

Spring Independent School District
Student Health 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
SD3300-01	ACCIDENT REPORTS	Reports of accidents to students.	Date minor reaches majority age +3 years, if no claim filed; 3 years after settlement or denial of claim if a claim is filed, whichever applicable.						
SD3300-02	[WITHDRAWN - SEE GR1000-41]								
SD3300-03	[WITHDRAWN - SEE SD 3300-04 OR GR1000-26, AS APPLICABLE								
SD3300-04	CUMULATIVE HEALTH CARD OR RECORD	Health and medical records of studnets in public school districts.	Date of withdrawal + 7 years, or until the student's 21st birthday, whichever is later.	By regulation - 22 TAC 165.1 (b)					
SD3300-05	EMERGENCY CARDS	Card or other form of record providing information on whom to contact in case of accident or illness to a student.	US or date of withdrawal, whichever sooner.						

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SD3300-06	EXCLUSION AND VERIFICATION DOCUMENTATION	Affidavits or similar documents seeking the exclusion of students from participation in immunization or other health care programs for medical or religious reasons, or verifications of previous illness or health testing.							
SD3300-06a	EXCLUSION AND VERIFICATION DOCUMENTATION	Exclusion documentation. (1) Affidavits of medical contraindications.	1 year from date signed by physician, or date of withdrawal if contraindication is lifelong.	By law and regulation -Texas Education Code 38.002(a) and 25 TAC 97.62(1).					
		(2) Affidavits of conscience-based exclusions.	Date affidavit notarized +2 years, or date of withdrawal, whichever is sooner.	By regulation - 25 TAC 97.62(2)					
SD3300-06b	EXCLUSION AND VERIFICATION DOCUMENTATION	Confirmations or statements of immunity, infection, or positive history of illness permitted by law to except students from state immunization requirements.	Date of withdrawal + 2 years.	Retention Note: If data from the verification documentation is recorded on the cumulative health card (see item number SD3300-04), the documentation need be retained only as long as administratively valuable after recording.					

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SD3300-06c	EXCLUSION AND VERIFICATION DOCUMENTATION	Verifications from physicians or health agencies of prior testing of sight, hearing, and spinal curvature.	2 years.	By regulation - 25 TAC 37.22(13), 25 TAC 37.26(b) (vision, hearing), 25 TAC 37.145(b) (spinal).					
SD3300-07	HEALTH SCREENING DOCUMENTATION								
SD3300-07a	HEALTH SCREENING DOCUMENTATION	Worksheets, checklists, examination forms, and similar documents used in student health screening.	AV after entry of information on Cumulative Health Record.						
*SD3300-07b	HEALTH SCREENING DOCUMENTATION	Vision, hearing, and spinal screening reports submitted to the Texas Department of State Health Services.	2 years.						

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SD3300-08a	IMMUNIZATION RECORDS	Immunization record (either separate or in combination with a cumulative health card as in item number 3300-04).	Date of withdrawal + 2 years.	Retention Note: It is an exception to the retention period given for the immunization record that if immunizations are performed by school nurses or other medical technicians employed by the school district, the immunization record and parental consent forms for the administration of vaccine must be retained by the school until the person receiving the vaccine is 20 years old or 10 years after the consent form was signed, whichever later.					
SD3300-08b	IMMUNIZATION RECORDS	Annual reports of immunization status.	3 years.						

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SD3300-09	PHYSICIAN REFERRALS AND REPORTS	Copies of referrals to physicians, including any attached screening worksheets, and reports from physicians on referred health matters.	AV after entry of information on Cumulative Health Record.						
SD3300-10	REPORTS TO ENFORCEMENT AGENCIES	Copies of reports on child abuse or neglect, communicable disease, dog bites, drug offenses, missing children, or sexually transmitted disease submitted to the Texas Department of State Health Services, the Texas Health and Human Services Commission, or local law enforcement and animal control agencies.	2 years.						
SD3300-11	SPECIAL HEALTH CARE RECORDS								
SD3300-11a	SPECIAL HEALTH CARE RECORDS	Logs or reports of medications or treatment administered to students on a group or individual basis.	3 years.						
SD3300-11b	SPECIAL HEALTH CARE RECORDS	Parent's requests and physician's authorizations for specialized health care.	End of validity of request or authorization + 2 years.						

Total No. of Boxes: _____

Retention Period Codes	
AV	As long as Administratively Valuable

Archival Codes	
A	Approval Required before Destruction

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CE	Calendar Year End					D	Destroy at Retention Period End		
FE	Fiscal Year End					LF	Import into LaserFiche		
LA	Life of Asset								
US	Until Superseded								

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