

**Spring Independent School District**  
**Textbook 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 addtln doc to work order if necessary)	School Yr of Records	Disp Meth
SD3475-01	ANNUAL MEMBERSHIP REPORT		AV.						
SD3475-02	LOCAL TEXTBOOK COMMITTEE REPORT		AV.						
SD3475-03	[WITHDRAWN - SEE GR1000-25]								
SD3475-04	TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS								
SD3475-04a	TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS	Inventories	US + 1 year.						
SD3475-04b	TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS	Book cards or records comparable in function documenting what books were distributed to each student and similar records documenting their return or non- return.	End of school year or date of withdrawal, +3 years.						

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SD3475-04c	TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS	Records documenting the distribution, transfer, and return of textbooks on a campus by campus basis.	End of school year.						
SD3475-04d	TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS	Notification or reports on state-owned textbooks that have been destroyed.	2 years.						
SD3475-05	TEXTBOOK PROCUREMENT RECORDS								
SD3475-05a	TEXTBOOK PROCUREMENT RECORDS	Requisitions and supplemental requisitions for textbooks, learning systems, and related materials, including those for use by visually disabled students, placed with the Texas Education Agency (TEA), the Texas Instructional Materials Center for the Visually Impaired, or other vendors as may be permitted by law or regulation, including supporting documentation such as statements of charges, packing slips, freight bills, and shipment-error reports.	FE + 2 years.						
SD3475-05b	TEXTBOOK PROCUREMENT RECORDS	Order notifications from the Texas Education Agency (TEA) concerning processing of textbook orders.	AV.	Obsolete record					
SD3475-05c	TEXTBOOK PROCUREMENT RECORDS	Documentation relating to the procurement of sample textbooks, learning systems, and related materials.	AV after receipt and reconciliation of shipment.						

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SD3475-06	TEXTBOOK SALES AND DISPOSITION RECORDS								
SD3475-06a	TEXTBOOK SALES AND DISPOSITION RECORDS	State textbook sales invoices and acknowledgment statements, logs (district and campus) of textbooks paid for, payment or reduced payment waivers, payment account cards, and any district forms used for the transmittal of textbook funds from campuses to the textbook coordinator.	FE + 2 years.						
SD3475-06b	TEXTBOOK SALES AND DISPOSITION RECORDS	Records relating to the disposition by donation or destruction of expiring or out- of-adoption textbooks.	AV.						

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:	
RMO Digital Signature:	