISSION RECORDS	Parental consents for a student to engage in school activities or programs, <i>except</i> consents noted elsewhere in this schedule.	Until cessation of activity for which consent granted + 2 years; or, if annually renewable, US + 2 years.	Retention Note: If a student is involved in an accident while engaged in an activity for which parental consent was granted, the consent form or statement must be retained for the same period as Accident Reports (see item number SD3300-01).					
SD3200-08	STUDENT WITHDRAWAL/RECORD TRANSFER FORM		AV.	Applies to both sending and receiving districts.					
SD3200-09	TEST AND ACADEMIC MEASUREMENT REPORTS								

Spring Independent School District
Student Academic Records -Disposition Log

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
SD3200-09a	TEST AND ACADEMIC MEASUREMENT REPORTS	Reports of results of TAAS, TEAMS, TABS, TAKS, STAAR, and other standardized state and national achievement, mental abilities, and aptitude tests reported by score, percentile rank, etc.	1 year after recording of data in the academic achievement or cumulative record.	Retention Note: If testing results of the types described are not recorded on the academic achievement or cumulative record (see item number SD3200-01) either manually or by affixing labels, the results must be retained PERMANENTLY for grades 9-12 and until the date of withdrawal + 5 years for all other grades. b) Test results for K-8 student testing for 9-12 credit, must be retained PERMANENTLY.					
SD3200-09b	TEST AND ACADEMIC MEASUREMENT REPORTS	Reports of results of other tests or measurements (e.g., reading/mathematics profiles).	Date of withdrawal + 5 years.	See retention note (b) on page 6.					
SD3200-09c	TEST AND ACADEMIC MEASUREMENT REPORTS	District summaries on a group basis of the results of standardized testing.	3 years.						

Spring Independent School District
Student Academic Records -Disposition Log

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
SD3200-09d	TEST AND ACADEMIC MEASUREMENT REPORTS	Testing administration records may include but not limited to, testing irregularity and investigations documentation, inventory and shipping records, signed security oaths for testing personnel, and seating charts.	Date test administered + 5 years.	19 TAC §101.3031(d) and TEA Student Assessment Division: Test Security Supplement.					
SD3200-10	ETHNICITY FORMS	Student and Staff Ethnicity and Race Data Questionnaire	3 years or until litigation, claim, or audit is complete, whichever is later.	By Regulation - 2 CFR 200.333.					
SD3200-11	STATEMENT OF ASSURANCE FOR STUDENTS WHO ARE VICTIMS OF A VIOLENT CRIMINAL ACT	School Safety Choice Option (SSCO) Transfer Policy Statement of Assurance includes date the incident occurred, incident number, identity of perpetrator, if known, etc.	5 years.	Texas Education Agency Guidance Relating to a Student Who Is a Victim of a Violent Criminal Offense, Section III, (d).					

Spring Independent School District
Student Academic Records -Disposition Log

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
SD3200-12	STUDENT TESTING AND ASSESSMENT ACCOMMODATION RECORDS	Records of accommodation requests and supporting documentation. Accommodations, or designated supports, or changes to materials or procedures that enable students to access learning and testing.	1 year.	Per published TEA guidelines for requesting an accommodation, all approved accommodation requests will expire on December 31st of the year the request was approved. A new accommodation request must be submitted each calendar year if the student continues to need that accommodation					

Total No. of Boxes: _____

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:	

Spring Independent School District
Student Academic Records -Disposition Log

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
RMO Digital Signature:									