



# PUBLIC SCHOOL DISTRICT RECORDS RETENTION SCHEDULE

2010

Prepared by the Local Records Program  
Public Records Division

Approved by the State Archives and Records Commission



Kentucky Department for  
Libraries and Archives

## **Public School District Records Retention Schedule**

This records retention schedule is to be used by all public school districts in the Commonwealth. It is an attempt to list all records created or received by the district's central office, school board, school administration, school based decision making councils and grades K thru 12. For a school district to have an effective records management program this retention schedule should be used on regular basis. The Public Records Division (KDLA) staff continues to review and update this retention schedule to reflect changes in the legal retention of records, new record series being created and other changes that may affect the retention of records. This retention schedule has been approved by the State Archives and Records Commission in accordance with KRS 171.410 – 740. This approval provides the legal basis for public school districts to apply this schedule to their records management needs.

Public Records Division staff provides records management training for public school districts. The training has been approved for ELIA credit by the Kentucky's Department of Education. This training can be done at the school district offices. For training please contact us at 502.564.8300 ext. 255 or [jerry.carlton@ky.gov](mailto:jerry.carlton@ky.gov) .

## GLOSSARY OF TERMS For Records Retention Schedules

- Permanent (P)** Denotes records appraised as having historical, informational or evidential value that warrants preserving them permanently (forever) beyond the time needed for their intended administrative, legal or fiscal functions. These records may be destroyed **only** after the written permission is given by the State Archivist and after they are microfilmed according to specifications published by the Department for Libraries and Archives.
- Confidential (C)** Records deemed unavailable for review by the public after applying the state’s Open Records Law (KRS 61.878) and other state and federal statutes and regulations with specific restrictions. The (C) is added to appropriate record series descriptions as a reminder to agency personnel and does not bear any legal status. **It is important to note that the local government head has the responsibility of knowing all the appropriate confidentiality laws, statutes and regulations that apply to the records maintained in their office and to see that they are enforced.** Even though a record series may or may not be marked confidential on a records retention schedule, contradictory laws or regulations that are approved after the retention schedule has been completed may not be reflected but must be honored.
- Vital Record (V)** Records that are essential to the continued functioning of the local government during and after an emergency, as well as those records that are essential to the protection of the rights and interests of that local government and of the individuals for whose rights and interests it has a responsibility. Local Government should have a plan in place to identify those records and provide for their protection in case of a disaster (fire, flood, earthquake, etc.).
- Duplicates** Duplicate records that have not been assigned a retention period and function solely as reference and informational material may be destroyed when no longer useful. If the duplicate is considered the “copy of record”, it must be retained according to the retention period on the schedule.
- Destruction Certificate** A destruction certificate should be used to document the destruction of public records and may be found, along with the instructions at the Kentucky Department for Libraries and Archives website ([www.kdla.ky.gov](http://www.kdla.ky.gov)). It should be used when destroying records according to the appropriate records retention schedule. No record created or maintained by a local government agency may be destroyed unless it is listed on the retention schedule and a destruction certificate completed and the original copy sent to the Department for Libraries and Archives (Department).
- After Audit** A term used in the disposition instructions to denote a records series that shall only be destroyed after the retention period has expired and an official audit has been performed. Example: 3 years and audit: This means that the record series must be kept for 3 years after last activity or date in a file. The record must have gone through the annual audit before it can be destroyed.

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STATE ARCHIVES AND RECORDS COMMISSION  
Public Records Division  
Kentucky Department for Libraries and Archives

Schedule Date:

March 13, 2003

LOCAL AGENCY RECORDS RETENTION  
SCHEDULE

PUBLIC SCHOOL DISTRICT  
Administration

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2015	Official Minutes of the Board of Education (V)	The official minutes of the local Board of Education constitute a record of the proceedings. It is a written record of all actions presented to the Board for consideration and a record of all decisions. The minutes are approved by the Board of Education, recorded and signed by the Board Chairman and the Board Secretary (School Superintendent). Types of issues: school construction; employment and resignation of teachers, administrators, and staff; approval of expenditures; personnel assignments; approval of fund raising efforts at schools; establishment of policy; salary schedules approved; textbook adoption; and everything else relating to policy and school district administration. The Board Official Minutes are the basis for operation of the school district.  Meeting date, time, place; members present and absent; record of proceedings: orders, supt. report, approvals.	P	Retain
L2016	Index to Official Minutes of Board of Education (V)	This record is used as a finding aid for the official board minutes. This may be a card file or bound.  This record contains the subject cross reference, order number, book number, page number, date of meeting.	P	Retain
L2017	Board Record Book/File (V)	This book is a compilation of all reports submitted to the local Board of Education at each meeting for information, consideration, and/or action. It is compiled by the Superintendent's Office to contain all documentation needed for the Board of Education meeting. The board meets at least monthly.  Agenda, treasurer's report (financial statement, expenditure report, receipts report, orders of the treasurer, correspondence), architect/attorney's report, superintendent report (membership & percentage of attendance report, correspondence, policies), new business, old business, personnel matters, minutes of previous board meeting. Contents vary per meeting depending on business and matters to be considered by the board.	P	Retain
L2018	Policies and Procedures Manual or Memorandums (V)	This record is used to document the revised, deleted, and new school policies used in the administration of the school. One copy of each revision needs to be kept permanently.  This record contains the policies and procedures to be used by the school.	P	Retain

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Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2021	Superintendent's Subject File (V)	<p>This file functions as a reference for the superintendent. It includes a variety of documentation relating to issues, projects, or matters with which the Superintendent has dealt with. This file may have an abundance of information concerning these subjects.</p> <p>This file could contain copies of reports, correspondence/communications, statements of policy, staff meeting minutes, contracts, notes, newspaper articles. Subjects: programs, special projects, personnel, issues relating to students, public relations, professional associations, athletics, performance, criminal record check, junior achievement, class size (CAPS), superintendent's evaluation, drug abuse, education, grades, goals and priorities of district, scholarship, home school, etc.</p>	P	Retain
L2026	Student Code of Conduct	<p>This is a record generated by the board to place guidelines on the conduct of students and to give the rights of students, parents, and teachers.</p> <p>Record contains the statement of philosophy, code of behavior and responses, offenses and responses, elementary, secondary, student rights, and responsibilities, parents rights, teachers rights, administrators rights, punishment, search and seizure, alcohol and drug, criminal violations, and dress code.</p>	P	Retain one copy, destroy remainder
L2027	School District Newsletter	<p>This newsletter is used as a means to inform all parents, teachers, local businesses, and interested citizens of the programs and activities of the school district. Is prepared several times yearly on a regular or irregular basis. It is a public relations item.</p> <p>News, essays, stories, recognition's, building programs, bus information, etc.</p>	P	Retain one copy, destroy remainder

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Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2031	Annual Audit Report	<p>Series No. 459 from July 1976 Public School Model for Elementary School and Jr. High/Middle School Records Retention Schedules. This is the report of the formal or official examination and verification of school finances, including all appropriate financial records by the auditor. The audit is performed annually for the previous fiscal year. KRS 156.10, 156.265, 156.275, KRS 156.285, KRS 11.090, 156.200, and Chapter 43 state audit requirements and the duties of the State Committee for School Audits. KRS 156.275 and KRS156.295 require that a copy of the audit be kept in the superintendent's office and that it be open for public inspection.</p> <p>The contents of this file would be: financial statements of receipts and disbursements of all accounts, comparison statements, analysis and report of findings.</p>	P	Retain
L2308	Superintendent's Annual Attendance Report (SAAR) (V)	<p>This report is required by the Kentucky Department of Education by June 30 of each year. It is compiled by the Director of Pupil Personnel and is used by the Department of Education in allocating funds, based on attendance, to school districts. This record is used by the local school district in planning for future physical growth as well ascertaining the new students entering the local program. It also could be used in research. Now many districts transfer this information electronically or submit it by disc. It can no longer be sent as paper copy.</p> <p>This record contains the year ending, name of school district, county, organization of schools and school calendar, school types, activity, notarized certification by the superintendent and pupil personnel director, enrollment at close of year by grades, withdrawals, summary of attendance by grades, aggregate days membership, total aggregate days shared time attendance, membership close of year, high school graduates by age.</p>	P	Retain
L4432	Library Media Report	<p>This series, submitted annually to the Kentucky Department of Education, provides statistical information on individual school media services plus general organization and program information regarding school media services. Information found in the report is used for accreditation, certification and budgeting purposes.</p> <p>School name, county number, district name, district number, school number, superintendent, library or school phone number, principal, fax number, library media specialist, percent of time devoted to Chapter I, years of experience, total years in education, school technology coordinator, KLA/KSMA member, expenditures and appropriations for library media materials per pupil, number of book titles per pupil, number of book volumes per pupil, number of magazine titles, number of magazine titles on CD-ROM, plus numbers of cassettes, videodiscs, videos, audio discs, CD-ROM's, slide projectors, opaque projectors, tv's, vcr's, camcorders, laminators, overhead projectors, photocopiers, computers, color TV's, microform readers, and facsimile machines. Yes and No Checklist regarding questions of organization and program, signature of library media specialist and principal plus date.</p>	P	Retain

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Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2427	Petition for Approval of School for Attendance by Non-immigrant Students (V)	<p>This is the petition from the school district to the Immigration and Naturalization Service for approval for attendance by non-immigrant students/students on visiting visas. The petition must be submitted in duplicate to the district director or officer-in-charge of the INS Office having administrative jurisdiction over the place in which the school or school district is located. One petition may be filed for the entire school system in all schools in the system are located in the same immigration district. Separate petitions are required for school district schools located within the jurisdiction of different district directors. This is a one-time petition. It should be retained permanently as the school's authority for attendance of non-immigrant students and participation in the program.</p> <p>School name &amp; address; private or public institution; type of program; primary, high school, vocational/technical, language, higher education, other; school sessions; semesters, trimesters, quarters, other; registration date for each session; school location; petition is for initial approval or continuation of approval; authority operated under: state, federal, local; accrediting authority; nature of subject matter taught: liberal arts, fine arts, language, religion, professional studies, vocational/technical, other; degrees available; requirements for admission; requirements for graduation; average annual number of classes, students, instructors, non-teaching employees; annual total cost for room, board, tuition, etc.; certification by school head.</p>	P	Retain
L2437	Southern Association Evaluation File	<p>This record series documents all evaluations performed by the Southern Association of Colleges and Schools. This included the final report, evaluations of departments, criteria, and self evaluations. The findings are given to the Southern Association of Colleges and Schools' visiting committee. Criteria is used by the visiting committee of the Southern Association of Colleges and Schools to determine the current standing of the school in the Association. It is used as background for recommendations for improvement. It evaluates every aspect of the school operation and makes recommendations for improvements where necessary. Southern Association has a 10-year accreditation cycle with a 5-year visitation cycle.</p> <p>These are written evaluations of every aspect of the school: philosophy and objectives, student activity programs, learning media services, facilities, staff and administration, emerging or unique programs, etc. This contains the criteria and evaluations.</p>	P	Retain

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Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2847	Record Book of Common School Commissioner (Record Books of the County School Superintendent, Record Book of the County Board of Education, General Record Book of the County Board of Education--includes records of: boundaries and changes, trustees, school finances, teachers, graduates, board minutes, annual settlements, etc.)	<p>The Common School Commissioner or the successor County School Superintendent is the chief school district administrator. This volume contains primary and essential information about the operation and management of the School District. Precise informational content varies by school district, school district organization, and time period. However, this volume contained essential information for school operations and to fulfill reporting and planning requirements. This volume possesses enduring value beyond its original purpose because of its evidentiary and informational record about the county school system. This record is also frequently found in the County Clerk's Office, particularly for the 19th and early 20th centuries.</p> <p>Basic categories of information found: description of district boundaries; changes in boundaries; records relating to school trustees-name, address, div/sub-district, elections, appointments, resignations, etc; record of payments to teachers-names, amounts, period, div; amount of money received &amp; paid from common sch fund/record of general receipts &amp; expenditures-school operations/trustee expenditures; record of applicants for cert to teach/teachers licensed; minutes of board of education; annual settlement of Commissioners/Supt; record of applicants for graduation/diploma-name, address, Ed div, grades, av; school district roster.</p>	P	Retain
L4464	Special Studies and Surveys	<p>This series documents studies and/or surveys to evaluate a schools degree of compliance with its, the Local Board's, and the Kentucky Department for Education's goals. They sometimes are used to gain accreditation. They are used as strategic planning records for the improvement of the school.</p> <p>Study and/or Survey forms and correspondence concerning them. May include L2438, Evaluative Criteria--Southern Association.</p>	P	Retain

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Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5250	Comprehensive Improvement Plan - District & School (V)	<p>This record series is used as the means of determining how schools and districts will plan to ensure that students reach proficiency and beyond by 2014. In 1997 the Kentucky Department of Education introduced the "Consolidated Planning" process, a joint effort between the Department and local school and district stakeholders that provided a single tool for both planning and applying for categorical funds. In 2002 the former Consolidated Planning process was aligned with Kentucky's Standards and Indicators for School Improvement and is now referred to as "Comprehensive Improvement Planning" for schools and districts. The process focuses school and district improvement efforts on student needs by bringing together all to plan for improvement, by planning efforts on priority needs, by building upon school and district capacity for high quality planning, and by making connections between how the funds that flow into the district address priorities. The school councils are required to annually review the school's performance in the state school accountability system. Each local board is required to adopt a policy that addresses "school improvement plans". The district electronically submits and updated Consolidated Plan and Funding Application annually by June 30. This is put on the school and district websites.</p> <p>This record series may contain a mission statement, needs assessment, priority needs, goals, key findings contributing factors, objectives, strategies/activities, implementation, measurement of impact and adjustments.</p>	P	Retain one copy permanently, destroy all others.
L5303	Official Correspondence	<p>This record series documents the major activities, functions, events and programs of a school district and the schools therein and in addition helps in the establishment of an administrative history. It provides a record of policy evolution and formulation, how and why decisions are made, and how these decisions impacted the schools and the public at large. This series is usually created by the chief administrative officer of the school district and also by principals, administrative heads of official departments, commissions, boards and agencies within the school district.</p> <p>This series may contain memos, letters, policy statements, surveys and other communication between the agency head and others. This may be in paper or electronic form.</p>	P	Retain
L5304	General Correspondence	<p>This correspondence is not crucial to the preservation of the administrative history of the school district. It is a non-policy nature and without permanent value. It deals only with general and routine operations of the office. The official operations are documented by other records maintained by the school district.</p> <p>Incoming and outgoing correspondence of a non-policy nature without permanent value. May include: form letters, notice of meetings, intra-office memorandums, and duplicates of other correspondence, when the duplicates are made for reference purposes only.</p>	2	Destroy
L5306	Publications (Created by the School District or Schools)	<p>This record series is created and published by the school district and the schools. These may be in the form of surveys, informational material for the public, parents and students, promotional material, statistical reports, periodicals and plans.</p> <p>This record series may contain all published material produced by a school district.</p>	P	Retain 1 copy permanently. Destroy excess copies when no longer useful or when superseded.

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Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5307	Official Minutes of Subsidiary Boards, Commissions and Authorities (V)	As required by KRS 61.835, minutes of actions taken by any public agency, with an accurate record of votes and actions at such meetings, shall promptly be recorded and shall be open to public inspection at reasonable times no later than immediately following the next meeting of the body.  Date, time, place, attendance, approval of prior meeting's minutes, motions made, votes, actions taken.	P	Retain
L5308	Annual Reports of Official Programs, Schools & Departments	This record series may document the yearly performance, activities, attendance, academic achievement, and financial status of official programs, departments and schools. These may be a combination of narrative, financial, statistical etc.. These may be required by law, administrative regulation, district policy, state policy or federal policy. These may be used to document the administrative history of the school district and its agencies.  This record series may contain statistical data, expenditures and receipts, supporting documentation, verification of information, directory information, purpose of the report, and comprehensive assessment of the program, department or school.	P	Retain
L5309	Real Estate File (V)	This record series is used to document all real estate transactions and holdings of the school district. These documents are for ownership and other land associated transactions. These include deeds to school and district property, easements and right of ways.  May include deeds, easements and right of ways along with any legal documentation.	P	Retain
L5316	Department for Libraries and Archives Records File	This record series is used to document the official relationship with the Department for Libraries and Archives concerning records retention, records disposal, records transfers, records surveys and microfilm evaluation.  This record series may contain the signed records destruction certificate, signed records transmittal form, completed records survey and microfilm quality evaluation.	P	Retain
L5319	Maps and Plats (V)	This record is used to document land surveys and to show plats of land owned by the school district. These are used in conducting the business of the school district and may be maintained in different offices.  This record contains surveys, plats, maps.	P	Retain
L5320	Plans, Drawings, Blueprints & Building Specifications (V)	This record is used to document all infrastructure construction and improvements done within the school district. They are used as a reference when there is a need for information concerning buildings and projects which are still current. They also may give a structural history of the school district.  This record contains drawings, name of architect, date of drawing, name of project or structure.	P	Retain

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Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5328	Parent, Guardian/Pupil Consent to Review Student Records (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This records series is used to document that the parents or guardians of under 18 years of age students or 18 year old student have consented to release records to certain persons or agencies.</p> <p>This record series may contain the name of pupil, guardian, parent, address, phone #, date of release, date of request and information released.</p>	P	Retain
L5336	Annual Performance Report	<p>This record series is used to document the performance of the school district in all phases of instruction, technology, testing, community education, extended school services, professional staff development, and other state and federal programs. This report documents how a school district actually worked toward set goals and the accomplishments of each program and area. This may be an annual report to the Department of Education. Many of the program areas will have their own report that will contain program specific data. This record series may be created throughout the district and may be maintained by the creating agency. This record series may change in content over time but will continue to have as its goal, a true picture of how a school district performed in all program areas.</p> <p>This record series may contain statistical data, financial information, evaluation data, staff performance data, program performance data, impact statements, specific goals, and other data elements as needed.</p>	P	Retain
L2433	Annual Teacher Request for Office and Instructional Supplies(Principal's Copy)	<p>This record is used to determine where the budgeted money for the upcoming school year is going to be spent. The teachers request those things needed and those things mandated by the Central Office. This statement of request is of great help in determining future year requests. The Kentucky Education Reform Act and the Site Based Council have made this record obsolete.</p> <p>Each teacher submits a rough draft of the items they will like to have for the upcoming school year. This request contains the items, cost, and name of teacher.</p>	1	Destroy
L1966	Demographics Summary Report (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This record is used to document the zones within the district from which enrolled students are picked - up by the buses.</p> <p>The record contains the district name, date, school name, zone location point, grade of student and number of students in each grade and total in the district.</p>	1	Destroy
L1971	Health Coordinators Annual Activity Report	<p>This record is used to report data in areas of health services. This is statistical information needed for compliance with Department of Education administrative regulations and enables the District to plan for the program's coming year particularly if their is a new mandate to be met.</p> <p>This record contains the name of district, district number, year ending, areas of health services, school employees medical exams.</p>	1	Destroy

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Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L1977	School Calendars	<p>This is the most current calendar used by teachers and administrators. It is the teacher's guide for checking attendance. One calendar for each month.</p> <p>School district, month number, date to date, 20-day calendar, days taught, holidays, in-service, total days. Month's pupil accounting schedule: teaching day, date, action required.</p>	1	Destroy
L1978	Official School Calendar	<p>This calendar is the approved schedule of school days for the school year. It indicates which days school will be in session, holidays, opening and closing dates, in-service days, etc. The calendar used to require 175 teaching days and now states that a minimum of 1050 hours of instruction . The calendar is approved by the local board of education and the superintendent by May 15 and is sent to the State Dept. of Education for approval by June 1 per 702 KAR 7:125. The state-approved copy is returned to the school district Director of Pupil Personnel for retention. A cover letter and a two page attachment titled: GUIDELINES FOR DEVELOPING THE SCHOOL CALENDAR is sent out to director of Pupil Personnel throughout the commonwealth by the branch manager of the Attendance and data Collection Branch of the Kentucky Department of Education. The calendar is prepared in April each year by the district committee made up of teachers from each school. It is approved at the April Board of Education meeting for the following school year.</p> <p>Calendar: Part I - school district, local board adoption date, chairman and supt. signature, yearly calendar, length of school days for students in this district is ___ hrs. and ___ minutes, approval of Director, Division of Pupil Personnel at Dept. of Educ. Part II - for each school month: days taught, holidays-4-per KRS 158.070(3), opening and closing of schools-2-per KRS 158.070 (3), local in-service days/professional development days-4-per KRS 158.070(3), number of days to be built in (makeup days), total (185 plus average number of days missed over past 5 years.) Part III - Plans in event emergency closes school greater than the average number of days missed over the past five years. Schools must be closed for regular(November) elections, regional and state KEA meetings. Board approved shortened schools days must be identified as school days may not be shortened after the calendar has been approved except for emergency reasons (702 KAR 7:125).</p>	5	Destroy
L2019	Superintendent's Calendar	<p>The calendar is the record of daily activities of the superintendent: places visited, individuals met with, and issues or topics discussed, etc. It is the superintendent's daily schedule.</p> <p>Day, appointments, telephone calls, notes, schedule, etc.</p>	2	Destroy
L2014	Audio/Video Tapes & Disks of Official Meetings (Includes unofficial minutes and draft/preliminary notes). (V)	<p>This file is used to document all happenings during the School Board meetings. These minutes are not signed by the Superintendent or Chairman. This record also contains supporting documents. This written record along with tape recordings are refined to produce the official minutes.</p> <p>This file contains the date of meeting, those in attendance, and the proceedings.</p>		Destroy or re-use 30 days after minutes have been transcribed and approved, unless challenged. Note: If minutes are challenged, recordings should be retained until resolution.

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Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2030	Service Agreements (V)	<p>This record is used to document that an agreement has been made to provide a service or product for a particular time.</p> <p>This record contains the specifics of services or products provided. the date, parties, time of service, signatures of both parties, and address of vendor.</p>		Destroy 3 years after expiration and audit.
L2034	Fire Drill, Emergency & Disaster Report	<p>This report is mandated monthly by the State Fire Marshall. It verifies that a fire drill has taken place at each school. This report is also used to report emergency and disaster preparedness.</p> <p>This record contains the name of the school, month, date, time of clearance, and comments.</p>	2	Destroy
L2395	Guidance Services Annual Plan	<p>This report is prepared in May of each year to plan for the upcoming school year. It is required by the Department of Education to show that next years counseling services have been planned.</p> <p>Information included in this report: school identification data, school testing program assessment instruments used, involvement in special education program, public relations activity, individuals involved in preparation of the plan. School philosophy, school objectives, major goals of student services, monthly reports of counseling services, guidance goals, appraisal service, consulting service, referral service, placement and follow-up services, job placement, surveys. Plan for school guidance program (by grade level): objectives, activities, plans for evaluation, resources, cost and source of funding. Report identifies level, needs, goal, and basic service. Some portions of this form, listed above are now obsolete.</p>	3	Destroy
L2396	Guidance Program Annual Evaluation	<p>This report is prepared in May of each year to evaluate effectiveness of the guidance program in a school. A positive report is required for state funding for the next year's counseling services program.</p> <p>Information includes: school identification (name, phone, address, school organization or type-elementary, jr. or middle high, high-, total school enrollment, name of counselor(s); evaluation (objective, evaluative techniques used, results and need indicated, proposed action); evaluation checklist for use of results; report signatures and certification. Also attached may be any publicity that the guidance program has received such as newspaper clippings, TV or radio coverage, awards, or special recognition.</p>	3	Destroy
L2408	Field Trip Request File	<p>This document is initiated by the teacher desiring to take a class on a field trip. It gives trip authority from the principal and other school administrative authority. It assures the teacher has the approval of the school authority for the trip in the event of an accident or any problem. It also ensures that the teacher was on official duty the day of the trip and is eligible to be paid. The request must be turned in to the Central Office in time to meet the deadline set for this by the district. It is submitted to the Superintendent's Office for initial clearance. In some districts these are only submitted for out-of-state trips.</p> <p>Name of person applying, school, position, today's date, field trip: date, estimation, number of students, time of departure, type of transportation. Objective of trip, principal signature. Field trip approved/disapproved-signature of supt. and/or asst. supt. or school authority. Transportation agreements, comments.</p>	5	Destroy

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L2428	Immigration and Naturalization Service Designated School Officials	<p>This form is used to inform the Immigration and Naturalization Service as to the designated officials at the school with authority to approve or reject non-immigrant student attendance. Non-immigrant students are individuals admitted into the United States only for the purpose of attending school. A designated school official as defined by 8CFR214.3(1)(1) means a regularly employed member of the school administration whose office is located at the school and whose compensation does not come from commissions for recruitment of foreign students. If there is a change in designated officials, a new form I-17A must be submitted to the Immigration and Naturalization Office having jurisdiction over the school.</p> <p>List of designated school officials (up to five): name and title. Signature of principal. School name and address.</p>		Destroy when superseded.
L2445	Accident Report File	<p>This record is used to document accidents occurring on school grounds involving students, faculty, and/or faculty.</p> <p>This record may contain: name, address, phone number, date of injury, description of accident and medical attention rendered.</p>	5	Destroy
L2447	Fire Alarm Inspection, Testing and Fire Hazard Report	<p>This record is used to document that the fire alarm system was inspected. All aspects of the system are to be checked on an annual basis by a School Board approved firm.</p> <p>This record contains the school address, system location, date of inspection, number of devices, number tested, status of each item, customer signature, inspector signature.</p>	1	Destroy
L2450	Kentucky Educational Television School Utilization Survey	<p>This document reports to KET the number of teachers and students taking advantage of KY Educational Television (KET) programming.</p> <p>School, address, school district, does your school use KET's in-school broadcasts, does school use KET's in-school programs on videotapes, contact person, number of teachers and students who watched KET at least once during the school year: by grade level - total number of teachers, teachers using KET, total enrollment of students, students using KET, totals, comments regarding instructional television, signature and title of person completing the form.</p>	1	Destroy
L2467	Telephone Log	<p>This log is a simple record of telephone calls made by an office or an individual. It may include long distance calls, local calls, or both.</p> <p>This record contains the date, person calling, telephone number, person called.</p>		Destroy when no longer useful
L2468	Press Releases	<p>The press release is used to promote school district programs or activities in the media and to spread information to the general public.</p> <p>A narrative of time, place, event, activity, item being publicized.</p>	1	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Administration

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L3158	Parent's/Guardian's Request for Student's Early Dismissal from School	<p>This series documents the request by a parent for dismissal of a student for some time during the school day. Usually the request relates to a doctor or dentist appointment, a funeral, legal business, etc. and is directed to the attention of the homeroom teacher, school principal or guidance counselor. Typically the record is a handwritten or typed note outlining the justification or need for early dismissal. The series is sometimes found in the Student Cumulative Folder but usually exist a separate record series.</p> <p>The record may contain: current date, person to whom letter is addressed, reason for requesting early dismissal, time student is to be dismissed from school, and the signature of parent/guardian.</p>	2	Destroy
L4465	Faculty Meetings Minutes	<p>These documents constitute a record all reports, announcements and items discussed. Issues recorded may include: faculty extracurricular assignments, upcoming educational events or observances, school-wide discipline, curricular plans or assignments, reports from Meetings of the Board of Education and reports from the school superintendent with the district's principal. This series is optional. They are only kept in school systems where the superintendent and/or the school's principal feels they have importance. The principals who keep them also use them in planning, setting agendas for upcoming meetings, and planning faculty meetings the next year.</p> <p>Information in this series includes: meeting date, time, place, members present or absent; and the record of proceedings, announcements, reports, assignments, and discussions.</p>	2	Destroy
L4481	Vandalism and Break-in Reports (C) If a juvenile, 20 USC Section 1232g	<p>Series No. 463 from July 1976 Public School Model for Elementary School and Jr. High/Middle School Records Retention Schedules. Every time an act of vandalism is witnessed or the evidence thereof is discovered a report should be filed and sent to the superintendent's office. Most often this is, or is accompanied by, the Incident Offense Report filed by the officer from the Sheriff's Department, state police, or city police department. The report may be used to ask for a warrant for the arrest of the perpetrator, the suspension and/or expulsion of a student, and/or to file an insurance claim.</p> <p>The file may contain: incident/offense number, case number, title of investigation, KRS violated, status of the investigation, time notified, time arrived and time completed, originating agency number, date of report, date form is filed, day of week filed, unit number of investigating officer, location of event (address), reported by (complainant), address of complainant, type of event report, date and time of event, victim's name, phone number, date of birth, sex and race. May also contain: vehicle involved, make, yr., model, style, color, license number, state of registration, towed--yes or no, and a description of the details of the event. A Uniform Offense Report may be stapled to the incident/offense report form.</p>	3	Destroy
L4492	Visitor's List/Register	<p>This record is used to identify who is in the building at what time for safety, emergencies, insurance, and to screen out admission of controversial people, dress, propaganda, or paraphernalia. Visitors are required in most schools to sign in at the principal's office.</p> <p>This information on this register or list would include, the name of the visitor, the time of arrival and departure, the purpose of the visit, the persons or places to be visited, and may include proof of identity and comments by the person keeping the register.</p>	1	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Administration

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5297	Contracts and Agreements (V)	<p>This record series is used to document the terms by which items and/or services were purchased and the responsibilities of each party.</p> <p>This record series contains the names of the parties involved, date issued, terms, expiration date, signatures and date signed.</p>		Destroy 15 years after completion or termination and audit (KRS 413.090)
L5301	Periodic Reports of Official Programs, Schools & Departments	<p>This record series may document the monthly or quarterly performance, activities, attendance, academic achievement, and budget status of official programs, departments and schools. These may be a combination of narrative, financial, statistical etc.. May be required by law, administrative regulation, district policy, state policy or federal policy. May be used to document the administrative history of the school district and its agencies and is usually summarized in the annual report.</p> <p>This record series may contain statistical data, expenditures and receipts, supporting documentation, verification of information, directory information, purpose of the report, and comprehensive assessment of the program, department or school.</p>	3	Destroy after audit
L5305	Informational and Reference Material	<p>Reference and informational materials are published and unpublished aids often not prepared by the school district or school itself, often of professional or technical nature, used in the official business of the school district and the agencies within the school district. This includes material used in the professional enhancement of its employees. They may be destroyed when they become obsolete or are no longer of use to the various offices within the local government.</p> <p>Published and unpublished aids used in the conduct of the agency's business or the professional enhancement of its employees. Some examples may be magazines, publications or items distributed by professional organizations and catalogs used in the purchase of equipment.</p>		Destroy when obsolete or no longer useful.
L5311	Open Records Register (V)	<p>This series documents requests for information desired by the public or press and available through the Open Records Law.</p> <p>Date of request, requesting party name, brief description of information wanted, disposition, disposition date</p>	5	Destroy
L5312	Open Records Request for Inspection/Disposition Record (V)	<p>This series documents requests for information from the public, press, or other governing agency. It is a joint form that also documents approval and/or denial of information and supporting documentation.</p> <p>Date of request, requesting party name, information requested, copies needed or only viewing, disposition, supporting documentation for decision</p>	1	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Administration

A14

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5313	Insurance Policy File (V)	<p>This series documents a contract between a school district and an insurance company whereby for a stipulated consideration, the company agrees to compensate the other for loss against a specified action or event. According to KRS 413.120 actions taken against the provisions of the policy must be made within a 5 year period. This series may include all policies purchased by the school district.</p> <p>This record series contains the policy, correspondence, supportive claim documents.</p>		Destroy 5 year after cancellation or expiration and audit.
L5314	Citizen Complaints/Petitions	<p>This series documents complaints filed by citizens concerning school related issues. May result in action taken by the school district or school to remedy the complaint. This file will consist of correspondence between the complainant and the school district or school. This file will also include copies of petitions filed by citizens or citizen groups as an attempt to influence the school district toward certain action.</p> <p>Date of complaint, time of complaint, name of party with complaint, actual complaint, signature, disposition might be noted directly on complaint, supporting documentation, copies of petitions with text and signatures.</p>	2	Destroy
L5315	Itineraries/Schedules of Meetings	<p>This record series is used to document the time and place of meetings and the agendas for those meetings.</p> <p>This record series may include the time, date, place of meeting and the subjects to be covered.</p>	1	Destroy
L5323	Duplicate "Copy of Record"	<p>This record series is created/reproduced/copied for administrative convenience and distributed throughout the school district. These are excess copies that are not recognized as the copy of record.</p> <p>This record series may contain duplicates of the copy of record regardless of the format ( paper, microfilm or electronic).</p>		Destroy when no longer useful.

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

Public School District  
Administration

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5875	Nonbusiness Related Correspondence	<p>This series represents paper correspondence and email that is commonly found at all levels of an organization and is not related to agency business. It consists of messages of a purely personal nature, spam, and other unsolicited correspondence. (See contents for more detailed descriptions.) Agency staff should destroy or delete these records upon receipt because they are not business-related, and because agencies may be required to produce them under legal orders or open records requests. This type of correspondence is problematic for many reasons: SPAM and unsolicited messages (1) tend to exist in tremendous quantities, which can overwhelm an email system; (2) are usually unwanted; (3) can be offensive; and (4) are potentially virus laden. Personal messages (1) take away from an employee's work time; (2) may be interspersed with business related email, making management difficult and exposing the agency to potential embarrassment and legal risk; and (3) may be a violation of the agency's email and Internet acceptable use policy . Given the nature of email, the existence of this type of correspondence is inevitable and agencies are encouraged to train employees to delete it as soon as possible. See "Guidelines for Managing Email in Kentucky Government" for more information on managing email correspondence.</p> <p>Nonbusiness related correspondence is incoming and outgoing correspondence that may consist of: Paper records that may be personal, unsolicited and unwanted that has nothing to do with agency business. Email that may be: (1) Personal messages: While a certain amount of personal material maybe acceptable, abuse of the system can lead to disciplinary action and even dismissal. All agencies should have an appropriate use policy that determines the amount of personal messages acceptable on the system.</p> <p>(2) SPAM is the term for electronic junk mail. It is completely unsolicited and unwanted. It can be offensive in nature, can carry viruses and is sent as a way of disrupting normal business operations.</p> <p>(3) Unsolicited messages are email that may be unwanted, but is somewhat business related such as advertising from vendors and non-work related email from coworkers such as jokes and forwards, miscellaneous news articles, non-work related announcements, etc.</p>	0	Destroy all nonbusiness related records and delete all non business related email immediately.
L5329	Patron Request to Review Student Records	<p>This record series is used to request student information. This may be done by an individual or an agency. Under FERPA certain student records are not to be reviewed unless permission is given by the student (18 years old), parent, or guardian. This request must be forwarded to the appropriate person to get permission.</p> <p>This record series may contain the name of student, type of information needed, name of parent or guardian, name of requester, address, phone # and time requested.</p>	5	Destroy
L5342	Volunteer Participation File	<p>This record series is used by the district as a reference to keep track of volunteers for future utilization.</p> <p>This record series may contain the application, names of volunteers, addresses, directory information, program volunteering for, time and attendance records, registers, sign-in sheets and activity information.</p>	5	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Administration

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5125	School Volunteer Records Check (C) 61.878 (1)(a)	<p>This record series is used to document the criminal background check that is required by KRS 161.148(4). All volunteers in public education are required to pass a criminal records check. Districts are to conduct, at district expense, a state criminal records check on all volunteers who have contact with students on a regularly scheduled and/or continuing basis or who have supervisory responsibility for children at a school site or on school sponsored trips. Such information shall be considered in determining volunteer status. Persons convicted of or pleading guilty to sexual or drug offenses or any felony offense shall not be utilized as volunteers. All information received will be held confidential.</p> <p>School Volunteer Records Check Form: Social Security Number; Volunteer's Name; Date of Birth; Maiden and/or Alias Name(s); Street Address/PO Box; City, State, Zip Code; Telephone Number; Child's Name; School/Program Where Volunteering. Pretrial Services Agency, 100 Millcreek Road Frankfort, KY; Courtnet Disposition Systems (1-800-928-6381) Criminal Records Check Notification: Run Date; Name of Applicant; Date of Birth; Case Number; County Violation Date; Disposition Date; Charge and Disposition - ("No Records Found"); Number of Pages.</p>		Destroy 5 years after last contact with volunteer.
L5126	Minority Education Recruitment and Retention Reports	<p>This series is an annual report that documents a local school districts' efforts at minority recruitment and retention. As required in KRS 160.380 (2)(d), when a vacancy occurs in a local school district, the superintendent is to conduct a search to locate minority teachers to be considered for the position. The school district is to report, on an annual basis, the district's recruitment process and the activities used to increase the percentage of minority teachers, as provided for in 704 KAR 7:130.</p> <p>Series contains: Number and name of newspapers, magazines, journals advertised in; number and location of career fairs attended by a representative of the district; name of college campuses visited; name and number of minority organizations in which a vacancy notice was posted; description of other recruitment efforts made; number of vacancies in certified teaching positions, administrative positions and non-certified positions; known number of minority applicants interviewed in each category; number of minorities offered, but who declined, positions in each category; total number of positions filled; and signature of the district superintendent</p>	3	Destroy
L5127	Local School District Technology Plans	<p>This series documents the technology plans of a district, detailing current inventory and unmet technology needs for a school district. According to KRS 156.655, to participate in the education technology funding program, a local public school district must have an unmet technology need described in its district's technology plan and approved by the Kentucky Board of Education. The master plan for technology states that districts are required to describe unmet needs in the areas of software, hardware, building wiring, upgrades and professional development. The school districts must match equally the funds offered. From 1994 to 1996, the plans were submitted in a written format. Beginning in 1996, the plans have been submitted electronically. Currently, the submission is part of the budget process.</p> <p>Series was submitted in written form in a notebook format, containing six sections. The notebooks may also contain diskettes in either Mac versions of Microsoft Works, or Intel version of Microsoft Works.</p>	3	Destroy after audit

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Administration

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5344	Principal's Teacher Evaluation File	<p>This record series is used to document the performances of teachers by the principals. This includes classroom visits, end of the year checklists and the actual coding sheet used for the evaluation. These go into the evaluation of the teacher which is placed in their personnel folder.</p> <p>This record series may contain the name of teacher, position, directory information, tenure, date of evaluation, comments and conclusions.</p>	1	Destroy
L5346	Principal's Administrative File	<p>This record series is used to document the daily activities and may be duplicates of records that are sent to the central office. These are used as a reference and become obsolete after the current school year is completed.</p> <p>This file may contain lists of locker assignments, health dept inspections and reports, truancy reports, preliminary surveys, fire alarm inspections, schedule of classes, student insurance list, copies of student suspensions and other reference items.</p>	1	Destroy
L5356	District Litigation File (Court Case File)	<p>This record series is used to document the court cases that arise from the school district being sued or suits brought by the school district against others. These may be individuals, groups, or government agencies bringing suit against the District for a number of reasons including discrimination, sexual harassment, program liability, personal injury, non-compliance with state and federal law, land condemnations, and others. These files also contain suits brought by the District against individuals, government agencies and groups. The file of record is maintained in the court of jurisdiction.</p> <p>This record series may contain the names of plaintiff, defendant, date, case information, motions, judgment, affidavits, transcripts, appeals, and supporting documentation.</p>	P	Retain
L5869	Parent/Teacher Conference File (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This record series is used to document conferences between the parents of students and teachers. Usually takes place once a semester but may be held at the request of either the teacher or parent. A form may be used to document the areas of concern, previous interventions and the plan for correction. It documents what the student, parent, teacher and counselor will do to correct the area of concern. The file may be used as a reference in documenting past problems that have been recognized and addressed.</p> <p>This record series may contain the name of the student, grade, date of meeting, name of teacher, counselor and others. May contain the problem addressed and a plan of action. Will contain a signature line for student, teacher and others involved.</p>	3	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Administration

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L6352	Suspected Child Abuse and Neglect Recording Data Sheet (Optional) (C) KRS 620.050 (11), KRS 61.878 (1)a	<p>This record series is used to report suspected child abuse and neglect. This is an information sheet used by staff to make the initial call to the appropriate authorities. KRS 620.030 states that any person who knows or has a reasonable cause to believe that a child is neglected or abused shall immediately report it to one of the following agencies. A local law enforcement agency or the Kentucky State Police; Cabinet for Health and Family Services; the commonwealth's attorney or the county attorney, local child protective services by telephone or otherwise. This record series is the initial contact made by school personnel about a possible abuse or neglect case and identifies the child involved and nature and extent of abuse/neglect. This record is not put into the permanent student education record.</p> <p>This record series may contain the name of child, age, date/time of incident, name of parent/guardian, address of parent/guardian, name of person alleged to have caused the abuse, address of this person, nature and extent of abuse/neglect, the agencies contacted, telephone numbers of agencies, date and time of report, name of person contacted by the school and hotline log #.</p>	1	Destroy
L6389	Schools & Libraries Telecommunication Program File(E-Rate) - Universal Service (FCC)	<p>This record series is used to document the process whereby school districts apply for telecommunication services, internet access, and internal connections. The Schools and Libraries Program of the Universal Service Fund is intended to ensure that schools and libraries have access to affordable telecommunications and information services. This Program, also known as the E-rate program, makes telecommunications and information services more affordable. In 1996 Congress mandated that the Federal Communications Commission use the federal Universal Service Fund to provide discounts to eligible schools and libraries. The school must develop a technology plan, provide notice that it seeks services, request bids from approved vendors and files an application to the Universal Service Fund for the discounted amount. Funds in this Program come from the service providers, including wireline phone companies, wireless phone companies, paging service companies and certain voice over internet protocol providers.</p> <p>This record series may contain the technology plan and approval letter, agreements, bidding information, contracts, application, purchase and delivery services documentation, purchasing information, financial information concerning payment, asset and inventory, program forms, attachments and other documents.</p>		Destroy 5 years after last date of service

STATE ARCHIVES AND RECORDS COMMISSION  
Public Records Division  
Kentucky Department for Libraries and Archives

Schedule Date:

March 13, 2003

LOCAL AGENCY RECORDS RETENTION  
SCHEDULE

Public School District  
AmeriCorps

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5068	AmeriCorps - Final Report	<p>AmeriCorps is the national service movement that engages Americans of all ages and backgrounds in a domestic Peace Corps - getting things done across America by meeting our education, public safety, environmental, and human needs. In exchange for a year or two of service, AmeriCorps members earn educational awards to help pay back student loans to finance college, graduate school or vocational training. AmeriCorps, passed by Congress, was signed into law by President Clinton on September 21, 1993.</p> <p>Note: JCPS no longer administers the AmeriCorps program. This report is the "final report."</p> <p>Number of full-time AmeriCorps individuals, hours served and total; Number of part-time AmeriCorps individuals, hours served and total; Focus; Purpose; Accomplishments; List of Grant Partners.</p>	P	Retain
L5069	AmeriCorps Time Reporting Records	<p>AmeriCorps is the national service movement that engages Americans of all ages and backgrounds in a domestic Peace Corps - getting things done across America by meeting our education, public safety, environmental, and human needs. In exchange for a year or two of service, AmeriCorps members earn educational awards to help pay back student loans to finance college, graduate school or vocational training. AmeriCorps, passed by Congress, was signed into law by President Clinton on September 21, 1993. Document must be kept on participants that includes being able to show in an audit that every participant was eligible to enroll in AmeriCorps and receive in-service and post-service benefits. Records must show that a participant completed 1700 hours of service if full-time and 900 hours if part time. To document eligibility, records on each participant's citizenship or legal permanent resident status, birth date, level of education, date of high school diploma or GED certificate, participant start and end dates, hours of service, location of service, activities and project assignment. Addition, participant personnel files are to be kept that include application form, position description, and performance evaluations. You are also required to keep demographic and other information on participants for use in program evaluations. (Source: AMERICORPS MEMBER HANDBOOK 1995-96)</p> <p>This record documents the use of time by a participant in the AmeriCorps program.</p> <p>Note: JCPS no longer administers the AmeriCorps program.</p> <p>Name of partnering agency; Representative; Month; Date; Task; [Amount of] Time</p>	3	Destroy after audit

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

Public School District  
AmeriCorps

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5070	AmeriCorps Program Budget Form	<p>AmeriCorps is the national service movement that engages Americans of all ages and backgrounds in a domestic Peace Corps - getting things done across America by meeting our education, public safety, environmental, and human needs. In exchange for a year or two of service, AmeriCorps members earn educational awards to help pay back student loans to finance college, graduate school or vocational training. AmeriCorps, passed by Congress, was signed into law by President Clinton on September 21, 1993.</p> <p>The AmeriCorps Program Budget form is completed by the applicant.</p> <p>Note: JCPS no longer administers the AmeriCorps program.</p> <p>Applicant name; Program name; Participant Support Costs; Staff; Operational; Internal Evaluation/ Monitoring; Administration; Totals; Other Participant Support Costs; Childcare; Education Awards; Totals.</p>	3	Destroy after audit.
L5071	AmeriCorps Program-State Formula Application	<p>AmeriCorps is the national service movement that engages Americans of all ages and backgrounds in a domestic Peace Corps - getting things done across America by meeting our education, public safety, environmental, and human needs. In exchange for a year or two of service, AmeriCorps members earn educational awards to help pay back student loans to finance college, graduate school or vocational training. AmeriCorps, passed by Congress, was signed into law by President Clinton on September 21, 1993.</p> <p>Note: JCPS no longer administers the AmeriCorps program.</p> <p>Title; Legal Applicant; Contact Person's Name, address, phone; Applicant's Congressional District #; Institutional Information; Employer Number; Project Director, organization's name, address, phone; Grant Type: Planning Operating or Educational awards only; Issues Areas &amp; National Priorities; Participants; Budget; Program Operates.."Public Safety &amp; Education;" Project Duration; Certification.</p>	3	Destroy after audit.

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

Public School District  
AmeriCorps

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5072	AmeriCorps Juvenile Case Folders	<p>AmeriCorps is the national service movement that engages Americans of all ages and backgrounds in a domestic Peace Corps - getting things done across America by meeting our education, public safety, environmental, and human needs. In exchange for a year or two of service, AmeriCorps members earn educational awards to help pay back student loans to finance college, graduate school or vocational training. AmeriCorps, passed by Congress, was signed into law by President Clinton on September 21, 1993. Document must be kept on participants that includes being able to show in an audit that every participant was eligible to enroll in AmeriCorps and receive in-service and post-service benefits. Records must show that a participant completed 1700 hours of service if full-time and 900 hours if part time. To document eligibility, records on each participant's citizenship or legal permanent resident status, birth date, level of education, date of high school diploma or GED certificate, participant start and end dates, hours of service, location of service, activities and project assignment. Addition, participant personnel files are to be kept that include application form, position description, and performance evaluations. You are also required to keep demographic and other information on participants for use in program evaluations. (Source: AMERICORPS MEMBER HANDBOOK 1995-96)</p> <p>Note: JCPS no longer administers the AmeriCorps program.</p> <p>Records of juveniles referred by school social workers, court diversion workers and/or family court judges; notes and contracts of juveniles about goals to be achieved; case notes on family visits; project/class information in which these juveniles participated; program staff notes and time sheets.</p>	3	Destroy after audit

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

Public School District  
AmeriCorps

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5073	AmeriCorps Personnel Folder (C) KRS 61.878 (1)(a)	<p>AmeriCorps is the national service movement that engages Americans of all ages and backgrounds in a domestic Peace Corps - getting things done across America by meeting our education, public safety, environmental, and human needs. In exchange for a year or two of service, AmeriCorps members earn educational awards to help pay back student loans to finance college, graduate school or vocational training. AmeriCorps, passed by Congress, was signed into law by President Clinton on September 21, 1993. Document must be kept on participants that includes being able to show in an audit that every participant was eligible to enroll in AmeriCorps and receive in-service and post-service benefits. Records must show that a participant completed 1700 hours of service if full-time and 900 hours if part time. To document eligibility, records on each participant's citizenship or legal permanent resident status, birth date, level of education, date of high school diploma or GED certificate, participant start and end dates, hours of service, location of service, activities and project assignment. Addition, participant personnel files are to be kept that include application form, position description, and performance evaluations. You are also required to keep demographic and other information on participants for use in program evaluations. (Source: AMERICORPS MEMBER HANDBOOK 1995-96)</p> <p>A personnel folder (L2022) also exists in Employee Personnel. The AmeriCorps Personnel Folder is not a duplicate of L2022.</p> <p>Note: JCPS no longer administers the AmeriCorps program.</p> <p>Application; resume; time sheets*; mileage reports; weekly work plans; participation agreement; registration forms; application for child care through AmeriCorps; evaluations and recommendations; end of term of service form; notice of employment and/or change**; participant enrollment form; correspondence related to AmeriCorps member.</p> <p>*TIME AND ATTENDANCE RECORDS, L2754 (Payroll Dept.), retained 3-5 years. **Notifications of employment and/or change are included in OFFICIAL PERSONNEL MASTER FOLDER, L2022, retained permanently. NOTIFICATION OF CHANGE AND/OR EMPLOYMENT, L3119 and 3120, duplicate.</p>	3	Destroy after audit.

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

Public School District  
AmeriCorps

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5074	AmeriCorps - Quarterly Report	<p>AmeriCorps is the national service movement that engages Americans of all ages and backgrounds in a domestic Peace Corps - getting things done across America by meeting our education, public safety, environmental, and human needs. In exchange for a year or two of service, AmeriCorps members earn educational awards to help pay back student loans to finance college, graduate school or vocational training. AmeriCorps, passed by Congress, was signed into law by President Clinton on September 21, 1993. AmeriCorps' operating sites complete the Quarterly Report. The report is designed to gather data on the service activities of AmeriCorps members. By collecting the data at the operating site, the Corporation hopes to maximize the detail, accuracy and usefulness of the information.</p> <p>Note: JCPS no longer administers the AmeriCorps program.</p> <p>Name of the operating site; name of the program; name of Corporation Grantee; quarter (dates) report applies; date on which AmeriCorps members began service or training; total number of full- and part-time members enrolled on the final day of reporting quarter; estimated total number of non-AmeriCorps member volunteers involved during reporting quarter and total number of hours; primary accomplishments; unique successes; summary of progress this reporting quarter toward accomplishing annual objectives; AmeriCorps member development objectives; Community building/strengthening objectives; primary challenges encountered this quarter; National identity activities this quarter; changes in program organization or key staff positions this quarter.</p>	P	Retain
L5075	AmeriCorps Member Health Plan (C)	<p>AmeriCorps is the national service movement that engages Americans of all ages and backgrounds in a domestic Peace Corps - getting things done across America by meeting our education, public safety, environmental, and human needs. In exchange for a year or two of service, AmeriCorps members earn educational awards to help pay back student loans to finance college, graduate school or vocational training. AmeriCorps, passed by Congress, was signed into law by President Clinton on September 21, 1993. Document must be kept on participants that includes being able to show in an audit that every participant was eligible to enroll in AmeriCorps and receive in-service and post-service benefits. Records must show that a participant completed 1700 hours of service if full-time and 900 hours if part time. To document eligibility, records on each participant's citizenship or legal permanent resident status, birth date, level of education, date of high school diploma or GED certificate, participant start and end dates, hours of service, location of service, activities and project assignment. Addition, participant personnel files are to be kept that include application form, position description, and performance evaluations. You are also required to keep demographic and other information on participants for use in program evaluations. (Source: AMERICORPS MEMBER HANDBOOK 1995-96)</p> <p>The health care plan for AmeriCorps participants is provided by the Trustee for the Partnership Trust &amp; administered by Strategic Resource Company, Columbia, SC.</p> <p>Note: JCPS no longer administers the AmeriCorps program.</p> <p>Participant roster form; waiver forms; invoices/monthly funding statements.</p>	3	Destroy after audit

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

Public School District  
AmeriCorps

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5076	AmeriCorps Child Care Files	<p>AmeriCorps is the national service movement that engages Americans of all ages and backgrounds in a domestic Peace Corps - getting things done across America by meeting our education, public safety, environmental, and human needs. In exchange for a year or two of service, AmeriCorps members earn educational awards to help pay back student loans to finance college, graduate school or vocational training. AmeriCorps, passed by Congress, was signed into law by President Clinton on September 21, 1993. AmeriCorps CARE is a program administered by the National Association of Child Care Resources &amp; Referral Agencies. The purpose of AmeriCorps CARE is to assist members in finding quality caregivers and to administer all child care payments directly to those caregivers. In order to give support to AmeriCorps members needing child care while performing service duties, the AmeriCorps CARE program is designed to bring together local child care resources and referral agencies and professionals experienced in the field of service. A full-time member who is determined to be eligible on the basis of income may use the AmeriCorps child care benefits to pay for child care. To be eligible, the participant must be a full member of AmeriCorps; be a parent or legal guardian of a child or children under 13 years of age who lives with the member; need child care in order to participate in AmeriCorps programs; and have a family income that does not exceed your state's guidelines on income eligibility for assistance under the Child Care &amp; Development Block Grant.</p> <p>Note: JCPS no longer administers the AmeriCorps program.</p> <p>AmeriCorps Child Care Eligibility Application; AmeriCorps care Change Provider Form; Re-determination Questionnaire.</p>	3	Destroy after audit.
L5077	AmeriCorps Annual Accomplishment Review	<p>AmeriCorps is the national service movement that engages Americans of all ages and backgrounds in a domestic Peace Corps - getting things done across America by meeting our education, public safety, environmental, and human needs. In exchange for a year or two of service, AmeriCorps members earn educational awards to help pay back student loans to finance college, graduate school or vocational training. AmeriCorps, passed by Congress, was signed into law by President Clinton on September 21, 1993. The purpose of this report is to share progress and achievements with the Corporation for National Service.</p> <p>Note: JCPS no longer administers the AmeriCorps program.</p> <p>Number of Operating Site; Program Name; Address; City &amp; State; Operating Site Name; Person Completing Form including position &amp; phone number; Member &amp; Service Overview; Education Activities; Human Needs Activities; Environment Activities; Public Safety Activities; Participant Development Activities; Your Organization; Summary Statements; Additional Comments (optional).</p>	P	Retain

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

Public School District  
AmeriCorps

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5078	AmeriCorps - Financial Records	<p>AmeriCorps is the national service movement that engages Americans of all ages and backgrounds in a domestic Peace Corps - getting things done across America by meeting our education, public safety, environmental, and human needs. In exchange for a year or two of service, AmeriCorps members earn educational awards to help pay back student loans to finance college, graduate school or vocational training. AmeriCorps, passed by Congress, was signed into law by President Clinton on September 21, 1993. The purpose of this report is to share progress and achievements with the Corporation for National Service.</p> <p>AmeriCorps grant funds are applicable to U.S. Office of Management and Budget (OMB) requirements.</p> <p>Note: JCPS no longer administers the AmeriCorps program.</p> <p>Source documentation for costs, such as receipts, travel vouchers, invoices, bills, affidavits, volunteer costs, matching contributions, including grant award documents and receipts from other funding sources (if applicable). Cost Detail Reports are also included.</p>	3	Destroy after audit

STATE ARCHIVES AND RECORDS COMMISSION  
Public Records Division  
Kentucky Department for Libraries and Archives

Schedule Date:

March 13, 2003

LOCAL AGENCY RECORDS RETENTION  
SCHEDULE

PUBLIC SCHOOL DISTRICT  
Athletics/Activities

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2316	KY High School Athletic Association Certificate of Eligibility (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>A KHSAA Certificate of Eligibility is issued for each game the high school plays. It certifies that the students whose names are listed on the certificate are eligible to represent that high school under KHSAA rules. (The eligibility list is not required for season game or meet unless requested by opponent.) A certificate is maintained on each of the high school's athletic teams. A certificate is provided to each opponent high school on the schedule.</p> <p>Date of game, opponent team, name of high school, school year, sport. Listing: name of contestant (student), birth date, county and state of birth, sex, number of semester in high school (grades 9-12) including this semester, number of years (grades 9-12) as varsity player including present year. Game time, school colors, jersey color for this game, price of admission: student/others, signature of principal.</p>	1	Destroy
L2317	KY High School Athletic Association Contract for Athletic Contest	<p>This record is used to document that the school is going to engage in an athletic contest with another school. This contract is subject to the Kentucky High School Athletic Association rules and regulations.</p> <p>This record contains the name of the schools participating, addresses, dates of contest, terms and conditions, signatures of both principals.</p>	3	Destroy
L2318	KY High School Athletic Association Varsity Participation List (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This record is used to document those students participating in varsity sports. This is needed by K.H.S.A.A. so all students playing varsity sports will be covered under medical insurance provided by the K.H.S.A.A. Also this is required in order for the school to be insured should a law suit be brought by a student (Liability Insurance).</p> <p>This record contains the name of the students, birth date, birthplace, sex, semester, number of years of participation, sport, name of school, principal, and school year.</p>	1	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Athletics/Activities

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2319	KY High School Athletic Association Transfer Blank (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>Any student who represents a secondary school in a first team game after enrolling in grades 9 through 12 &amp; who changes schools is ineligible for 36 school weeks. The Commissioner may waive the period of ineligibility in the event of any of the following four circumstances. The commissioner may be guided by the recommendation of the principal of the school the student is transferring from when making his decision. 1) A student who transfers from one secondary school to another following a bona fide change of residence by his/her parents into the school attendance district where he/she wishes to participate, or through assignment of the Board of Education; 2) In the event of a dissolution of marriage (divorce) of the parents and a change in the residence of the student from the district where he/she represented a secondary school in a first team game, and further pursuant to a court order granting custody of the child to one of the parents; 3) In the event the death of one or both of the student's custodial parents creates such circumstances that the transfer to another secondary school will relieve evident injustice; and, 4) If there has been a change in the residence of the parents, the student may delay joining his/her parents until the end of the semester in which the change occurred or the end of the current sports season if the student is a participant. The purpose for providing the information on this form is so that the KHSAA Commissioner has the necessary information for a ruling. The Commissioner may not be in agreement with the principal's recommendation; however, the ruling may be appealed to the Association Board of Control.</p> <p>Transfer blank contains this information: to principal _____ of _____ high school, address. Request information concerning a former student. From principal of _____ high school, address. Student's name, parent's names, present address, present school attendance district, place of birth, source of information. Followed by a series of questions concerning the student's school and athletic record with the signature of the principal from which the student transferred. The transfer rule and provide space for current principal to give his/her evaluation of a student's qualification under the rules of transfer. Also: possible request for further investigation before the Comm.'s ruling.</p>		Destroy upon graduation of student
L2320	Athletic Budget	<p>This record is a projection of costs for the athletic department and the amount of revenue the athletic events will receive in revenue. This budget is prepared and sent to the central office at the end of the school year. This becomes part of the overall official budget.</p> <p>This record contains the gate receipts, expenditures for each sport, the date and signature of person preparing the budget.</p>	5	Destroy after audit
L2326	Daily Treatment Log (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This is a register of treatment given each student requiring medical treatment. It is prepared daily as a record of all students treated each day. Treatment information will also be found on the Athlete Injury Report and on the Daily Treatment Player Injury Report. Some schools do not keep this Log/Register.</p> <p>Date, Name of Student, Injury, Sport. Treatment: Ice Bag, ice bath, ice massage, cold whirlpool, contrast bath, hot whirlpool, hydro collar, muscle Tim, ultra sound, rehabilitation, practice, doctor, other, comments.</p>		Destroy one year after student reaches age of majority

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Athletics/Activities

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2327	Athlete's Medical History File (Record of student medical history, insurance coverage, parental permission for emergency medical treatment) (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This record is used to document the student athlete's medical history, insurance plan and above all permission by parent or guardian in case of a medical emergency.</p> <p>This record contains the name of the family doctor, phone, health insurance, medical history, athlete's name, age, birth, sport, his address, phone, date name of guardian/parents signature.</p>		Destroy one year after student reaches age of majority
L2328	Sports Candidate Questionnaire/Pre-Participation Examination (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This record is used to document the student athlete's medical history before he is to participate in organized school sports. It is also used as verification that the athlete was examined by a doctor and found fit to participate in sports.</p> <p>This record contains the name of the student, sport played, grade, age, sex, parent or guardian, address, phone, doctor's name, the physical examination and certification by the doctor.</p>		Destroy one year after student reaches age of majority
L2329	Student Participation Parental Approval Form (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>In order for a student to participate in an organized school sport, this form must be used by the student's parent or guardian in giving permission for that participation.</p> <p>This record contains the name of the student, birth date, students signature, certification of parent, date, signature of parent, preference of hospital and doctor.</p>		Destroy one year after student reaches age of majority
L2387	NCAA Student Athlete Information Form (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This record is used to verify that a prospective student athlete has or will complete certain core courses which are mandated by the NCAA. A core course is defined as a recognized academic course designed to prepare a student for college level work. This form may be in the student's cumulative folder.</p> <p>This record contains the core courses needed, courses completed, lab courses, units and grades. Test scores (SAT &amp; ACT), signature of principal, name of school, address, telephone, and date.</p>		Destroy one year after a student finishes high school

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Athletics/Activities

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2457	Student Activities Budget Form (Planning document outlining estimated income and expenses by club/activity for the school year)	<p>This form reports estimated income and expenses for the coming year. It is prepared at the start of the school year by each club/student activity. For planning purposes, this report indicates what each club/student activity wants to do in the coming year in the way of income producing projects.</p> <p>School year, school, club or activity. Estimated income, estimated expenses, balance of account as of October 1. Listing of projects showing income. Use of funds (what the club will use earned funds for). Signature of sponsor and club president.</p>	1	Destroy
L2458	Fund Raising Activity Request Form	<p>This record is used by organizations to request permission to conduct a fund raising activity. Most school districts require Board approval.</p> <p>This record contains the project, reason, date to start and money needed. Also the sponsors signature and organization name.</p>	1	Destroy
L2459	Requisition and Report of Ticket Sales - Special Events	<p>This record is used in requisitioning of tickets to be used at special events and reporting the sales of those tickets. This money is kept in the high school with a report going to Central Office.</p> <p>This record contains the name of school, activity, address, date, requisition of rolls of tickets, their beginning numbers, person in charge of the sales, treasurer or principals signature, report of sales, number of tickets sold, amount of sales, and signature of treasurer.</p>	3	Destroy after audit

STATE ARCHIVES AND RECORDS COMMISSION  
Public Records Division  
Kentucky Department for Libraries and Archives

Schedule Date:

March 13, 2003

LOCAL AGENCY RECORDS RETENTION  
SCHEDULE

PUBLIC SCHOOL DISTRICT  
Attendance

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L1946	Teacher's Daily Register for Kentucky Schools (Bird Book) (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This book was used to keep a record of each student: personal data, attendance, and grades. Over the years the content was changed. Serves as the teacher's record book during the school year. At end of the year, the teacher turns book over to the school principal who transferred it to Central Office. Data recorded inside is used for end of year reports: av. daily attendance, aggregate daily attendance, aggregate days absence, etc. With the move away from manual register and toward automation, many districts no longer use this record. The books of recent years no longer have the grades included, but are simply an attendance record and homeroom register. Have been replaced by PA-3, Teacher's Monthly Attendance Report, PA-2, Record of Daily Attendance. Personal data is now in the District Census Roster.</p> <p>Informational content includes: Student name, birth date, age, grade, distance from school, parent/guardian name and address, parent occupation, record of attendance, grades, promotion record, remarks. Various statistical summaries. Some districts opt to include student grades in the Register, others use Register as record of attendance only.</p>		Retain if register includes record of student grades. Destroy after 20 years if register includes record of attendance only.
L1947	Record of Daily Attendance - PA-2 (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>The PA-2 is a two-page form. The left side of the form will not be read by the computer, but will be kept in the district as the original source of attendance date and will be placed in a binder and filed at the end of the school year. The right side of the form will be marked by the teacher and sent to the computer center. Throughout the school year the PA-2 is the homeroom teacher's student attendance record. It is kept daily. At the end of the year it is sent through the principal (responsible for checking for completeness) to the Director of Pupil Personnel. The DPP unites the PA-2 with the PA-3 (Teacher's Monthly Attendance) and maintained by the school district in bound form. The right side of the form is sent to the DPP at the beginning of each month from the teacher. It is then sent to the computer center as the input document. From this is generated the PA-3. Aggregate average daily attendance funds from the state are based on this record. It is also used for validation of student attendance in court cases. Many now are not two part forms because of a change in software. Many are now done at the school or in the classroom, then printed and signed. Effective with the 1996-1997 School Year 702 KAR 7:125E increased retention from 15 to 20 years.</p> <p>Left side: Info: district name, number, school name, number, teacher name, homeroom, grade, month. Pupil Accounting: line #, student name, cause of absence, attendance calendar for month, total absence, signature, date, total. Right side: district #, page #, month, school name, school #, teacher name, grade, homeroom, supplementary sheet (Yes or No), Line Number, total absences, student number, student name, transportation code, retained. Total absences, total membership, signature, date. (Transportation code is marked only if a change is needed)</p>	20	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Attendance

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L1948	Teacher's Monthly Attendance Report- PA-3 (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. Change Date: 9/11/2003 (V)	<p>The PA-3 is prepared on a monthly basis from the right side of the PA-2 (the Record of Daily Attendance which is kept by the homeroom teacher or the school attendance clerk). The Director of Pupil Personnel unites the PA-3 with the PA-2 and both are maintained by the school district. This record is used to determine enrollment statistics and is the basis for state aggregate average daily attendance funding. Many now are not two part forms because of a change in software. Many are now done at the school or in the classroom, then printed and signed. Effective with the 1996-97 School Year 702 KAR 7:1215E changed the retention from 15 to 20 years.</p> <p>Info: teacher, date, district code, school code, grade, homeroom code, month, beginning date, ending date. Pupil information: pupil number, pupil name, entry, withdrawal codes and dates, transportation code. Monthly summary: attendance, presence, absences, membership. Cumulative summary: pres., abs, mbr. Total days, days dismissed, days taught. Totals: days attendance, days absence, days membership for current month and cumulative by transportation code, and totals. Membership: previous and current month for: original entries, re-entries, withdrawals, total, signature of a certified staff member and date.</p>		Retain Tenth Month Teacher's Monthly Attendance Report 20 years. Retain the remaining Teacher's Monthly Attendance Reports 2 years then destroy.
L1954	Attendance Report for First Two Months- Growth Factor - PA-24 (Growth Factor Report)	<p>This record is used to document the average daily attendance for the first two months of the school year. This information is used in computing the amount of funding the district will receive the following school year from the state based upon attendance. This report determines if you are a growth district and eligible for additional funds based on number of student growth.</p> <p>This record contains the name of the school, days taught, aggregate days attendance, totals of all schools, and certification by the superintendent of schools.</p>	5	Destroy
L1955	Annual Growth Factor Report	<p>This report is submitted to the Department of Education prior to November 1 of each year. This is for the first two school months of the school year pursuant to KRS 157.360(8). Program funding shall be increased when the average daily attendance in any district for the first two months of the current school year is greater than the average daily attendance of the district for the first two months of the previous school year.</p> <p>It documents the district name and number, the name of the school, first month T-1, second month T-1; first month T-2, second month T-2, first month NT, and second month NT, total district adjustments, certification by the superintendent, signature and date. (NOTE: T1 = code for student living over one mile from school, twice daily; T-2 = code for student living under one mile from school, twice daily; NT = the code for students who are not transported.)</p>	5	Destroy
L1957	Yearly Comparison of Enrollment for Day 10	<p>This comparison charts day 10 enrollment by grade for a 10 year period. Used to inform administrative staff of growth trends. It is used in school planning and may vary depending on school district.</p> <p>For each year gives enrollment figures for grades 1-6, 7-8, 9-12, special education, and homebound. Totals per year. Cumulative loss or gain from the previous year.</p>	10	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Attendance

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L1958	Daily Student Attendance Record - By School - First Ten Days	<p>This record charts enrollment during the first ten days of the school year by school. It lets the superintendent know if enrollment is near projected levels and whether or not additional teachers should be hired. One report is prepared for each of the first ten school days.</p> <p>School districts, term, month, day of school. For each school: number of teachers, attendance in each grade, total attendance that day in all grades combined. Totals. Signature of Director of Pupil Personnel. Also: Attendance statistics from previous year for grades 1-6 and 7-12 with indication of gain or loss.</p>	1	Destroy
L1960	Student Absentee Information Card/Record (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>If a child has attendance problems, the Director of Pupil Personnel makes a card or data entries for that student. A card/record is made of home visits and other follow-up activity. This record for the last few years has been computer generated in most districts.</p> <p>Information: student name, school grade; date of follow-up (phone calls and visits), notes on what happened.</p>	1	Destroy
L1961	Principal's Weekly Absentee Report (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This is the instrument used by school principals to report student absentees, which need follow-up, to the Director of Pupil Personnel. The Attorney General's Opinion says you cannot fail a student for excused or unexcused absences alone.</p> <p>School district, school, principal, week ending, list of students who have been absent 5, 10, 15, 20 days: name, birth date &amp; grade, parent name, address and telephone, dates absent not previously reported, date of excuses (parent/doctor), parent informed (yes/no), and additional information.</p>	1	Destroy
L1967	Home/Hospital Program Student Registration Form (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This record is used to register those students who anticipate being out of school for 10 or more days for health reasons. It is the same registration form as used by other students for regular school attendance at any school in the district. Homebound Elementary and Homebound High School are just considered as two more schools in your district.</p> <p>This record contains the students name, school, grade, homeroom, teacher, student number, birth date, fathers name, mothers name, address, phone number, and date.</p>	1	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Attendance

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L1968	Home/Hospital Certification for Enrollment (Application) (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>Pursuant to KRS 159.030, Section 2, before granting an exemption under paragraph d of subsection 1 of this section, the Board of Education shall require satisfactory evidence, using an application form provided by the school districts with sections to be completed by the applicant's parent(s)/guardian(s); a signed statement to release pertinent information provide on forms by local health officials; the Home/Hospital Review Committee, composed of the Director of Pupil Personnel, the school health worker (usually the school nurse) and the home/hospital teacher; three portions by the medical professional (usually the doctor) and a signed statement by him or a psychologist or psychiatrist, or public health officer, that the condition of the child prevents or renders inadvisable attendance at school or application to study. On the basis of such evidence the board may exempts any such child from compulsory attendance. Any child who is excused from school attendance more than 6 mos. must have 2 signed statements from a combination of the following professional persons. Exemptions of all children under the provisions of subsection 1 d of this section must be reviewed annually with the evidence required being updated. This application allows students who have been ill at least 4 weeks to be taught at home by a teacher. The doctor must sign the application at the request of the parent for the student to participate in the homebound program. Information is transferred to the census card. Pursuant to 704 KAR 7:120, the condition of pregnancy (only complications from) is not considered a physical or health problem.</p> <p>School district, student name and address, student birth date and sex, school, grade, school address, school year, date student enrolled. Professional statement as to student's situation and need for program, name of professional, specialty, address, telephone, signature and date.</p>	1	Destroy
L4475	Home/Hospital Program Annual Report (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This record replaces the Home/Health Program Monthly Report which was discontinued after the 1985-86 school year. It is used to report the attendance of Home/Hospital Bound Students and the minutes taught by home/hospital program teacher and used to garner funds from the state department's Home/Hospital Program.</p> <p>This form has these data elements: District number and name; Year beginning and name; teacher's name and social security number; student's name, grade and reason for program admission--medical, mental health, or pregnancy complications; if for mental health was student served in home, hospital, or both; IEP on file--yes or no; minutes per day per month and total per month; teacher signature. If there was more than one teacher, each teacher's name, signature, and dates of instruction by that teacher at the bottom of the form provided by the KY Dept. of Ed.</p>	3	Destroy after audit
L1982	Pupil Accounting/Grade Reporting School Homeroom Teacher List - PA-7	<p>This document is prepared at the beginning of the school year or when changes are made in homeroom teacher assignments (name) or room numbers. It is submitted to the computer center as input in the preparation of the Teacher's Monthly Attendance Report (PA-3). Is the basis for generating other attendance reports.</p> <p>Date submitted, district number, district name, school number, and school name. For each entry: homeroom number, teacher name, mark A to add homeroom number and teacher name, mark C to change or correct teacher name.</p>	1	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Attendance

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2443	Monthly Pupil Attendance Report (Principal's Copy)	<p>This record is used to compare attendance from month to month. This report is used in the central office to compute the amount of money to be paid the system from state funds.</p> <p>This record contains original entries, re-entries, withdrawals, aggregate days of absences, aggregate days membership, average daily attendance, days in school month, and aggregate days of attendance.</p>	1	Destroy after audit
L1983	Pupil Accounting Audit	<p>This record documents that the pupil attendance records were examined and inspected for the school year. This is done to insure that those records are maintained correctly and promptly recorded. This audit is done by the Department of Education every 3 to 4 years.</p> <p>This record contains the teacher's daily record of pupil attendance, name of schools audited, aggregate days of attendance first 2 months to note the school's growth factor and all records to that date of audit, classroom attendance, overage and underage pupils, examination of Teachers Daily Record of Pupil Attendance, comments on each school, and signature of supervisor, Division of Pupil Personnel.</p>		Destroy when superseded.
L1984	Pupil Accounting Withdrawal/Change Form (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This record is used to document any withdrawals of students from the school districts, and then used to input the information into the computer, then kept at the level/office where the input is made or returned to the Office of Pupil Personnel. This record is also used to document any changes, except address, in the census roster.</p> <p>This record contains student name, number, school district, school, grade, homeroom, birth date, sex, demographics, corrections section, immunizations record, withdrawal date, attendance correction, transportation correction. Sections for student withdrawal, and census withdrawal.</p>	1	Destroy
L1985	Non-Resident Pupil Contract File (Contract between 2 districts that the average daily attendance of non-resident pupils will be counted in the district where the pupil attends school.)	<p>This record is a contract entered into by two school districts saying that the average daily attendance of the non-resident pupils is to be counted in the district where the pupils will attend school. This is submitted by the local school board to the State Department of Education at the end of the second month of the school year.</p> <p>This record contains the parties to the agreement, signature of the chairman of the Board of Education and the Superintendent of each district. A list of students involved including their address and home school.</p>	5	Destroy after audit

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Attendance

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L1986	Non-Resident Pupils and Transportation Report (First two months)	<p>This report was created to list those non-resident students attending school in a school district. This report also is used to list those resident students who attend school outside their district. This report is needed to document the average daily attendance so the district transporting the students can receive the appropriate funding from the Department of Education.</p> <p>This record contains the name of the school district where pupils legally reside, name of school attending, number of days taught, number of pupils, district claiming transportation credit, aggregate days attendance. Part B - name of pupil, birth date, school attending, district claiming transportation, aggregate attendance over 21 years of age.</p>	5	Destroy after audit
L5357	Non-Resident Student Application (C) 20 USC Section 1232 et seq. & KRS 160.700 et seq.	<p>This record series is used to document the application process by students who are considered non-residents to attend a school district. This application is completed yearly by those who want to attend.</p> <p>May include name of student, address, ss#, date and student family and previous schooling information.</p>	1	Destroy
L2330	Student Enrollment Information- (C) 20 USC Section, 1232g et seq. & KRS 160.700 et.seq	<p>This record series is used to document personal information, including directory information of students coming into the school district. The information gives the vital information about the student. This document must be completed by all students who are entering the district. Much of this data is entered electronically with printouts.</p> <p>This record series contains name of student, grade, age, birthday, grade, homeroom, date of entry, race, sex, guardian's name, relationship, district entering from, address, person living with, phone, and transportation.</p>		Destroy 4 years after withdrawal or graduation
L2334	Student Absentee Permit (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This permit is issued by the first period teacher or office attendance clerk to a student that was absent the previous school day. The student presents the permit for endorsement to the teacher of every class or study from which he/she was absent. It informs the teachers after the first period whether the student's absence was excused (or not).</p> <p>Date, student's name, date of absence, cause of absence, excused or unexcused, signature (endorsement) of each teacher.</p>	1 day	Destroy
L2335	Student Tardy Permit	<p>The sole function of this slip is to allow a tardy student entry into class. It will state whether the tardy was excused or not.</p> <p>Name of student, class period, date, time leaving school official's office and the signature of the school official.</p>	1 day	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Attendance

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2382	Student Absentee Appeal (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This is the student's appeal for an excuse of his/her absenteeism beyond the three days maximum allowed in a class for the grading period (local board of education policy). The law now states that a student with three or more unexcused absences in a grading period may be considered a habitual truant. In the appeal every absence must be explained in detail. The law states nothing about passing or failing. A committee of teachers review the appeals each grading period. This appeal is filed in the principal's office.</p> <p>Name of student, grade, date, explanation of absences in detail, total class absences, total doctor's notes, absences appealed, signature of student, signature of parent or guardian, number of days of appeal granted, appeal rejected.</p>		Destroy when the student completes high school
L2424	Daily Homeroom Attendance Roster	<p>This roster provides daily enrollment stats regarding students in homerooms. It is prepared daily for the first week or so of school to give the superintendent and the school administration accurate figures as to teacher-student ratios, attendance, etc. It also provides them with an idea of how well they prepared for the new year.</p> <p>By grade and student: attendance of boys, girls, total. For each day.</p>	1	Destroy
L4496	Request to Attend School out of Attendance District or School District (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This a form generated by the student's parent/guardian to request permission to attend a school other than the resident school. This record is used by the central office staff to make decisions about these requests. It may be completed for more than one child.</p> <p>This form or request sheet may contain: the name, address, and number of years child has attended this school, name of school requesting to attend, name of resident school; reason for making the request to change districts; and a question as to whether or not you are an employee of the resident school district other than a substitute and if so your job title and school assignment. It should contain the signature of the parent/guardian with his street address, city and zip code, and the home and work phone numbers of the parent or guardian. It should also contain the name, address, phone and FAX numbers of the Board of Education person to whom it should be returned at the central office.</p>	2	Destroy
L5240	Attendance Records File (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This record series is used to document those attendance records that are created by teachers in K-12 and are used to list and report attendance to the central office as mandated by district and state policy. These are not the official copy of attendance that is sent to the Kentucky Department of Education. These must be kept for a short period of time to verify attendance. This record is basically a working copy that is essential for reporting to the central office.</p> <p>This record series may contain student enrollment information, class absentee reports, student daily absence log, daily absentee list, temporary daily attendance sheet, program and attendance record card, and teachers monthly attendance report (duplicate).</p>	1	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Attendance

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5345	Principal's Student Attendance File (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This record series is used to document student attendance in the homerooms and to maintain the principal's monthly report of attendance which becomes a part of the Teacher's Monthly Attendance record. This file is no longer useful after a year once the official attendance has been reported.</p> <p>This record series may contain names of students, attendance records, attendance statistics, dates and homeroom rosters.</p>	1	Destroy
L5330	Periodic Attendance Reports	<p>This record series is used to document student attendance on a daily, weekly, monthly, quarterly and other reporting period basis. These are both statistical and summary reports that are done within the school district and are forwarded to the appropriate office within the school district. Some of these are used as reference in issuing reports to the Department of Education. Once these periodic reports are completed and are referred to in completing other reports they are of minimal value.</p> <p>This record series may contain student attendance statistics for a period of time, the name of the school, homerooms, and directory information.</p>	3	Destroy
L5335	Student Entry and Exit Log (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This record series is used to document a student entering and leaving the school system. This is mandated by 702 KAR 7:125. This record provides verification that a student has enrolled in the district and the departure of that student. Used in reporting attendance in the district.</p> <p>This record series may contain the date, student name, grade/homeroom, time in, time out, parent signature and reason for leaving.</p>	2	Destroy
L5374	School Schedule	<p>This record series is used to delineate instructional time periods and non-instructional time periods for all grade levels served and schedules provided. If entry level students are on a schedule separate from the upper elementary, a separate schedule must be provided.</p> <p>This record series may contain times of instruction, and block times for bus unloading and dismissal times.</p>	2	Destroy
L5337	Student Dropout Questionnaire (Withdrawal and Transfer Information) (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This record series is used to document those students who transfer from the school district or dropout. The "Student Dropout Questionnaire shall be completed during the one hour counseling session mandated in accordance with KRS 159.010. Information obtained from this survey shall be submitted to the Department of Education on the local Superintendent's Annual Attendance Report. Other information concerning withdrawal and transfer are also included.</p> <p>This record series contains the district and school names, student name, grade level, age, reasons for withdrawal, student signature, parent/guardian signature, guidance counselor and date.</p>	P	Retain

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Attendance

<b>Series</b>	<b>Records Title</b>	<b>Function and Use/Contents</b>	<b>Retention</b>	<b>Disposition Instruction</b>
L5338	Student Record Release Form (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This record is used to request and authorizes the release of student records pertaining to withdrawals and transfers of students. This is to be maintained in the student permanent records file.</p> <p>This record series contains the name of student, person requesting, parent/guardian signature, type of record requested, date, address of person requesting and time/date requested.</p>	P	Retain

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PUBLIC SCHOOL DISTRICT  
Curriculum and Assessment

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Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5241	CATS Writing Portfolio (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This record series documents the writing skills of students and fulfills the guidelines set forth by the Commonwealth Accountability Testing System (CATS). Previously under KIRIS writing portfolios were also mandated. Writing portfolios are to be maintained at the 4th, 7th and 12th grade levels and document the students best writings produced in all of their classes over several months or even previous school years. Grade 4 will include four pieces, one each from each category (reflective, personal, literary, transactive). These may be writings that were produced from primary through 4th grade. For core content for writing assessment for grades 5 through 7 will include 5 pieces. For core content for writing assessment for grades 8 through 12 will include 5 pieces. At least 2 of the 5 pieces must come from a study area other than English/language arts. Used to assess the writing ability of students over time.</p> <p>This record series may contain table of contents, student signature sheet, reflective writing, personal expressive writing, personal narrative, memoir, literary writing, transactive writing, total pieces in portfolio.</p>	4	Destroy
L5242	CATS Alternate Portfolio (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This record series documents the assessment of students with moderate and significant disabilities. This is accomplished through the submission of student portfolios during specified accountability years. This provides school accountability information that can be used to facilitate improvements in classroom instructional practices. It allows students to demonstrate strengths, knowledge, skills, and independence. Encourages the student to engage in learning that is meaningful and appropriate and provides multiple opportunities for measuring significant progress. It measures student progress towards achievement of the six learning goals and 54 academic expectations defined as what all students in Kentucky should know and be able to do. Because this is a holistic approach, accountability generally occurs at the 4th, 8th, and 12th grade years.</p> <p>This record series may contain 5 content areas, including language arts, math, science, social studies, arts and humanities, vocational, physical ed.. Other components are the table of contents, letter to the reviewer, letter from the parent validating the contents of the portfolio, daily schedule, and formal resume at the 12th grade level.</p>	4	Destroy

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## PUBLIC SCHOOL DISTRICT Curriculum and Assessment

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Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5243	CATS Kentucky Performance Report	<p>This record series is used to document the state results for each interim accountability cycle (4 years) of the Kentucky Core Content Tests, writing portfolios, and alternate portfolios. Students in grades 4, 5, 7, 8, 10, 11, and 12 complete batteries of open response and multiple choice questions (Kentucky Core Content Tests) in selected content areas for each grade. These results also reflect performance of students on the writing portfolio (scored at grades 4, 7, and 12) and students participating in the Commonwealth Accountability Testing System Alternate Portfolio Assessment. Results are reported at the elementary, middle and high school levels. This report is produced every 4 years and reflects the application of the student performance standards to the KCCT. Includes 4 years of trend data.</p> <p>This record series contains accountability data, accountability trends, academic trend data including reading, math, science, social studies, writing, arts &amp; humanities and practical living/vocational studies results. Each school in the district is represented.</p>	5	Retain
L5244	CATS Test Information for School & District	<p>This record series is used to document the administration of the CATS test. It outlines responsibilities of coordinators to ensure uniformity of test administration. This includes testing reference materials, testing materials and explanations of how to administer the tests.</p> <p>This record contains test material verification forms, certificate of administration, enrollment numbers, numbers tested, numbers not tested, numbers of returned booklets, code of ethics received, name of personnel and date.</p>	4	Destroy
L5245	CATS School Verification and Enrollment	<p>The series is used to verify school and enrollment information to ensure that information on the schools in the district is current. This data is compiled specifically for CATS rather than for school attendance purposes and monetary reimbursement.</p> <p>Name of school, code, principal, address, grade span and enrollment by grade.</p>	4	Destroy
L5246	CATS Writing Portfolio Analysis (This record series may be kept in each individual school). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>The series allows for schools to participate in a program where writing portfolios may be submitted for outside analysis. The results of the analysis will be used to determine where educational emphasis should be placed in the preparation of the portfolio. Writing portfolios are one of the essential elements of curriculum assessment in Kentucky.</p> <p>Student roster, portfolio log-in with student name, portfolio identification, original score, Department of Education log-in and log-out.</p>	4	Destroy
L5247	CATS Writing Portfolio Audit (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>The series is used to ensure accuracy of scoring, provide data to reform training, provide a picture of statewide accuracy, and to establish an environment where the audit is a regular occurrence and ensure that discrepant scores are adjusted.</p> <p>Writing portfolio submitted to assessment vendor for audit with identification numbers, student names and school grade plus results.</p>	4	Destroy

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PUBLIC SCHOOL DISTRICT  
Curriculum and Assessment

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Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5248	CATS Individual Student Assessment Report (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This series reports how well a student did on parts of the CATS assessment in any given year with proficiency level indicated. The results help to determine the emphasis of educational programming to address any deficiencies. The series is used to chart student progress and performance on the KIRIS assessment. District wide results are used to determine monetary awards to a school district or individual school.</p> <p>Student name, district, school, grade, subject, performance level, scores, plus narrative description of results in math and social studies.</p>		Destroy when student reaches 22 years of age.
L4433	KIRIS Student Performance Report Closed Date: 6/30/1998	<p>The series is used to summarize student performance at a school and district-wide level on the KIRIS(Kentucky Instructional Results Information System)test. The results are used to lead instruction toward realizing goals of the Kentucky Educational Reform Act. It is published in the newspaper.</p> <p>Reading results, mathematics results, science results, writing portfolio, on-demand writing. Includes student performances at novice, apprentice, proficient and distinguished scoring levels plus descriptive data by gender, ethnicity, Title I, migrant, ESS, student with disabilities, medical exemptions and other exemptions.</p>	P	Retain
L4435	KIRIS Assessment Report Closed Date: 6/30/1998 (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This series reports on how well students did on the KIRIS assessment. The results are used to help determine academic deficiencies and where emphasis should take place in educational programming.</p> <p>Student listing with name, reading percentage, science percentage plus on-demand writing and portfolio level, multiple choice percentage, name of school and grade in school</p>	10	Destroy
L4436	KIRIS School Verification and Enrollment Closed Date: 6/30/1998	<p>The series is used to verify school and enrollment information to ensure that information on the schools in the district is current. This data is compiled specifically for KIRIS rather than for school attendance purposes and monetary reimbursement.</p> <p>Name of school, code, principal, address, grade span and enrollment by grade.</p>	5	Destroy
L4437	KIRIS Writing Portfolio Analysis Closed Date: 6/30/1998 (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>The series allows for schools to participate in a program where writing portfolios may be submitted for outside analysis. The results of the analysis will be used to determine where educational emphasis should be placed in the preparation of the portfolio. Writing portfolios are one of the essential elements of curriculum assessment in Kentucky.</p> <p>Student roster, portfolio log-in with student name, portfolio identification, original score, Department of Education log-in and log-out.</p>	5	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Curriculum and Assessment

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L4438	KIRIS Writing Portfolio Audit Closed Date: 6/30/1998 (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>The series is used to ensure accuracy of scoring, provide data to reform training, provide a picture of statewide accuracy, and to establish an environment where the audit is a regular occurrence and ensure that discrepant scores are adjusted.</p> <p>Writing portfolio submitted to assessment vendor for audit with identification numbers, student names and school grade plus results.</p>	8	Destroy
L4439	KIRIS Alternate Portfolios Closed Date: 6/30/1998 (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This is used for those students who cannot with assistance and adaptive devices available participate in the regular assessment process. It is provided as an alternative to the standard assessment system for those students with special needs.</p> <p>Scoring results for alternative portfolios by grade, student name, date of birth, teacher, school, code and memorandum</p>	3	Destroy
L4440	KIRIS Annual Performance Report Closed Date: 6/30/1998	<p>This series is required by KRS 158.650. The statute mandates that an annual performance report to the public be published in the local newspaper. The report provides a brief overview on the operation and academic performance of the local district.</p> <p>Student data including test results, dropout rate, retention rate, average daily attendance, students entering the workforce, military service, postsecondary training, students with disabilities, and numbers of economically deprived. Staff data including student/teacher ratio, teacher/administrator ratio, salary data by rank, teachers teaching out of field as well as number of classes taught by those teachers, average cost per staff for staff development and percentage of attendance by professional staff. Management data including cost per pupil transported, current expenses per pupil in daily attendance, instructional cost per pupil, administration cost per pupil, percent of revenue received from local, state and federal sources, local revenue per child, assessed property value per child and district goals for succeeding year.</p>	P	Retain
L4441	KIRIS Test Information-School Closed Date: 6/30/1998	<p>This series serves to document school level administration of the KIRIS test. It outlines responsibilities of building level coordinators to ensure uniformity of test administration. It is used to document individual school involvement in the assessment program.</p> <p>Test material verification forms, principals certificate of proper administration, enrollment numbers, numbers tested, numbers not tested, numbers of returned booklets, code of ethics received, name of personnel, and date.</p>	8	Destroy
L4442	KIRIS Baseline Study Test Closed Date: 6/30/1998 (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>The series provides information regarding the administration and return of materials for KIRIS Baseline Adjustment Study which took place at selected elementary and middle schools. The results are used statewide to improve future KIRIS assessments. The series is used to document participation by the school district.</p> <p>Memorandum with individual student level reports for studies in grade shift or baseline adjustment.</p>	5	Destroy

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PUBLIC SCHOOL DISTRICT  
Curriculum and Assessment

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L4443	KIRIS Individual Student Assessment Report Closed Date: 6/30/1998 (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This series reports how well a student did on parts of the KIRIS assessment in any given year with proficiency level indicated. The results help to determine the emphasis of educational programming to address any deficiencies. The series is used to chart student progress and performance on the KIRIS assessment. District wide results are used to determine monetary awards to a school district or individual school.</p> <p>Student name, district, school, grade, subject, performance level, scores, plus narrative description of results in math and social studies.</p>		Destroy when student reaches 22 years of age.
L4499	KIRIS Test Information-District Closed Date: 6/30/1998	<p>The series documents a school districts administration of the KIRIS test and outlines the responsibilities of coordinators at district and building level to ensure uniformity of test administration procedures.</p> <p>Correspondence, memorandum regarding KIRIS Tests, booklets, administrative materials received from vendor and delivery of tests to schools with school name and time.</p>	8	Destroy
L3022	KIRIS Writing Portfolio Closed Date: 3/11/1999 (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This series documents the writing portion of the Kentucky Instructional Results Information System (KIRIS). Begun in School Year 1991 - 92, the portfolio contents are to provide examples of a students ability to establish and maintain a purpose, develop an idea and support it, demonstrate correct and effective word usage, complete and correct sentences, plus correct spelling, punctuation and capitalization. Entries in the portfolio are developed by the individual student under the supervision of their teachers as part of classroom instruction. The contents are reviewed and scored as to according to the four categories of novice, apprentice, proficient, and distinguished. There are several levels of quality control checks to insure consistency and accuracy of scoring.</p> <p>Contents are: table of contents, one personal narrative, one poem, play/script, or piece of fiction, one piece of writing the purpose of which is to present/support an idea or tell about a problem or a solution or to inform, on piece of writing from a study area other than English/literature Arts, a "Best Piece", a letter to the Reviewer.</p>	0	Destroy
L3025	KIRIS Mathematics Portfolio Closed Date: 3/11/1999 (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This series documents the mathematics portion of the Kentucky Instructional Results Information System (KIRIS). Mathematics portfolios have been added to the portfolio system in 1992 - 93. A mathematics portfolio is to be characterized by contents providing examples of problem solving, reasoning, mathematical communication, and understanding core concepts. Like the writing portfolio, the mathematics one is developed by the students assisted by their teachers. The portfolios are scored and reviewed at several levels for quality control and consistency. Results are recorded at the novice, apprentice, proficient and distinguished level.</p> <p>Contents are: table of contents, a letter to the reviewer and 5-7 best entries providing examples of a breadth of entries (types, tools, and core concepts) with each entry including the original question, task or problem posed, a title, date, and the student's name.</p>	0	Destroy

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SCHEDULE**PUBLIC SCHOOL DISTRICT  
Curriculum and Assessment

<b>Series</b>	<b>Records Title</b>	<b>Function and Use/Contents</b>	<b>Retention</b>	<b>Disposition Instruction</b>
L2394	Curriculum Guide (Listing and Description of Courses Offered) (V)	<p>This is the school district's curriculum guide which lists all courses to be offered for the school year. Information is by department, indicating course title, course description, grade levels, and number of credits. The curriculum guide is prepared each year.</p> <p>By department: course title, number of credits, grade levels opened to, course description and the prerequisites for admission to a class.</p>	P	Retain one copy, destroy remainder

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LOCAL AGENCY RECORDS RETENTION  
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PUBLIC SCHOOL DISTRICT  
Extended School Services

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L4400	Extended School Service Program Administrative File	<p>This records series documents the application for funds by a local school district to operate extended school services as provided for by the 1990 Kentucky Educational Reform Act. These programs are held outside the normal school day and provide funding for schools to offer more time and assistance to students who have fallen behind or need additional help to keep up with their academic studies. The application documents that need and speaks to the scope of services to be provided. This file is used to maintain documentation of the program including the description, personnel information, goals, checklists of projects, budget information, and summaries of results.</p> <p>School name, principal, ESS Coordinator, phone number, description of services to be provided and operated, a statement of needs to be met, the methods to be used, the projected number of students to be served and the selection criteria, facilities in which the services are to be provided, the evaluation methods, a budget for each component and a summary budget plus the number and type of certified and non-certified staff necessary to operate the program.</p>	4	Destroy
L5317	Extended School Services Student File (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This records series is used to document activities of students taking part in the extended school services program. These document the application process and the student evaluations. Activities, achievements of the students, the needs of the students, reasons for inclusion in the ESS program are documented.</p> <p>This record series contains the notification to parents of student needs, application for ESS, referral of students to the program, student contracts, progress reports, tutorial needs, intercession information, data forms, and other correspondence and documentation dealing with students enrolled in ESS.</p>	4	Destroy
L4380	Extended School Service Student Registration Form (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This series documents student registration in Extended School Services (ESS) a segment of the Kentucky Educational Reform Act which provides special funds for instructional and support services for students needing additional time to achieve expected academic goals. Funding is based on student enrollment and attendance in such programs. This record series documents student activities and includes student registrations, notification of student need for ESS, student data forms, student contracts, student referrals, contract for tutorial services, progress reports, evening high school program information, and other student records)</p> <p>School name, student name, grade level, homeroom teacher, parental permission, mail address, birth date, parent/guardian work phone, emergency contact, person allowed to pickup student, medications, transportation pick-up or drop-off name and address, list of academic or enrichment classes with signature of referring teacher.</p>	4	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Extended School Services

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L4401	Extended School Service Program Evaluation Form	<p>This series documents compliance with the requirements of 704KAR 3:390(6) which requires school districts providing extended school services to submit at the end of the school term and any summer term an evaluation of the services provided in the district. It serves to account for services provided and may document unmet needs where expanded services could be provided. It is used to document performance of the area of extended school services.</p> <p>Student data including qualitative and quantitative performance data, student attendance at extended school services and promotion and graduation data resulting from participation in extended school services.</p>	P	Retain
L4402	Extended School Service School-Based Plan	<p>This series documents an individual schools' extended school services plan indicating those involved in the process, the needs at the school level, the budget costs involved, and a description of the planning process. It is used to document district aspirations in the area of extended school services and acts as guide in the implementation of that plan</p> <p>School name, principal, district name, date, student incentives for participation, criteria for selection of staff, methods used to make programs accessible, types and descriptions of all contracts, instructional materials and supplies plus a description of strategies for involving parents.</p>	P	Retain
L2008	Summer School Administrative File	<p>This record series is used to document summer school activities and programs. The application is submitted to the Department of Education and approval is given. This file may contain the application, approval letter, news release, information sheet and the teacher's final report. The summer school teacher uses this form to report to the summer school principal at the end of the session, grade level, grade achieved, and credit for each student taught. The summer school principal gives report to the counselors who in turn record grades on permanent student record cards at the high school. If student is out of the district, the grades are sent to that district.</p> <p>This record contains the name of district, supt., date, name of center, principal, number of qualified teachers, tentative opening &amp; closing date, days per week, total days to be in session. List of courses to be offered for credit, course title, credit allowed, length of class periods, hrs. per day, total clock hrs., grade level, approx. enrollment. Guidance, library, and labs. The signature of superintendent.</p>	1	Destroy
L4389	Extended School Service Student Update (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This series provides a progress report on a student achieving his/her individual learning goal and is used to inform the parent/guardian of that progress as well as the referring teacher. The learning goal is part of the program of extended school services.</p> <p>Date of enrollment, individual goal, name of student, grade level, school, homeroom/referring teacher, ess teacher, improvement levels from super to no improvement, comments, and examples of improvement, date.</p>	1	Destroy

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PUBLIC SCHOOL DISTRICT  
Facilities  
Maintenance

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L1914	Custodial Supplies Order	This is the written supply request from a custodian for custodial supplies. The maintenance supervisor initials and dates order form when order is filled.  Item, description, amount, need, school, principal's signature, and date.	1	Destroy after audit
L1917	Heating and Cooling System Service Log	This is a record of routing maintenance service performed on heating and cooling system equipment in each of the school/district buildings.  Name of School or building, date of service, room number, equipment serviced, and description of service performed.	1	Destroy
L1918	School Maintenance Work Request	This record is used to request that certain maintenance be done at a school. This is completed by each school administrator.  This record contains, the name of school, date, description and location of work to be done, requested by, maintenance department response, work performed, material used, time required, cost, date, signature of school administrator, and signature of maintenance worker.	1	Destroy
L1919	Daily Activity Report	This record is used to document the work which was performed by each employee. This is essentially a daily activity report.  This record contains the name of employee, school, work performed, hours, and date.	1	Destroy
L2403	Teacher's Maintenance Request	This record is used by the teacher to request maintenance to be done in the classroom.  This record contains the name of person requesting maintenance, work to be done, room number, and date of request, and building number.	1	Destroy

STATE ARCHIVES AND RECORDS COMMISSION  
Public Records Division  
Kentucky Department for Libraries and Archives

Schedule Date:

March 13, 2003

LOCAL AGENCY RECORDS RETENTION  
SCHEDULE

PUBLIC SCHOOL DISTRICT  
Facilities  
Security

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2638	School Property Trespass Notice	<p>Jefferson County Public Schools and some of the larger school districts in the Commonwealth have an Investigations or Security Unit whose responsibility is to enforce board policy regarding loitering and trespassing on school property. Generally any person who visits a school and is not a student there must report to the principal's office to obtain permission to remain on the premises. Anyone who remains on the premises without permission from the principal's office is considered trespassing or loitering. Violations are usually reported by the principal or other administrative staff at the school to the investigatory or security unit in the district. These special units then issue a trespass notice/letter to the violator outlining the violation location, hour and day along with an outline of district policy and the potential for legal action.</p> <p>A letter or letters addressed to students, parents, or adult non-students trespassing or loitering on school property</p>	2	Destroy
L2640	Gang Member Report (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>To identify possible gang members in or near schools operated by the district. The record is being created by the investigations unit to assist security and law enforcement personnel in protecting the personal safety of school district students. The gang reports when used collectively may assist security personnel and law enforcement agencies in solving or preparing for potential incidents. The document prepared by the investigations unit staff is for internal use only and is of a confidential nature.</p> <p>Name, address, phone, date of birth, living with, relation, school, grade, gang, incident date and source, police called, what police agency, reported compiled by, date.</p>	1	Destroy
L2641	Incident Investigative Report (V)	<p>To report the investigation of an incident reported on or near a school operated by the district. The incident is usually brought to the attention of the investigations unit who compile the data and create a narrative report. The report contains no mention of student/trespasser names. However, one might find the name of the school principal, teacher or other employee. The report might be of assistance in pursuing court actions or increasing security activities at or near the school.</p> <p>Location of incident, offense involved, school, date reported, and narrative investigative report.</p>	1	Destroy

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L2642	Crime Laboratory Examination Report (C) KRS 61.878, Sec. 1F (V)	<p>This series is used to record results of the criminal laboratory examination. In identifying the material submitted by this unit along with the results of the examination, decisions can be made as to how the unit shall proceed in its investigation. The series forms a critical part of the investigative activity.</p> <p>Laboratory number, case number, re., submitted by, received, time, date, via, returned to, date, via, material submitted, examination requested, results of examination, date completed, signature of examiner.</p>	1	Destroy
L2643	Security Referral Cases (C) KRS 61.878, Sec. 1F (V)	<p>These are cases referred from the security unit which involve burglary, vandalism, theft, or related offenses to school property after school hours. These cases are ones in which juveniles are the perpetrators. Copies of this information are found with School Security and in the School Principal/Building Administrator's Office. The Investigations Unit becomes involved when the offense is a serious one such as those listed in the first sentence of this paragraph and their work is a follow-up investigation to the reporting of the incident by School Security or School Principal/Building Administrator. The data compiled by them may be helpful in the adjudication of the case against the juvenile.</p> <p>May include arrest slip, uniform offense report, court report, Juvenile Court notice, investigative report, juvenile petition, juvenile justice intake form, family profile form and notice of entry/offense report.</p>		Retain until student reaches age of 19, then destroy
L2644	Juvenile Court Records (C) KRS 610.320 (V)	<p>These documents are the legal ones filed on behalf of the victim in a criminal case for prosecution when both the victim and perpetrators are juveniles. The records maintained in the Investigations Unit document their involvement with the juvenile which is frequently an investigative report initiated through the school or with school security. It will also include a summary disposition of the case.</p> <p>May include juvenile petitions, juvenile justice intake forms, family profile forms, investigative reports, notes and memorandum.</p>		Retain until the student reaches age of 19, then destroy

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L4395	Paging Device Release Form - Security Personnel	<p>This series documents the release of a paging device to school district security by an appropriate school administrator. KRS 158.165 provides that a student in a public school shall not possess a paging device while on school property or while attending a school-sponsored or school-related activity on or off school property unless the student is an active member of a volunteer fire fighting organization or emergency medical services organization. A paging device may include pagers, cellular phones or other telecommunications devices as defined by state law. A district's Code of Conduct shall include a prohibition of these devices. A person discovering a student in possession of a device reports to the appropriate school administrator who shall order a peace officer or appropriate school employee to confiscate the device. The paging device shall be forfeited to the school district.</p> <p>School Name, student name, date of birth, address, phone, administrator, date confiscated, pager released to investigator by, comments, and may include confiscated paging device released to security, name, date and time.</p>	1	Destroy
L4396	Paging Device Release Form - Parent/Student	<p>This series documents the release of a paging device to the parent/owner by school district security on the first violation. KRS 158.165 prohibits the possession of a paging device by a public school student while on school property or while attending school-sponsored or school-related activity on or off school property. The series. The series is used to protect the district from potential liability.</p> <p>Date, student name, school, parent's name, beeper number, signature of parent, printed name of parent and date.</p>	1	Destroy
L4397	Paging Device Inventory List	<p>This series provides an inventory of paging devices confiscated by school district security and is used as a control document to know what devices are on hand and their disposition. KRS 158.165 prohibits possession of a paging device by a student and allows for confiscation by a peace officer or appropriate school employee. It is used to insure that all confiscated devices are accounted for.</p> <p>Student name, school, box number, brand name and number of pager, billing company name and comments as returned or not returned</p>	2	Destroy
L4398	Statistical Investigative Report - Annual	<p>This series documents on an annual basis in statistical format the types of investigations undertaken by school district security personnel for administrative and planning purposes. Information gathered is useful for employment decisions, budget decisions relating to security as well as potential regulations or legislation directed toward these security problems.</p> <p>Investigator, numbers of victims, perpetrators, referrals, total incidents, student assaults, teacher assaults, drug/alcohol, extent of injuries, weapon analysis by type of crime.</p>	P	Retain

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<b>Series</b>	<b>Records Title</b>	<b>Function and Use/Contents</b>	<b>Retention</b>	<b>Disposition Instruction</b>
L4399	Statistical Investigative Report - Monthly	<p>This series documents on a monthly basis in a statistical format investigations undertaken by school district security. It provides current information on security concerns and is accumulated to prepare the annual report. Current or active use is to indicate trends and their location in the district.</p> <p>Month, investigator, statistics for victims, perpetrators, referrals, total incidents, teacher assaults, student assaults, drug/alcohol, injuries and their extent, weapon analysis and type of offense.</p>	2	Destroy

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Family Resource Centers

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L4444	Family Resource Center Advance Funding Request	<p>This series is used to document center information and make sure that it is up to date. It frequently accompanies a copy of the approved contract with the school district. It capsules information about an individual FRYSC.</p> <p>Date, advance funding check off, notice of change check off, school district, name of center, superintendent, advisory council chair, signature of superintendent, signature of advisory council chair, fiscal year established, center coordinator, original date of employment, center address, center phone, salary, classified or certified, KDE job classification, degree required, number of years experience in human services, field of education, highest degree attained, number of FTE in Center paid out of grant funds, number of PT employees in Center paid out of grant funds, FRYSC District Level Supervisor, title, address, phone, name and title of FRYSC Records Custodian, name and role of advisory council members.</p>	2	Destroy
L4445	Family Resource Center Budget Report	<p>This series documents the expenditure of funds for operation of a Family Resource and Youth Service Center in a school district. It is used to track expenses and ensure expenditures are within budget. The report is submitted in sixth month intervals. Review of the budget under such circumstances will highlight areas of concern so that proper action might be taken to address those concerns</p> <p>Reporting period, fiscal year, school district name, center name, FRYSC Coordinator Region, state grant amount, activity code, activity, annual budget, expenditures for first period, expenditures for second period, balance in budget, year-end expenditure totals, superintendents signature and date, coordinators signature and date, and advisory council chair's signature.</p>	3	Destroy after audit
L4446	Family Resource Center Request Form for Purchases and Amendments (and accompanying documentation)	<p>This document is the coversheet for all amendments to the approved continuation program plan-excluding Advisory Council amendments- and purchase requests for equipment/furniture more than \$500, subcontracts or goods over \$1000. Such requests must be approved and signed by the FRYSC Regional Program Manager.)</p> <p>Revision number, date, school district name, center name, FRYSC region, state grant amount, object code, activity, current approved budget, revised budget, totals. Will also include a separate form with center name, center number, address, phone, fax, school district, FRYSC region, type of request, estimated cost, explanation/justification, required signatures and dates, plus action by the Office of FRYSC.</p>	3	Destroy after audit

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Family Resource Centers

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L4447	Family Resource Center Confidentiality Statement (V)	<p>This series is used to obtain authorization from the parent/guardian for the evaluation and treatment of minors/dependents and to delineate the limits of confidentiality for a client. It is used to show district compliance with state and federal requirements and protect them from potential legal actions.</p> <p>Name of client, narrative, client signature, name of minor/dependent, narrative, signature and date with signature of witness.</p>		Destroy when student reaches age of majority.
L4448	Family Resource Center Parental Consent	<p>This series documents parent/guardian consent for students to participate in a FRYSC activity. It is used to facilitate services to students in the school district and protect district from potential legal actions undertaken by a parent or guardian plus informing parent/guardian of FRYSC activity.</p> <p>Parent name, narrative of activity, parent signature and date.</p>	2	Destroy
L4449	Family Resource Center Community Needs Survey	<p>This is used to determine what the needs of the community are, which needs have priority and the possibility of meeting those needs. The results are used to justify the establishment of a FRYSC. The series can provide statistical as well as narrative information about health, education and social services needs.</p> <p>Name, address, phone # of children at particular school # of children in district schools, checklist of need for GED, social services, health services, employment, counseling, substance abuse, spouse or child abuse, legal services, transportation, child care, behavior management, parenting techniques, prenatal and child care, community education classes, child's disability, plus willingness to volunteer for a number of activities, list of greatest needs and concerns, plus services to be provided at a FRYSC.</p>	5	Destroy
L4451	Family Resource Center Monitoring Report	<p>This series is used to document the progress of individual programs and the overall mission of the FRYSC's. It serves as both technical assistance document as well as contract compliance review. Captures at a glance the strengths, weaknesses and needs of a FRYSC in a school district.</p> <p>Center name, school district, area development district, contract #, amount, date of review and monitors assigned, entry conference date and exit conference date, name representing, strengths, weaknesses, non-compliance issues regarding center site, center staff, advisory council, administration, needs assessment, participant/family record review, budget/fiscal oversight, plus core and optional components.</p>	P	Retain
L4452	Family Resource Center Inter-local Cooperation Agreement (V)	<p>This series permits the FRYSC to enter into an Inter-local agreement with other localities and agencies on a basis of mutual advantage to provide services and facilities that accord best with geographic, economic, population and other factors influencing the needs and development of local communities. It is used as a legally enforceable document to indicate what participating parties will be doing under the agreement.</p> <p>Names of cooperative agencies, the purpose of the agreement, the organization of the administrative entity, methods to be used in accomplishing the agreement, the duration of the agreement, manner of holding, acquiring and disposing of real and personal property, signature lines and date for participating parties.</p>	P	Retain

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Family Resource Centers

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L4453	Family Resource Center Information Sheet	<p>This series is used to provide information on resources in the community which may be used to help students and family served by a FRYSC. It provides a convenient and ready reference to services and reduces confusion as to services provided and the person to contact.</p> <p>Type of service, name of agency, address, phone, fax, contact person, contact person's supervisor, description of resource provided.</p>		Destroy when superseded, obsolete or outdated
L4457	Family Resource Center Individual Student Case File (C) KRS 61.878	<p>This series consolidates and documents in one file information relating to services provided at a FRYSC operated by a local school district. They form one of two categories of non-education records maintained at a FRYSC operated by a school district. These records are considered school records and are used to plan services for the individual student. This may include non-medical Teenage Parent Program student files as well.</p> <p>Student name and date, members of household, social security numbers of household members, household relationship, marital status, student, parent, parent to be, other household member, sex, age, ethnic, language, grade, g.p.a., day time phone, school/place of employment, dates of contact, code of persons contacted, purpose of contact, problem identified or addressed, crisis, emergency, status (being handled or needs follow up, result of activity, referral date, referral code, problem for which referral made, agency referral, level of service provided by FRYSC and outcome of referral, household address, household phone, emergency contact, estimated household income, referring source, household members, number of persons in household, staff member, member of household name, doctor's name, health insurance carrier, health insurance policy number, under doctor's care, disability or handicap, medication, health restrictions, date of last medical exam, date of last dental exam, case notes, referral forms.</p>		Destroy one year after graduation or after student reaches age 22
L4458	Family Resource Center Family Case File (C) KRS 61.878	<p>This series is used to coordinate the resources of communities to address the individualized needs of families eligible for services provided by a school FRYSC. KERA established the FRYSC program in an effort to promote the flow of resources and support to families in ways that strengthen that functioning and enhance the growth and development of the individual members of the family unit. It is used to indicate what services have been provided to a family under the program.</p> <p>Family name, address, telephone, place of employment, names of family members, ages, education level, income level, child/family needs, reason for referral, current school/agency involvement, referral source, case notes, correspondence, confidentiality statement, parent consent forms, employment counseling, job development, family crisis and mental health counseling.</p>		Destroy one year after family member graduation or student reaches age of 22.
L6198	New Family Resource Center Program Plan (V)	<p>This records series is used to document the original application submitted to the Division of Family Resource and Youth Services Centers. After all new plans are scored and ranked and funding becomes available, the center is established based on the specifications of this application. Criteria for new applications are described in detail in KRS 156.496.</p> <p>This record series may contain the name of the school district, address and the core components described in KRS 156.496 and how those core components are to be implemented.</p>	P	Retain

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Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L6199	Family Resource Center Continuation Program Plan	<p>This records series is submitted annually by each currently funded Family Resource/Youth Services Center to detail changes in budget, free-reduced lunch eligibility numbers, center operations plans and action component plans. This document, once approved, is incorporated into the contract between the Cabinet for Health and Family Services as if attached.</p> <p>This record series may contain free/reduced lunch eligibility documentation, updated center information, budget and budget narrative, action component forms, center operations and staff listing, and assurances pages (School District, SBDM, and FRYSC Advisory Council).</p>	5	Destroy
L6200	Family Resource Center Advisory Council Amendments	<p>This records series is used to document changes to the local Family Resource Center advisory council. Each center must have a functioning advisory council which has the responsibilities for hiring the center coordinator, assists staff in public relations, reviews needs assessment data, participates in crafting continuation applications and budget review. They are made up of at least one third parents, no more than one third school staff, community partners and students. As members change this document must be submitted to the Family Resource Center regional program manager.</p> <p>This record series may contain a list of members currently serving on the advisory council, the agency or group they represent, and their appointment dates.</p>	2	Destroy

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PUBLIC SCHOOL DISTRICT  
 Financial

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L1807	Annual Financial Report (Annual Approved Audit)	<p>This report is required by the Department of Education to provide them with a complete accounting of receipts and disbursements during the current school year.</p> <p>This record contains the year ending, date, school district, county, code number, item, total received for year, budget estimate, surplus or deficit, close of year, receipts, expenditure, accounts, recapitulation, assets, schedule of insurance, accounts receivable, accounts payable, liabilities, and school building fund recap..</p>	P	Retain
L5281	Periodic Audits (Daily, Monthly or Quarterly)	<p>This record series is used to reconcile accounts and to verify postings. This record is a reconciliation of receipts and disbursements for all school funds that is sent by the school principal to the superintendent to insure that this account is handled in a fiscally responsible manner.</p> <p>Information on this includes: ending balance, amounts deposited, debits to the account, and the reconciliation of outstanding checks and deposits to balance these records.</p>	1	Destroy
L1915	Material/Supply Distribution Form or List Change Date: 9/11/2003	<p>This record series is used to disperse material, equipment and supplies throughout the school district from the central office. It serves as a receipt for items delivered to custodians, teachers, administration and all other offices in the district.</p> <p>Quantity, item, received, driver/delivery person name, signature of receiving party, and date of delivery.</p>	1	Destroy
L5276	Funds Ledger (V)	<p>This record series is used to document fund activity for the year. Usually this record is part of the year to date compilation of monthly reconciliation so the June portion is considered the annual ledger. This documents the annual receipts and disbursements history for the city. This is the final financial statement tot he governing body.</p> <p>This record series contains the bank report, detail of fund cash, account balance, statement of cash position, trial balance, detailed trial balance, balance sheet report, revenue report, expense report, financial statement, vendor check register, purchase order by vendor, check report by number, open journal entries by batch and posting activity.</p>	P	Retain

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Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5274	Journals (V)	<p>This record series is used to document daily transactions concerning receipts and disbursements of funds. It is maintained as a tracking instrument for the audit and to know exactly the status of funds involved. This daily activity is recorded and maintained according to account(fund) and with the result being a monthly reconciliation in the ledger of accounts and ultimately and annual compilation of all funds.</p> <p>This record series may contain revenue journals, expense journals, general journals, special fund journals, cash receipt journals, cash disbursement journals and payroll journals, Within these they may contain the entry #, date, description, batch #, account, amount, activity, message, invoice #, transaction description, project, debit and credit.</p>	3	Destroy after audit
L5275	Audit Trail Lists	<p>This record series is used to document the expenses, receipts, revenue received, vendors, debits and credits on a daily and monthly bases. These reports are used not only as an audit trail but as a reference while active. These lists may be issued by reference number, batched by transaction, by daily transactions, vendor transactions and debits and credits by transaction. The transactions in these lists will be entered into the appropriate journal and eventually into the ledger.</p> <p>This record series contains the document reference #, journal #, starting date, ending date, posting date, vendor description, debit amount, credit amount and totals.</p>	3	Destroy after audit
L5278	Periodic Financial Statements/Reports	<p>This record series is used to document the monthly or quarterly financial status of the school district, individual schools, departments, programs, boards, and other agencies within the school district . May be required by district, state, federal policies.</p> <p>This record series contains the financial balance for each account and the entries that go into calculating those amounts. All transactions are posted.</p>	3	Destroy after audit
L4468	General Fund Reports (V)	<p>This report is required by the Finance Department at the Central Office and provides them with a periodic accounting of receipts and disbursements during the current school year and serves the school as a working budget document for the next year.</p> <p>This record may contain the school year dates, school district, school, county, code number, item, total receipts for the period, budget estimate--surplus or deficit, receipts, expenditures, accounts recapitulations, assets, schedule of insurance, accounts receivable, accounts payable, liabilities, and school building fund recap.</p>	3	Destroy after audit
L1803	District Receipt and Expenditure Summary	<p>This summary is used to report to the local board a reconciliation of receipts and disbursements for each month by fund and by each school. It is informational.</p> <p>This record contains the date, school, balance, receipts, total expenditures, and balance.</p>	3	Destroy after audit

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L5341	Student Activity Fund File	<p>This record series is used to document financial activities of the School Activity Fund. These are funds that are received as a result of fund raising activities sponsored by the schools. These records are maintained by the central funds treasurer and are an audit trail for those funds that are spent or received for school activities.</p> <p>This record series may contain the central ledger, individual activity ledger, standard invoices, periodic reports, annual report, banking records, inter-fund transfer slips, treasurers receipts and other documentation.</p>	3	Destroy after audit
L5277	Trial Balance	<p>This record series is a listing of debits and credits in each of the open accounts. This is made prior to balancing the accounts at the end of the month.</p> <p>This record series contains the debits and credits of each account and reconciled amounts, date and time.</p>	1	Destroy
L5294	Accounts Payable File	<p>This record series is used to document the purchasing and bill paying process. The process is usually started by requisitioning something for purchase. A requisition is issued and this triggers a purchase order for the item or service. A file is maintained with this purchase order and when a bill for the purchase is received it is placed in the same file and is paid.</p> <p>This record series contains the requisition, purchase order, travel requests, receipts, vendor invoices, check copy, receiving order and supporting documentation.</p>	3	Destroy after audit
L5282	Accounts Receivable File (V)	<p>This record series is used to document fee receipts, tax receipts, reimbursements for transporting students, reimbursements for media and other materials, reimbursements for outlays under grant programs, and any other monies received through daily transactions. These are filed according to fund/account and are maintained to document all income from all sources.</p> <p>This record series may contain receipts, billing data and supporting documentation.</p>	3	Destroy after audit
L5296	Purchase Order/Requisition Reference and Tracking Instruments	<p>This record series is used to document the issuance of purchase order numbers when a requisition is received. This is an easy tracking system for the life of the purchase order. These instruments are also used to document those purchase orders that have not been paid and the status of the purchase order at any particular time.</p> <p>This record series contains the purchase order #, date of issuance, date or report, name of requesting agency or department, vendor #, vendor name, amount of each p.o., total amount, description of purchase, activity of the purchase order.</p>	3	Destroy after audit
L5295	Voucher Register	<p>This record series documents the issuance of a voucher for the purpose of issuing a payment for a purchase. The voucher is the authorization to pay.</p> <p>This record series contains the date, voucher #, purchase order #, invoice #, and amount.</p>	3	Destroy after audit

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L5283	Banking Records File	<p>This record series documents all banking transactions, including payroll and is maintained to verify the checks written and reconciliation of accounts. It is also used as an audit trail and a reference.</p> <p>This record series may contain the cancelled check and warrants, bank reconciliation, bank statement, check stubs, duplicate copies of checks and deposit ticket.</p>	3	Destroy after audit
L5288	Annual Approved Budget (V)	<p>This record series documents the proposed revenues and expenditures for each agency within the local government based on solid projections. This is the final product which is adopted by the legislative body through the approval process. This budget is binding for the fiscal year.</p> <p>This record series contains the projected revenues and expenditures for each agency, date, narrative, reconciliation and signature.</p>	P	Retain 1 copy permanently
L5286	Budget Draft/Proposal (V)	<p>This series serves as a reference tool for the working budget process. It is used only to verify amounts, details, etc. until the final budget is approved.</p> <p>Each fund &amp; department's proposed budget, agency request, executive recommendations, 3 previous years' expenses, current year expenses, estimated expenses for current year</p>		Destroy at end of current fiscal year and audit
L5287	Budget Work papers (V)	<p>This series documents the budget process and helps in the preparation of the proposed budget for submission to the approving legislative body.</p> <p>Correspondence, working budget requests, computations, previous budget totals.</p>		Destroy at the end of current fiscal year and audit
L4469	Budgetary Control Summary	<p>This is a recapitulation of expenditures and receipts to see if a school is in compliance with its Approved Annual School Budget and to assure the principal that the school is acting in a fiscally responsible manner.</p> <p>Contents of this file may include: L1819, Approved Annual School Budget, L2435, Paid Invoices/Vouchers, and L2436 Cash Receipts.</p>	3	Destroy after audit
L5289	Bond Record File (V)	<p>This record series documents each bond issue and subsequent activity. It is a record of when the bonds are issued and when they mature. This gives a history of debt service.</p> <p>This record series contains the name of issuer, name of series, date, denomination, numbers, interest rate, first interest coupon payable on, coupon payable thereafter on, at which bank payable, amount issued, bond numbers, number of bonds due, denomination of bonds due, maturity dates, funds sent paying agent(date fund sent, amount sent, including agents charges). Record of interest coupons: bond numbers, date cancelled, interest coupon numbers and the certificate of disposal.</p>	P	Retain

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L5290	Cancelled Bonds and Coupons	<p>This record series documents that the bond coupons have matured and have been presented for payment. The coupons are cancelled by the bank or financial institution when paid. Cancelled bonds and coupons are received along with a bank statement. After the bond issue has been completed with all payments paid the bond is cancelled as well.</p> <p>This record series contains the issuer, purpose, amount, interest rate, trustee, date of issue, payable date, description, certification, the coupon statement, date number and amount.</p>		Destroy 3 years after maturity and audit
L5298	Bid Files - Successful (V)	<p>This record series is used to document the bidding process for those who successfully bid to provide either goods or services to the local government. The bidding process documented in these files includes everything from the invitation to bid to the issuance of a purchase order.</p> <p>This record series contains invitation to bid, specifications, notice of award, bid proposal, list of bidders, notice to bidders, draft copies of contracts/agreements, pre-construction information, copies of minutes of meetings by department heads and the executive, bid sheets of bidders, administrative orders, bid recommendations, copy of advertisement, copy of ordinances and resolutions, correspondence and purchase order(copy).</p>		Destroy 3 years after specifications met or completion of contract or agreement and audit
L5299	Bid File - Unsuccessful	<p>This record series documents those bids by vendors which were unsuccessful. This includes the invitation to bid and the specs and the bid submitted by the vendor.</p> <p>This record series contains the invitation to bid, bid specifications, vendor bid, notice of rejection, recommendations and correspondence.</p>	1	Destroy after audit
L5300	List of Bidders	<p>This record series is used as a reference to see who has bid on specific projects and as a tool for the future bidding process.</p> <p>This record series contains the name of bidder, project description, date and whether successful or unsuccessful.</p>	2	Destroy

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Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2816	Monthly Return of Utility Gross Receipts License Tax for Schools (V)	<p>This series documents a utility company's monthly receipts within a county. The utility company may include telephonic and telegraphic communication services, electric power, water, and natural, artificial and mixed gas furnished by a supplier. KRS 160.613 authorizes a utility gross receipts license tax for schools not to exceed three percent (3%). Gross receipts includes all amounts received in money, credit, property, or other money's worth in any form, as consideration for the furnishing of the utilities. KRS 160.614 allows a utility gross receipts tax levied by a school district on or after July 13, 1990, to be levied on cable television services in addition to all the other utilities listed. Section 2 of KRS 160.614 allows school districts levying this tax prior to July 13, 1990, to also levy the tax on cable television services. At present, 155 school districts in the Commonwealth levy this tax. Only four (4) have a levy less than three percent (3%). Attached to the return is a check for payment of the tax.</p> <p>Month and year, name and address of taxpayer, total receipts within the county exclusive of Kentucky sales tax, deductions (resale, energy direct pay authorizations, cash discounts, federal excise taxes, service and installation charges, interstate services, other, utility service charged off as bad debt, recovery of previously charged off bad debts, total deductions or additions), adjusted receipts, gross receipts, amount of tax, late filing or penalty payment, total due.</p>	3	Destroy after audit
L2817	Utility Gross Receipts License Tax for Schools Tax Collection Audit (V)	<p>This series documents the audit of the monthly utility receipts license tax return by the tax collection staff of the school district. It is not an audit in the strict sense of the word, but rather a review of the return for mathematical or computational errors by the taxpayer. If errors are found, this series is sent to the taxpayer with the proper adjustments with requests for balance due or a note regarding overpayment. A payment, when necessary, will accompany the audit submission.</p> <p>Month and year, taxpayer name and address, adjusted receipts reported per return, a listing of adjustments for increases with totals, a listing of adjustments for decreases with totals, adjusted receipts as corrected, gross receipts, amount tax due, penalties for late payment or filing, total due, less credits, balance due or overpayment.</p>	3	Destroy after audit
L2951	Employer's Quarterly Return of Occupational License Tax For Schools	<p>This series documents the quarterly payment of occupational license tax for schools deducted from compensation paid to employees residing in and receiving compensation from employers in the area served by that school district. KRS 160.605 authorizes the levy of an occupational license tax for school on salaries, wages, commissions and other compensation of individuals performed or rendered in the county. The current rate may not exceed one-half percent (.5%). Counties with 300,000 or more inhabitants may increase the rate an additional one-quarter per cent (.25%) to an amount not to exceed three-quarters per cent (.75%). Collection is usually undertaken by the school district or a local tax collection agency. Statutes authorize the Revenue Cabinet to collect the taxes if so approved by a local school district. To date, no districts have chosen to use these services.</p> <p>Name and address, account number, time period covered, due date, subject payroll, employee license tax withheld, credits, balance due, penalty for late payment, penalty for late filing, and net payment due, signature line, title and date of individual submitting return.</p>	3	Destroy after audit

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PUBLIC SCHOOL DISTRICT  
Financial

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2952	Annual Reconciliation of Occupational License Tax Withheld for Schools	<p>This series documents annually each employer's total payroll setting forth the name, social security number, and residence of each employee who resided in the county during the preceding calendar year with the compensation earned by each employee for work done and services performed in the county. The document is usually filed with the fourth quarter return. A check for payment, if necessary, is attached.</p> <p>Employer name, address and account number, total and subject payroll by quarter with license tax due, total all quarters for these categories, actual license tax withheld, difference between license tax due and withheld with explanation for difference, employee participation in deferred compensation plan, employee contributions to these plans being withheld upon, payroll listing employee name, social security number, address with total earnings and amount of license tax withheld.</p>	3	Destroy after audit
L2953	Resident Individual License Tax for Schools Return	<p>This series documents the individual payment of occupational license tax for schools from Federal employees and other individuals whose occupational license tax obligation was not deducted from their compensation. A check for payment is attached to the return.</p> <p>Name and address of individual, account number, year covered, date due, gross income, income outside county with explanation, adjusted gross income, license tax, license tax withheld, balance of license tax due, penalty for late payment, penalty for late filing, total, where is individual employed, signature and date.</p>	5	Destroy after audit
L2954	Board of Education Net Profits Occupational License Tax Return	<p>This series documents the payment by a business, profession or occupation of the occupational license tax for schools based on their net profits. KRS 160.605 authorizes levying of this net profits occupational license tax for schools. The rate is one-half per cent (.5%). Net profit is defined as the net income from the operation of a business, profession or occupation after provision for all costs and expenses incurred in its conduct shall be the same as reported for Kentucky income tax purposes excluding items exempted. A check for payment, if necessary, is attached to the return.</p> <p>Name and address of bus., account no., FY covered, nature of bus., employer I.D. or S.S. no., date bus. started in co., if discontinued when, successor, employees in co., basis on which return filed (cash or accrual), check list for type of return, have Fed. authorities changed net income, total income per KY return, less deductions, net business income per KY return, add non-deductible items, total, net profit subject to license tax, license tax, penalty for interest, penalty for filing, total, less credits, balance due, if overpaid refund or credit. There is a Schedule B for adding those items not deductible in calculating net income per KY returns such as state and local taxes based on income, capital gains, net operating loss deduction, partners salaries, other items and total additions. SEE ATTACHMENT.</p>	5	Destroy after audit

**LOCAL AGENCY RECORDS RETENTION  
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PUBLIC SCHOOL DISTRICT  
Financial

<b>Series</b>	<b>Records Title</b>	<b>Function and Use/Contents</b>	<b>Retention</b>	<b>Disposition Instruction</b>
<b>L5284</b>	Charitable Gaming Organization Activity Registration Form	<p>This series documents the registration of an organization conducting charitable gaming. The organization conducting the gaming activity and receiving the proceeds from the activity shall be a charitable, religious or fraternal society receiving a Federal Internal Revenue Code tax exemption must have had that federal tax-exempt status five years prior to the gaming activity. K.R.S. 528.130 states that charitable gaming shall be a defense to any prosecution under this chapter as long as the organization has registered with the county clerk and fulfilled the requirements of Sections 1-10 of K.R.S. 528.130. The County Clerk receives a fee of five dollars for the registration. The statute provides no information on the length of time for the registration. Accompanying the form will be documentation certifying the tax exempt status of the organization.</p> <p>Name of organization, address, telephone number, type of organization(religious, charitable, fraternal), type of charitable gaming activity, signature of person responsible for registration, date, deputy clerk signature, date, type of filing(initial, quarterly, or termination).</p>	5	Destroy after audit
<b>L5285</b>	Charitable Gaming Organization Quarterly Accounting Report	<p>This series documents all moneys received for gaming activities with totals for prizes paid out, all expenses paid, and all moneys retained for charitable purposes. K.R.S. 528.140, Section 3c, requires the submission of this information on a quarterly basis to the County Clerk by the registered organization. The statute is silent as to any fiscal audit of the information submitted.</p> <p>Totals for all moneys received from gaming activity, totals for all prizes paid, totals for all expenses, and totals for moneys retained for charitable purposes.</p>	5	Destroy
<b>L4470</b>	Capital Improvement Requests	<p>This is the formal request from the principal to the School Superintendent for grounds and facilities improvements allocations.</p> <p>This record may contain a list of all school projects needed to improve the grounds and/or the facilities at the principal's school.</p>	2	Destroy
<b>L4471</b>	Tuition Reimbursement Records (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This is a record of the tuition paid by the Board of Education of another education district, county or independent, for a student living in another district but attending school in this district. Near the beginning of the year when enrollment/registration/census type information is being collected, this information is obtained and passed on to the central office, by the principal, so the superintendent can apply for reimbursement from the student's school district of residence. The principal may look at this file for the preceding school year to remind him to check to see if the student is still residing out of the district.</p> <p>The information contained in this record may include: name of student, birth date, sex, race, name of parent or guardian, relationship of guardian, residence address, phone number, name of person student is living with and their relation to the student, grade level, homeroom number, date of entry, school district entering from, method of transportation, etc.</p>	2	Destroy after audit

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PUBLIC SCHOOL DISTRICT  
Financial

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L4472	Building, Grounds, and Facilities Usage and Rental Application File (V)	<p>This file documents approval or refusal by the school for the usage of the building, grounds and facilities. It assures that the facilities will be used for the good of the school or the community that the applicant assume liability for injuries and claims of loss or damage by the Board of Education, state the who, what, where, and when of the facility usage, the fee to be charged, has a copy of the signed contract, and a copy of the applicant's liability insurance policy.</p> <p>Contents in the file may be: the application showing the individual and organization making the request, purpose, date(s) and time for which the facility usage are requested, what facilities are to be use (classroom[s], halls, cafeteria, gymnasium, pool, library, etc.), other facilities required (kitchen equipment, piano, cafeteria tables, electrical hookups, audiovisual equipment, etc.), and the equipment you would need to bring onto this property. The conditions of usage may state: must be for purposes that promote the good of the school or community and must not interfere with educational purposes, a signed contract not to extend for more than one school year, the assumption by the user of all liability for injuries, or damage or loss of Board property, a copy of the liability insurance policy, the fee charged, and the signatures and dates of the applicant and the approving employee of the Board.</p>	2	Destroy after audit
L5279	Asset/Equipment Inventory File	<p>This record series is used to document assets (equipment, office furniture, autos and other items owned by the local government). It is updated when new items are purchased and when old items are sold or given away. Used to track each item and know its whereabouts and for the annual audit.</p> <p>This record series contains the name of the asset, a #, description of asset, equipment #, location of asset, purchase date, serial number, purchase order #, acquisition cost, current value and totals.</p>		Destroy 3 years after update is completed and audit

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PUBLIC SCHOOL DISTRICT  
Food Services

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L1876	Free and Reduced Meals Eligibility File (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This record series is used to determine eligibility of families for free and reduced meals in the public schools.</p> <p>Includes copies of eligibility standards, sample parent letter, application for free and reduced meals, notification to parent, public release, collection procedures and declaration of intent, general guidelines for verification, recommended guidelines for selecting applications for verification, recommended verification time frames, parent letter of notification, income verification statement, notification of adverse action, and verification summary sheet.</p>	3	Destroy after audit
L2307	Application for Free and Reduced Price School Meals (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This form is used by the student's family to apply for free or reduced school meals. The form is completed by the parent and submitted to the school. Eligibility is based on total family monthly income. 7 CFR 210.9(17) requires the school to maintain files of currently approved and denied free and reduced price applications, respectively. If applications are maintained at the school food authority level, they must be readily retrievable by school. Depending on district, this form may be maintained at the Central Office or at the individual school.</p> <p>Child's name, school, teacher, grade, total household size, list of all household members, monthly income by source, all income received last month, food stamp households: case number, signatures, child's ethnic background. Final action: approval, disapproval, etc.</p>	3	Destroy after audit
L1877	Monthly Allocation of Food, Milk and Other Costs	<p>This form is used to support the SFS-D2 School Lunch Claim Report to Kentucky Department of Education. Reports financial expenditure and allocations by school.</p> <p>By month and year, school or school fund authority and divided into four sections: Calculation of standard cost of food used for MISC/ALA Carte, Purchased Food, USDA Commodities and Allocation of Cost to Program.</p>	3	Destroy after audit
L1878	Daily Goods and Services Received and Other Direct Costs File	<p>This form is used to support SFS-D2 School Lunch Claim Report to the Kentucky Department of Education. Reports financial expenditures and participation in the Food Services program.</p> <p>This file is entered by month and year, school food authority, description of goods and services by date with dollar value of purchased food and milk, equipment and supplies, services, distribution of purchased food commodities and supplies, employee fringe benefits, utilities, miscellaneous cost, dollar value of commodities received plus dollar value of donated goods and services.</p>	3	Destroy after audit

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Food Services

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L1879	Non-Expendable Equipment Depreciation Schedule	<p>This record is used to support the SFS-D2 School Lunch Claim Report to the Kentucky Department of Education. Reports financial depreciation of equipment used in food service.</p> <p>By month and year lists school food authority, school, description of equipment, serial number, size or capacity, energy source, in-service date, type of equipment (food service equipment, vehicle, or food service assistance with original purchase cost or adjusted depreciable value), pre-established life, deletions from schedule totals, depreciation factor, monthly depreciation to be claimed.</p>	3	Destroy after audit
L1880	Purchased Food and Milk Inventory	<p>This inventory is used to support the SFS-D2 School Lunch Claim Report with Kentucky Department of Education. Reports financial expenditures and participation in the program.</p> <p>By month and year lists dollar value of previous months ending inventory, school name/authority or agency, storeroom location, item description, total units, cost per unit, total cost, beginning inventory, purchased food and milk received. Value of food available, ending inventory, adjustments to inventory, and dollar value of food used.</p>	3	Destroy after audit
L1881	USDA Commodity Perpetual Inventory	<p>This record is used to support the SFS-D2 School Lunch Claim Report sent to the Kentucky Department of Education. This inventory reports financial expenditures and participation in the commodities program.</p> <p>By month and year provides dollar value of beginning inventory, lists food items, beginning inventory, day, total units on hand, unit cost, total cost, dollar value, beginning inventory, commodities received, value of commodities available, ending inventory, adjustments to inventory, value of commodities used.</p>	3	Destroy after audit
L1882	List of Food Suppliers/Bid List	<p>This document has primary use for school cafeteria managers in ordering food. The list indicates the bid price so managers know that the price they are paying is accurate. The cafeteria manager signs all invoices as food is received before the bill is paid. Cafeteria managers order food from vendors listed on the bid list.</p> <p>Provides name and address of food vendors, who won bids, commodity, and purchase price.</p>	1	Destroy after audit
L1883	School Menu	<p>The menu indicates food to be served school children in school lunchrooms. Lunches served must meet the requirements for a type A lunch.</p> <p>Daily listing of meal components served.</p>	1	Destroy after audit

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Food Services

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L1884	United States Department of Agriculture (USDA) Quarterly Food Inventory	<p>This record reports school food inventory to the Kentucky Department of Agriculture. Food reported is either in the school possession or in the distributor's warehouse and earmarked for the school district. The report is used by the Department of Agriculture to know what is needed by school district in the way of United State Department of Agriculture (USDA) commodity foods.</p> <p>Name of institution/agency, county, county code, address, date inventory made. For each commodity: no. of cases, balers, or bags on hand; no. received the quarter; quarter; totals; no. in inventory; overage and shortages this quarter. Signature of official representative and date.</p>	3	Destroy after audit
L1885	Notice of Delivery of Donated Foods to Schools and Other Recipient Agencies	<p>This is the delivery record for donated foods. It also serves as a receipt of the school district's acceptance of the commodities to the distributor.</p> <p>School District, account number, year, pack size, no. cases, commodity food, arrival date, expiration date, USDA delivery order no., price per case, original allocation or change order number. By school: total cases, cases for delivery-week beginning _____, signed by school rep. and date.</p>	3	Destroy after audit
L1886	Notice of Allocated Donated Food	<p>This form is used to notify the school district that donated foods are available and have been allocated to the district. Notices are received by the school district randomly depending on when excess food is available from the federal government (Atlanta, Georgia).</p> <p>Form indicates: type of food, number of cases, price per pound, delivery order number, type of storage, warehouse, section number, expected period of arrival, pack size, weight per case, cost per case. School district name and address. School official name.</p>	3	Destroy after audit
L1887	Notice of Arrival-Donated Food at Distributor's Warehouse	<p>This form notifies the school district that donated commodities have arrived at the distributor's warehouse.</p> <p>Form indicates: school address and contact, school year, type of commodity, arrival date, number of cases, expiration date, cost per pound, weight per case, d/o number, cost per case, type of storage, warehouse and section.</p>	3	Destroy after audit
L1888	Report and Claim for Reimbursement	<p>This form is a reimbursement claim form for food provided in school lunch program. The federal school lunch program reimburses the State Department of Education and local school district.</p> <p>School district name and address, claim period, statistical data concerning food products served students in several categories, total reimbursement requested and financial accounting.</p>	3	Destroy after audit

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Food Services

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L1889	Breakfast Participation Report	<p>This document is used to support the SFS-D2 Report and Claim for Reimbursement - the school lunch claim report to the Division of Food Services in the State Department of Education. It reports financial expenditure and participation.</p> <p>Name of school or school food authority, month and year, and statistics which show participation and income for the month. Two main categories are reimbursable breakfasts (reduced, free, paid) and miscellaneous/ala carte sales-extra sales. For each date: paid today, pre-paid or tickets, charges, totals, paid, charges, milk, ala carte prices and other sales.</p>	3	Destroy after audit
L1890	Lunch Participation Report	<p>This document is used to support the SFS-D2 Report and Claim for Reimbursement - the school lunch claim report to the Division of Food Services in the State Department of Education. It reports financial expenditure and participation.</p> <p>Name of school or school food authority, month and year, and statistics which show participation and income for the month. Two main categories are: reimbursable lunches and misc./ala carte sales-extra sales. For each date: paid today, pre-paid or tickets, charges, totals, paid, charges, milk, ala carte prices and sales, non-employee lunches, contract lunches, totals.</p>	3	Destroy after audit
L1891	Daily Program Invoice	<p>This report is used to support the SFS-D2 (Report and Claim for Reimbursement) which is the school lunch claim report to the Department of Education, Division of Food Services. It reports financial income from daily food sales for the purposes of obtaining federal government reimbursement.</p> <p>Reports program daily income in areas of: student lunches, student breakfasts, miscellaneous/ala carte, federal reimbursement for both and grand totals.</p>	3	Destroy after audit
L1916	Inter-School Transfer Sheet for USDA Commodities	<p>This sheet is the request/authorization for the transfer of USDA commodities foods from one school to another. This is done by school district staff: maintenance men.</p> <p>Name of school from, Name of School to, Commodity, Date and Signature of Manager releasing commodity, and Signature of Manager Receiving Commodity.</p>	1	Destroy after audit
L2361	Lunch Menu and Production Record (V)	<p>This record is used for planning meals each day and to document statistics on meals served, both for food groups and numbers served. This report is audited by the Department of Education's Division of School Food Service for compliance with regulations for school meals. Some schools may file these as two separate records.</p> <p>Date meal served, offer vs. serve (yes/no). For each menu components (milk, meat/meat alternate, vegetables/fruit, bread/bread alternate, other): foods used, USDA foods, planned 3 portions/size portions GR III and GR IV, amount prepared, extra sales, amount left over and comments. Reimbursable Meals Served: Group III (K-3); Group IV (4-12); total reimbursement. sales. Non-reimbursable Meals served and extra sales: extra milk, extra sales menu items, extra sales non-menu items, adult/misc. meals, total ala carte.</p>	1	Destroy after audit

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Food Services

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2362	Food Establishment Inspection Form	<p>The purpose of this report is to ensure compliance with the Kentucky School Lunch Room Code. It points to areas where changes or improvements must be made or should be made to meet the time line requirements. This inspection is done 3-4 times a year by the county health department. White copy - school; pink copy - county health department; and the yellow copy - district health office.</p> <p>Permit number, sanitation code, date, est. code, time of inspection. Owner (school), establishment (school) name, address, telephone number. Type of report: regular 1, follow-up 2, complaint 3, survey 4, other 5. Inspection elements: food; food protection; personnel food equipment &amp; utensils; water; sewage; plumbing; toilet and hand washing facilities; garbage &amp; refuse disposal; insect, rodent, animal control; floors, walls, and ceilings; lighting; ventilation; dressing rooms; other operations. Remarks, received/inspected by signatures. Name of health service doing inspection.</p>	1	Destroy
L4494	Lunchroom Reports - Monthly	<p>This record provides an audit trail for school food services accounts within the school. It is prepared monthly by the lunchroom manager and filed with the superintendent.</p> <p>These reports give the financial status of the Food Services Fund by showing all receipts and disbursements and an accounting of all outstanding invoices or receipts.</p>	1	Destroy after audit
L5367	Pest Control Service Record	<p>This record series is used to document that an inspection has been made of the facilities and that there have been pest control services delivered either by an independent vendor or school staff. This service is both a preventive measure and a maintenance program for the extermination of pests such as insects, rodents and others. It is used to verify that services have been rendered and is one of the items that is mandated by health inspectors.</p> <p>This records series may contain the date of service, time of service, person providing the service and what was done.</p>	1	Destroy

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PUBLIC SCHOOL DISTRICT  
Gifted and Talented Education

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2057	Gifted and Talented Education Committee Minutes (V)	<p>This record is the official acts and transactions of the Gifted Education Committee. This committee meets at least 4 times a year made up of 3 parents and the principals of each school along with the supervisor of instruction. This committee is charged with selecting the students for the gifted program based on IQ test, test scores, and teacher recommendation.</p> <p>This record contains the name of district, address, phone number, date of meeting, the deliberations, and when submitted.</p>	P	Retain
L2058	Gifted and Talented Education Program Annual Summative Evaluation (Annual Report) (Annual Report)	<p>This is a summation of the gifted education program for the district for the school year. This documents what transpired during the year and how the program was implemented and administered. This is used by the State Department of Education to verify that the program was implemented correctly and also what benefits resulted from the program.</p> <p>This record contains the local gifted program, staff, number of students, budget, and questions concerning the implementation of the program.</p>	P	Retain
L5354	Gifted and Talented Student File (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This record series is used to document that a student has been selected to be a part of the Gifted and Talented program. This record is kept for the purpose of verifying that the student has qualified through testing and performance. Any grade or testing scores are filed in the student's cumulative folder.</p> <p>This record series may contain name of student, address, phone, ID #, testing information, performance measurements, classes attended, accomplishments and classroom work.</p>		Destroy 1 year after graduation or after withdrawn students reach age 23 .
L2061	Gifted and Talented Education Program Report (Each District)	<p>This record is used to report to the Kentucky Department of Education, the gifted education program in place in the local district. This is used by the Kentucky Department of Education in producing a publication called Kentucky's Gifted Education Programs and is done annually.</p> <p>This record contains the name of the district, gifted education coordinator, address, phone, total pupil population, gifted program information, organizational arrangements, areas of emphasis, and academic competitions.</p>	3	Destroy
L5339	Gifted and Talented Program File (V)	<p>This record series is used to maintain documentation for the administration of the gifted and talented program. Policies and procedures are in this file but would also be a part of the district's overall comprehensive plan.</p> <p>This record series may contain KDE guidelines, KARs, district policies and procedures and placement data.</p>	3	Destroy

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PUBLIC SCHOOL DISTRICT  
Grants Administration

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5249	Federal Grant Program Files (V)	<p>This record series is used to document federal assistance to school districts. This may include Title I, Title II, Title III, Title IV, Title V, Title VI, Individuals with Disabilities Education Act (IDEA), Carl D. Perkins Vocational and Technical Education, Stewart B. McKinney Homeless Assistance Act, Education for All Handicapped Children (EHA) and other federal programs. This record series documents the application process, the administration process and the final reporting process. All the funds are issued by the Kentucky Department of Education.</p> <p>This record series may contain the application, financial documents, periodic reports, supporting documentation, programmatic records, statistical records and other records of the grantees. (This record series may contain grant documentation for the following federal programs: (1) Title I - Improve the educational opportunities of deprived students to help them attain grade-level proficiency, improve achievement in basic and more advanced skills and succeed in a regular program. Includes migrant education and Even Start Family Literacy Program. (2) Title II - The Dwight D. Eisenhower Professional Development Program and No Child Left Behind Act (3) Title IV - Safe and Drug-Free Schools and Communities (prevention and education programs) (4) Title VI - Encourages the initiation of innovative educational programs. Other programs such as Individuals with Disabilities Education act (IDEA), Carl D. Perkins Vocational and Technical Education Act, Title VII Stewart B. McKinney Homeless Assistance Act, Education for All Handicapped Children (EHA), Head Start, Job Training Partnership Act (JTPA), Summer Youth, No Child Left Behind and Workforce Investment Act and Impact Aid. School districts may have other federal grant programs that are a part of this file. This file may contain the application, periodic reports, programmatic records, supporting documents, statistical records, financial records, student evaluations, ranking reports, data reports, comparability reports, budget &amp; expenditure reports, referrals, equipment inventories, test forms, homeroom directories, loss and gains test form along with correspondence).</p>		Destroy 3 years after submission of final expenditure report and audit.
L5302	Grants Administration File (V)	<p>This record series documents different grant projects that may be administered through the Department of Education, federal government and private institutions and special grants such as those for disasters through FEMA and other state grants given by agencies within state government. These include grants for records management, construction, community action, program development and others.</p> <p>This record series may contain the application, income level survey forms, working papers, engineering drawings, reports, correspondence, reference material, financial and statistical data.</p>		Destroy 3 years after submission of the final report and audit
L1994	Approval Letter - EHA	<p>This letter notifies the Board of Education that the fiscal year application for funding of grant under the Education for All Handicapped Children Act (EHA) Part B, as amended by P.L. 94-142 has been approved.</p> <p>This record contains the fiscal year amount, grant number, reporting procedures and deadlines.</p>	1	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Grants Administration

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5293	Regional Assessment Center File	<p>The Kentucky Department of Education, Office of Education for Exceptional Children, approves applications for grant funds awarded under the Education for All Handicapped Children Act (EHA), Part B, as amended by P.L. 94-142. Funds are available for obligation as budgeted from the effective approval date (one school/fiscal year) July - June. The Regional Assessment Center is a multi-county cooperative effort for identification, evaluation, and complete assessments of all appropriately referred students. Reporting is done quarterly and annually.</p> <p>Name of school district, proposal (programmatic/budget), staffing, statistical data, quarterly reports, annual data report, and other data reports.</p>	3	Destroy
L1849	Annual Project Evaluation and Report File	<p>This document provides the Division of Compensatory Education with a written evaluation for regular projects and summer projects. (Regular and Summer programs must be reported separately.) *Evaluations must be submitted within 30 days following completion of the program. Evaluations are prepared in quadruplicate with copies going to: work copy, district record copy, two copies to the Div. of Compensatory Education, Dept. of Education. Each of the three Chapter I programs have required evaluation reports: Chapter I - Handicapped, Chapter I - Migrant Children, and Chapter I - Education Consolidation and Improvement Act (ECIA) (low income families). *Project Evaluation Reporting forms for these three programs are not identical, however, they serve the same function and report similar data. Reports are completed at the end of the reporting year (June 30th) and are due by September in the Division of Compensatory Education in Frankfort.</p> <p>Content: Exact informational content may vary depending on program and year of report. Sec. I--state, agency, school, address, project number, project title, project status, funds budgeted, project duration, date, public/private. Sec. II--number of children participating, children served by grade level, number by race and gender, name of person completing form, phone. Sec. III--number of personnel paid from project funds and f/t equivalency assignment. Sec. IV--personnel, no. of Chapter 1 staff who received Chapter 1 funded training. Sec. V--project summary, goals and objectives, activities used to meet objectives, results.</p>	P	Retain

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LOCAL AGENCY RECORDS RETENTION  
SCHEDULE

PUBLIC SCHOOL DISTRICT  
Head Start

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L1892	Head Start - Student Folder (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This folder contains records which document the child's eligibility and participation in the Head Start Program. It is used as a reference and referral source during the child's period of participation. The Head Start Program provides comprehensive health, educational, nutritional, and social services to pre-school economically disadvantaged children. It involves the parents in activities which are designed to stimulate their children's total developmental process. Head Start's fiscal year begins in October each year. Children are typically involved in the program for one year. For 3 year olds, participation may extend to a maximum of 2 years.</p> <p>Application, program &amp; attendance record, AML behavior rating scale, social work home visitation record, correspondence to &amp; from parents, permit &amp; agreement form, parent's input into curriculum form, family needs assessment form, child nutrition survey, post medical history questionnaire, dental permission, community needs assessment, family income verification, application for free &amp; reduced price school meals, tuberculin skin test certificate, immunization certificate, dental health record, medical examination form, height &amp; weight chart, Learning Accomplishment Profile (LAP) scoring booklet, learning accomplishment profile, Individual. Education. plan (IEP), parental consent forms, child health record, parental consent for release of information.</p>	3	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Head Start

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L1896	Head Start - Performance Standards Self-Assessment/Validation Instrument SAVI	<p>This document is designed to serve the dual purposes of aiding: 1) Head Start grantees and delegate agencies in conducting an annual assessment of their activities and, 2) the regional office in validating their findings in light of Head Start Program Performance Standards. It can also serve as one tool among others to identify training and technical assistance needs of the programs. This instrument contains questions on each performance standard with accompanying guidance that provides suggestions for assessing compliance in the areas of Education, Health (medical, dental, mental health, and nutrition), Social Services, and Parent Involvement. These performance standards pertain to the methods and processes to be used by Head Start grantees to meet the needs of children and are applicable to all part day and full day year Head Start programs. The standards are not applicable to summer programs. Each year each Head Start grantee, with the involvement of all its delegate agencies, must carry out a self-assessment and complete and submit to the Regional Office the composite self-assessment/validation instrument based on the findings of all delegate agencies and grantee. The self-assessment must be completed by the grantee prior to the grantee's onsite preview visit by the Regional Office. Typically, the report is prepared in April before new program grant application is written.</p> <p>Part I: findings of the self-assessment of validation for each component. Sec. 1--findings on assess. of written plan and Sec. 2--findings on assess. of program operations. Col. 1--Cross Ref. Part 1340 provides the no. of the Performance Standards for each corresponding q. listed in col. 2-Individ. Specific Policy. Col. 3-Delegate, Agency or Grantee (DAG)in Compile.: Y/N. In Col. 4, Reasons for Non-Compliance., designated by the appropriate code #. Cols. 5 and 6 are used by ACYF reg. office to review and validate the grantee's findings. Col. 7-Guid. for Assist. in Compliance. Part II-Self-Assess./Valid. follow-up sheets for each component. The first 2 cols. are used by the Grantee following the annual self-assess. by DAG to record each non-compliance item found the no. of days (by date) to be allowed the DAG to come into compliance and the date DAG comes in to compliance. Final 2 cols.--rag. office used to doc. days for Compliance.</p>	P	Retain
L1899	Head Start - Personal Services Agreements (V)	<p>This instrument is the formal agreement between the provider and the Head Start Program for a service (i.e., speech pathology services, physical examinations for children, agreement to safeguard EPSDT information - Early Periodic Screening, Diagnosis, and Treatment Information). The agreement states the obligations of both parties.</p> <p>Names of parties, date of agreement, coverage dates, obligations of both parties, and signatures.</p>		Destroy 3 years after expiration of agreement and audit.

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Head Start

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L1896	Head Start - Performance Standards Self-Assessment/Validation Instrument SAVI	<p>This document is designed to serve the dual purposes of aiding: 1) Head Start grantees and delegate agencies in conducting an annual assessment of their activities and, 2) the regional office in validating their findings in light of Head Start Program Performance Standards. It can also serve as one tool among others to identify training and technical assistance needs of the programs. This instrument contains questions on each performance standard with accompanying guidance that provides suggestions for assessing compliance in the areas of Education, Health (medical, dental, mental health, and nutrition), Social Services, and Parent Involvement. These performance standards pertain to the methods and processes to be used by Head Start grantees to meet the needs of children and are applicable to all part day and full day year Head Start programs. The standards are not applicable to summer programs. Each year each Head Start grantee, with the involvement of all its delegate agencies, must carry out a self-assessment and complete and submit to the Regional Office the composite self-assessment/validation instrument based on the findings of all delegate agencies and grantee. The self-assessment must be completed by the grantee prior to the grantee's onsite preview visit by the Regional Office. Typically, the report is prepared in April before new program grant application is written.</p> <p>Part I: findings of the self-assessment of validation for each component. Sec. 1--findings on assess. of written plan and Sec. 2--findings on assess. of program operations. Col. 1--Cross Ref. Part 1340 provides the no. of the Performance Standards for each corresponding q. listed in col. 2-Individ. Specific Policy. Col. 3-Delegate, Agency or Grantee (DAG)in Compile.: Y/N. In Col. 4, Reasons for Non-Compliance., designated by the appropriate code #. Cols. 5 and 6 are used by ACYF reg. office to review and validate the grantee's findings. Col. 7-Guid. for Assist. in Compliance. Part II-Self-Assess./Valid. follow-up sheets for each component. The first 2 cols. are used by the Grantee following the annual self-assess. by DAG to record each non-compliance item found the no. of days (by date) to be allowed the DAG to come into compliance and the date DAG comes in to compliance. Final 2 cols.--rag. office used to doc. days for Compliance.</p>	P	Retain
L1899	Head Start - Personal Services Agreements (V)	<p>This instrument is the formal agreement between the provider and the Head Start Program for a service (i.e., speech pathology services, physical examinations for children, agreement to safeguard EPSDT information - Early Periodic Screening, Diagnosis, and Treatment Information). The agreement states the obligations of both parties.</p> <p>Names of parties, date of agreement, coverage dates, obligations of both parties, and signatures.</p>		Destroy 3 years after expiration of agreement and audit.

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Head Start

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L1900	Head Start - Annual Program Information Report (Program evaluation submitted to Federal Department of Health and Human Services, Office of Human Development Services, Administration for Children Youth and Families) (V)	<p>This report is prepared annually and submitted by May to (Health and Human Services) HHS. It reports program progress in each of the 7 areas of Head Start: education, health, handicapped, nutrition, mental health, social services, parent involvement. This is a compliance report used to monitor compliance with requirements. It is also used by HHS to measure nation-wide how close compliance is to the regulations - how well services are rendered, staff and staff training level, etc.</p> <p>Identifies name and address of grantee (delegate agency or PCC-Parent Child Center), and statistical program data which measure program performance, services rendered, children saved, etc.</p>	P	Retain
L1901	Head Start - Staff Meeting Minutes	<p>This document provides a record of staff meeting discussions and activity.</p> <p>Date, members in attendance, agenda, record of proceedings.</p>	2	Destroy
L1906	Head Start - Change in Status of Children (V)	<p>This record is used to determine on a monthly basis changes in the status of children participating in Head Start Programs.</p> <p>Documents name of center, month, head teacher, unit teacher, new enrollments by name of child, address, date enrolled, drop outs or withdrawals by name of child, address, reason, moved or transferred by name of child, address, or new center.</p>	1	Destroy
L1907	Head Start - Daily Attendance Record (V)	<p>This Head Start record is used to document daily attendance totals for use in compilation of federal cash transaction report and also determine number of free and reduced lunch users.</p> <p>Document provides month, teacher name and a record of the number of students in class on a given day with total number plus numbers on free or reduced lunch.</p>	1	Destroy
L2007	Head Start - Agreement to Safeguard Information (V)	<p>This record was created to make the signatory aware of state and federal laws regarding the confidentiality of information regarding applicants for or recipients of public assistance. Signers are staff of the Head Start Program.</p> <p>Name of agreeing party, title, agency or organization, signature, date, approved or disapproved, signature of income maintenance supervisor, approved or disapproved, Director, Division of Field Services, Bureau for Social Insurance, Department for Human Resources.</p>		Destroy after staff member leaves program or school district employment.

**LOCAL AGENCY RECORDS RETENTION  
SCHEDULE**PUBLIC SCHOOL DISTRICT  
Head Start

<b>Series</b>	<b>Records Title</b>	<b>Function and Use/Contents</b>	<b>Retention</b>	<b>Disposition Instruction</b>
<b>L5322</b>	Head Start Administrative File (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This record series is used to document the local head start program in the school district.</p> <p>Documents the application process, maintenance of the program and the status of the program.</p> <p>This record series may contain the application, periodic status reports, financial summaries, and supporting documentation.</p>	3	Destroy after audit

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LOCAL AGENCY RECORDS RETENTION  
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PUBLIC SCHOOL DISTRICT  
Impact Aid

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L1910	Impact Aid Application for School Assistance in Federally Affected Areas (V)	<p>This application is prepared yearly. Public Law 81-374 funds reimburse the local school system for tax money lost due to property owned or leased by the United States and for municipally owned low-rent housing. Funds may be used at discretion of the school board.</p> <p>Provides: Federal Employer Number, final filing date of current year, membership survey date, application number, school system and contact person, superintendents signature and date, application and number of students.</p>	1	Destroy
L1911	Impact Aid Student List (Identifies total number of students living in government housing for impact aid application purposes). (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This record is used to identify total number of students living in government housing for impact aid applications purposes.</p> <p>Parent or guardians name, address, resident (yes), student name, grade and school. Report also has certification of housing authority manager and school superintendent.</p>	1	Destroy

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PUBLIC SCHOOL DISTRICT  
Instruction

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L1780	Adult Education Program Assessment Report	<p>The Adult Learning Division of the Department of Education requires that an outside assessment of adult learning in the school system takes place every three years. This narrative report by outside evaluators analyzes activity in this special area. This report is used to document the compliance with State Department of Education guidelines and that the program is being maintained according to the rules and regulations of the Department.</p> <p>This report contains correspondence to and from evaluation staff, a questionnaire from the teacher and one from the directors prospective assessing the adult education program in the system listing strengths and weaknesses.</p>	P	Retain
L1781	Adult Education Basic Program Evaluation (Evaluation of Program and Teachers by Program Participants)	<p>This record is used to evaluate the effectiveness of an individual teacher's performance in a classroom setting. This record is completed by the students. This record is used by the Adult Learning Center in evaluating each teacher's performance and how it relates to the overall program.</p> <p>This record contains the name of teacher, rating categories, and remark spaces.</p>	2	Destroy
L1782	Adult Education Kentucky Literacy Commission Financial Report	<p>This is an annual report which documents the receipt and expenditure of funds which were granted by the Kentucky Literacy Commission. The Kentucky Literacy Commission provides grant support for literacy programs for adults which can be through libraries, public schools and other appropriate local agencies.</p> <p>This report contains a quarterly record of expenditures and encumbrances, an approve budget and quarterly projection form, a quarterly student enrollment report, a summary of volunteer hours recorded plus appropriate signature lines. Also a narrative account of local literacy programs with statistical information and program activity.</p>	3	Destroy after audit
L1784	Adult Education Monthly Student Enrollment List (Monthly listing of new enrollees) (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This is a monthly listing of new enrollees in the adult learning program. It is used in reporting to the Division of Adult Education. This data is transferred monthly to the individual's adult education enrollment sheet, and both are submitted to Frankfort. Copies are retained in the district. A student is enrolled after he completes 12 hours of work.</p> <p>Name of school district/project, month, instructor's name. List of student names in alphabetical order with computer enrollment identification number for each student.</p>	2	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Instruction

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L1785	Adult Education Staff Information Report (Prepared annually and submitted to the Department of Adult Education. Provides informational data on each staff person - used to verify qualifications.)	<p>This form is completed and submitted to the Department for Adult Education and Literacy at the beginning of each school year. It provides informational data needed for each staff person. The staff is hired locally. It is used by the state department to check staff qualifications, to check adult education training completed by the staff the previous year, and for mailing lists. This report is completed annually at the beginning of the year. Each staff member has a duplicate.</p> <p>Back of Form: Data: adult education status, primary assignment, education (highest level completed), Ky. certification, adult education training last year, adult education. experience, past special training or expertise, if a volunteer the number of hours predicted to work this school year. City, zip code, ss #. Front of Form: Project number, class type, teacher number, work telephone #, home address, name.</p>	1	Destroy
L1786	Adult Education Student Folder (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This record documents the students program progress, work completed, and GED practice tests, applications and prescription sheet. The students are officially enrolled after the completion of 12 hours in the Adult Learning Program.</p> <p>This record contains the student personal information sheet, student worksheet, with name, date, program, and work completed, official GED practice test score sheets, and copies of skill tests with student responses.</p>	3	Destroy
L1787	Adult Education Student Roster (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This report is produced in February and July each year by the Division of Adult Education in the Kentucky Department of Education. The roster indicates individuals who are formally enrolled in adult learning programs. It functions as a register of students involved in Adult Basic Education (ABE) programs. Each school year begins with zero enrollment. This is a reference record concerning enrollment.</p> <p>School year, date of report, for each student: name, identification number, social security number, class type, teacher, age, enrollment date, separation date, separation reason, function level, entry test, entry TABE score (reading, math, language, total).</p>	1	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Instruction

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L1791	Adult Education Enrollment and Separation Report (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This is a two-part form: enrollment &amp; separation. The district records the student name, project number, and teacher number on separation form. Then they detach the enrollment form on the perforated line. The enrollment forms are submitted monthly. The separation form must be completed by June 30 on each student enrolled after the previous July 1. Enrollment and separation forms are to be submitted during the same fiscal year (July 1-June 30). This document functions as application to the adult learning program, record of accomplishments, entrance and exit scores, and personal goals. Statistical data is also used to support the program funding requests by the Division to the General Assembly. This is a reporting document to the Division of Adult Education. A reference copy may be kept by the school district. The data forms are used in the request for federal funds. An enrollment and separation form is completed for each student.</p> <p>Enrollment data: project number, class type, teacher number, pre-enrollment identification number, enrollment date, name, birth date, social security number, sex, last grade completed, student major objective, referred by, student long range goals, race, employment status, income major source, Dept. of Labor income status, total number of dependent children, enrollment status, number of years out of school, functional level of student. Separation: project number, class type, teacher number, method of placement in this program, entry test used, entry test grade level results (total reading, math, language, total) exit test score results, (writing, social studies, science, reading, math, average scores), total instruction hours at separation, functional exit level, participant achievements, (educational, personal enrichment, economic, social, other), other services provided, reasons for exit.</p>	2	Destroy
L1796	Adult Education Monthly Record of Training and Wages - U.S. Veterans Administration (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This form is provided by the United State Veteran's Administration (VA) for use at training establishments where similar records of progress in training are not ordinarily maintained. This form is used in both the training of disabled veterans under Chapter 31 of Title 38 U.S.C. and in the training of other veterans or eligible dependents under Chapters 34 and 35 of Title 38 U.S.C. This form is used monthly to notify the VA (in this case in Louisville) of the total hours of training earned by an individual so VA can provide pay benefits for that training received.</p> <p>Name of trainee, VA file number, type of benefit, name of establishment, report for the month of _____, monthly training record: type of instruction as listed in training agreement, cumulative total number of hours completed by end of last month, total number of hours completed during this month, trainer's rating, hours absent from training this month, trainee hourly or monthly rate of pay, total wages paid this month, date the trainee began to receive the wage rate, signature of trainee and date, signature of trainer and date.</p>	2	Destroy
L1797	Adult Education Teacher Number Record List (Listing of teachers, paraprofessionals/aides, volunteers, and their assigned teacher numbers)	<p>This record is a list of individual numbers for all teachers, paraprofessionals, aides, and volunteers involved in the school district adult education programs. This number is assigned to each staff person as a permanent number to be used in the event that the staff person is in multiple Adult Basic Education (ABE) teaching situations. It is prepared annually.</p> <p>This record has the name and address of staff member, assigned teacher number, project number, and school district.</p>	2	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Instruction

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L1799	Adult Education Weekly Schedule (Of teacher/aide visitation to student homes)	<p>This record is used to document the visitations made to the homes of students who cannot attend classes because of health or other problems.</p> <p>This record contains the name of the person submitting the schedule, week covered, date of week, time of visit, and persons visited with their address.</p>	1	Destroy
L1801	Adult Education Student Attendance File	<p>This record documents individual student attendance at programs of the Adult Learning Center.</p> <p>It includes the name of the program participant, the date, the time in and the time out.</p>	3	Destroy
L2050	Student Teacher Placement Request (College or University request to school district for placement of its students as student teachers)	<p>This is a request from a college or university for placing its' students in the school district as student teachers. This is a general request by a college or university to place students in the district as student teachers. It applies to all students to be placed in a given semester. The request is renewed each semester for which the college or university wishes to place its' students in the district.</p> <p>Name and address of supervisor and principal, the request, principal's approval, semester, student, class, supervising teacher, other information about student, date.</p>	1	Destroy
L2051	Student Teacher Placement Form	<p>This is an agreement signed between the school district and the placing college or university which stipulate the arrangement for placing student teachers in the district. One placement form is completed for each student the college or university is placing in the district as a student teacher.</p> <p>Student name and address, date, age, sex, marital status, phone, home address. Placement school and address, grade or subject, cooperating teacher, principal.</p>	1	Destroy
L2420	Substitute Teachers File (Principal's Copy)	<p>This document is used by a regular teacher to inform the substitute of things he/she needs to know to prepare to be a substitute in class. This file may contain a report which serves as the substitute teacher's notification to the regular teacher of what was accomplished and/or occurred in the classroom while the regular teacher was absent.</p> <p>Teacher, room number, schedule (period and room number). Location of: lesson plans, grade book, seating chart, homeroom roll, supplies, teacher handbook. For assistance contact the following: principal, asst. principal, teacher near by, secretary, dept. head, librarian, counselor, custodian-name filled in for each. The following students may be of assistance: a student name for each period.</p>		Destroy when no longer useful
L2054	Code of Ethics (State Testing Program)	<p>This record is used to certify that the school has complied with the testing guidelines set forth by the Kentucky Department of Education. This is to be done for the Kentucky Essential Skills Test which is given every year.</p> <p>This record contains guidelines, name of district, testing coordinator, superintendent signature, date, students tested, grade, number tested.</p>	3	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Instruction

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2055	Equal Employment Opportunity (EEO) School Compliance & District Report File	<p>This report is done to comply with the federal law which requires the Equal Employment Opportunity Commission and the Office for Civil Rights of the Department of Education to prescribe such records and reports as are necessary for the enforcement of the Civil Rights Act of 1964, as amended. This report is used by the School Reporting Committee (EEO-5) for the collection of employment data of public elementary and secondary school systems or districts, schools, and annexes. This is required every 2 years. This report is for individual schools and annexes within the district. The requirements for submitting the report are: The elementary and secondary school systems and districts covered are those who have 100 or more employees and those others which have 15 or more employees (Schools and Annexes). This report is used by the School Reporting Committee (EEO-5) for the collection of employment data of public elementary and secondary school systems or districts, schools, and annexes. This is required every 2 years. This report is for the entire school district. This report must be submitted if the district has 100 employees or more.</p> <p>This record contains the name of the school district, address, general statistics, number of schools operated, number of annexes operated, enrollment, staff statistics (full-time, part-time, and new hires).</p>	3	Destroy
L2064	Textbook Committee Minutes	<p>This is the written record of the deliberations and decisions of the committee adopting textbooks for use in the district. Committee meets irregularly as needed. Books must be adopted by April 15. Work is usually completed prior to the March meeting of the local Board of Education. This record is kept at the school level only since the adoption of KERA, making this record obsolete.</p> <p>Date, members present, record of deliberations and decisions.</p>	1	Destroy
L2065	Textbook Committee Agenda	<p>This agenda is the order of deliberations for the committee meeting, a schedule of what to discuss. It is usually sent out to members ahead of time so they can prepare for the meeting. Since the adoption of KERA, this is an obsolete record, this is done at the school level only now. Most Districts adopt entire state multiple textbook listings and allow schools to choose individually and then the sit based decision council approves it.</p> <p>Committee name, meeting date, schedule of topics for discussion.</p>	1	Destroy
L2066	Textbooks - State Multiple List	<p>This document states the Department of Education's regulations and instructions relative to textbook adoption for grades K-12 and provides the districts with a list of state approved textbooks for selection and use. The list is updated and distributed annually. It is used by district textbook committees to adopt books (1st, 2nd, 3rd choices) for use in the district. Choices are marked, approved by the local board of education, and sent to the State Dept. of Education for approval. Upon state approval, a copy is returned to the district. Since the adoption of KERA, site based decision making changed this for grades P-8 and monies are per pupil. The grades 9-12 still use this form.</p> <p>Informational content: school district, district number, superintendent, phone, address, elementary &amp; high school supervisors names &amp; phone numbers. Adoption regulations. List of approved textbooks by elementary/high school, subject category, and vendor. Given: district adoption indicator, textbook code, grade range, title, author name, copyright date, list price, wholesale price, retail price, exchange 6 years.</p>	6	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Instruction

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2067	Textbook Adoption and Purchase Schedule	<p>This is the 6-year adopted cycle schedule for textbook adoption. The schedule is approved by the Division of Textbook Services as an indication or reference to the school districts as to when textbooks in the various category will be up for adoption.</p> <p>Subject/Group, current adoption period, extend current adoption, advertise for new adoption, open bids for new adoption, commission hearing, commission list new adoption, new six year adoption period, local adoption, purchase new adoptions, for school year.</p>		Destroy when superseded.
L2068	Textbook Inventory	<p>This is a textbook inventory of books held by the school district. This report was prepared annually (by April each year) and submitted to the Division of Textbook Services. It was an instrument of inventory, accountability, and control. This is an obsolete record, some districts maintain district-wide inventories but many districts now have it at the school level only. No inventory goes to the state.</p> <p>Information: school year, grades, school, principal, group. Grade, group subject and title, books on hand as of June 1986, books received for 86-87, books unfit for use or lost, total usable copies on hand. (The example form examined was for the 1986-1987 school year).</p>	3	Destroy
L2069	Textbook Evaluation Instrument (V)	<p>This is a tool for evaluating textbooks being considered for adoption in the district.</p> <p>Subject, text/series title, author(s), publisher, copyright date, reviewer's name, indication of recommendation or not recommendation. Evaluation, rating on a scale of 0-3 of various specific criteria, total ratings, total points, general impression categories.</p>	1	Destroy
L5355	Teachers' Aides File (V)	<p>This record series is used to document and validate that persons have met all qualifications to be a teacher's aide in preschool, kindergarten, elementary school, middle school and high school. Provides documentation that the applicant for a teacher's aide has completed all training including the basic learning examination. Evaluations of the individual may also be in this file. A copy of the evaluation will be maintained in the persons official personnel file.</p> <p>District number, district name, school year. For each aide: name, social security number, school number, minutes per week as kindergarten aide, kindergarten aide annual salary including fringe benefits.</p>	3	Destroy after audit
L2412	Evaluations of Tenured/Non-tenured Teachers and Administrators (Principal's Copy)	<p>This form is used to evaluate all teachers and administrators. The law states that administrators and non tenured teachers must be evaluated annually and the school district policy dictates how often tenured teachers will be evaluated. This evaluation is based on personal observations of the principal or his/her designee. Formative evaluations are used as the basis for summative evaluations. The local district plan dictates the number of formative evaluations needed before the summative evaluation can be completed.</p> <p>This record contains the name of the teacher, administrator, school, date, subject or grade level, evaluator, dates of observations, instructional performance, classroom environment, management, working relationships, work habits, professional growth and responsibilities, supervisor responsibilities, school community relationships and signatures of the evaluator, principal, teacher, recommendations.</p>	1	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Instruction

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2441	Schedule of Classes (V)	<p>This record is used to document the uniform system of classes. It is done after students have pre-registered and all classes are set..</p> <p>This record contains the teacher's name, homeroom, room number, class for each period and name of the department.</p>	1	Destroy
L2636	Teacher Plan Book (V)	<p>To record an individual teacher's daily and weekly lesson plans. It documents what an individual teacher will be teaching and assigning on a given day or week. The lesson plan will assist them in their class preparation and will serve as general guide to what will be covered in an individual class. School administrators require that the teacher create lesson plans and these plans are subject to review by the school principal, district administration, accreditation or regulatory body. The plan books are purchased from statewide from different educational publishers so that data elements covered may slightly. This is a pre KERA record.</p> <p>Name of teacher, room, grade, school, year covered, subject plus spaces arranged by date of the week for the teacher to record the lesson plan per period.</p>	2	Destroy
L2637	Class Record Book (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>To provide a class attendance summary for individual pupils and a special record for tests, reports, projects, units, etc. The book is used to record results of periodic tests and other assignments made to students in an individual teachers class. These results are used to evaluate the students class performance which usually results in the assignment of a letter or numeric grade denoting scholastic achievement. Can be used to summarize by grading period class attendance. District policy regarding grade books may vary. In some cases, the teacher will keep their grade book, in others they will turn in to the school office or to the Central Office. Many school districts do not use class record books as we knew them, but use computerized grade books only.</p> <p>Information or data elements which may be documented by this record are: school year covered, grade, school, town, teacher, subject, class name, class time, student name, daily test results, daily average, unit test, grade, grade distribution by reporting period, grade distribution by semester.</p>	2	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Instruction

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5348	Kentucky Teacher Internship Program File	<p>This record series is used to document the Kentucky Teacher Internship Program (KTIP) which was initiated in 1985 by the Kentucky General Assembly as an instrument for guiding and assessing first year teachers. This was further strengthened with the passage of the Kentucky Education Reform Act (KERA) in 1990. As a result, the Education Professional Standards Board (EPSB) was established as the state's governing body for teacher certification. KTIP is designed to help beginning teachers (interns) experience a successful first year in the classroom. KTIP provides each teacher with the assistance of a three-member committee trained in the supervision and assessment of beginning teachers. The committee supports effective teaching practice and guides the intern's professional growth. All new teachers and out-of-state teachers with less than two years of successful teaching experience who are seeking initial certification in Kentucky shall serve a one year internship. A person who has completed an approved educator preparation program must pass assessments approved by the EPSB and apply to the Division of Certification for a teaching certificate. When the requirements have been completed, as evidenced by the application, official transcript, and report of the assessments, the applicant is issued a Statement of Eligibility valid for 5 years. Ultimately a 1 year teaching certificate is issued to cover the teaching assignment and a three member internship committee is appointed and monitored by the Division of Testing, Research, and Internship. Each intern is judged on their classroom presence and the completion of a portfolio and performance plan.</p> <p>This record series may contain the Resource Teacher Time Sheet, intern Performance Record, Confirmation of Employment along with supporting documentation.</p>	2	Destroy

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Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2401	Overdue Fine File (Contains the overdue notice and register of student payment)	<p>The fine slip is used to keep track of over-due student fines. It is destroyed after the student pays the fine. This record probably was not kept in many schools. The record series documents those who have paid.</p> <p>Card number, name, address, telephone, author, title, date due, date returned, 1st notice, 2nd notice, 3rd notice, messenger, reported lost or stolen, fines due, messenger fee, price of book, total, received payment.</p>	1	Destroy
L4477	School Library Report	<p>These reports are usually annual ones and reflect identifying information about the library/media center and the librarian/library media specialist. Financial information concerning the amount appropriated and spent per pupil, a detailed list of materials and equipment, a detailed list of media equipment housed in the school building, and answers to questions relating to the organization and program of the library/media center. It is signed and dated by the library media specialist (librarian) and the principal and documents the school's compliance with the State Department of Education guidelines for the operation, staffing, facilities and equipment, and program organization of the library/media center.</p> <p>This file may include: school, district, superintendent, principal names; school enrollment including kindergarten; county, district, school, library/school phone, and FAX nos.; e-mail Address; info. on the library media specialist (name, Chapter I duties time, library media &amp; ed. yrs. experience, school technology coordinator duties, KLA/KSMA membership); financial info. on per pupil expenditures and appropriations; no. of print vols. (books, magazines, and newspapers); no. of books per pupil; no. of non print materials (interactive lasers, audio cassettes, video cassettes, laser videodiscs, audio compact discs, computer software, CD-ROM subscriptions, and CD-ROM resources); no. of media equipment housed in school (slide projectors, opaque projectors, color TVs, VCRs, combination TV/VCR, camcorders, video projector, laser videodisc players, laminators, overhead projectors, photocopiers, computers [KETS Standard and non KETS], CD-ROM players, Audio CD players, telephones, facsimile machines, modems); and a sec. of questions to be answered YES or NO concerning the center's organization and program.</p>	5	Destroy after audit
L4459	School District Staff Net User Agreement	<p>This series documents staff agreement with the Net Use rules and responsibilities adopted by the school district. Employees agree to comply with these rules and any violations of these rules and responsibilities may result in loss of access, disciplinary or legal action. It is used to show that the rules and responsibilities have been read and that the user is subject to legal actions as a result of violations. The document can then be used as an enforcement tool in the event of violations.</p> <p>Signature of employee, date, full name, work location, job title, date of birth, home address, home telephone number, daytime telephone number.</p>		Destroy when superseded or after termination or retirement of employee.

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
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Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L4460	Student Net User Agreement and Parent Permissions	<p>This series documents the agreement between the student and the school district that the student will abide by the rules and responsibilities for net use issued by the district. In addition, permission is given by the parent or guardian for the student to access networked computer services as well as assume responsibility for violations made by the child. As a result all impacted parties are informed and acknowledge what is involved in net use in the event of any conflict or violation.</p> <p>Student's signature, date, student' name, student's school, grade, date of birth, parent/guardian's signature, date, parent/guardian's name, address, telephone number, and daytime telephone number.</p>		Destroy when superseded or when student withdraws or graduates from district
L5349	User File/Log (Computer)	<p>This record series is used to document those students, teachers, and others who use school computers. It is used as a reference when questions arise. This may be either a paper or an electronic file.</p> <p>May contain the name of user, date and time, ID information, and whether a student, faculty member or administrator.</p>	1	Destroy

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PUBLIC SCHOOL DISTRICT  
 Payroll

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5257	Payroll Register - Year End (V)	<p>This record series is used to document the earnings and withholdings of employees from pay period to pay period and is a year to date accumulation of the payroll. The final pay period is considered to be the master earning record of all employees.</p> <p>This record series contains the run date, name of employee, directory information, gross pay, net pay, withholdings, rate of pay, each pay period with year to date totals, total deductions.</p>		Retain 70 years from date first employed
L5806	Payroll Register - Pay Period Change Date: 12/9/2004 (V)	<p>This record series is used to document the earnings and withholdings of employees for each pay period and must be kept for at least three years. This is used to compile the year end Payroll Register.</p> <p>This record series contains the run date, name of employee, gross pay, withholdings, rate of pay, year to date totals, total deductions.</p>	3	Destroy after audit
L5260	Time and Attendance Record File (V)	<p>This record series is used to document the official time worked by the employees during a specific pay period. It is used to input data and as an instrument to calculate payroll for employees.</p> <p>This record series contains the payroll sheet which is a cumulative record of employees and the time they worked during the pay period. This data is collected from the time sheets. This record series also contains the time sheet for each individual employee. Each of these contain the name of employee, time worked, name of department, authorized signature, payroll beginning date, payroll ending date, dates worked, hours worked, totals and certifications.</p>	3	Destroy after audit

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Payroll

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2755	Leave Requests Change Date:	<p>This application is used to document an individual employee's request for excused sick leave as provided for in KRS 161.155. All regular full-time employees earn not less than 10 days of sick leave each year and more depending on an individual school district's leave policy. It provides documentation for the request for vacation leave for school employees. KRS 161.152 allow a school district to provide up to three (3) emergency leave days per year for reasons (such as deaths and funerals of relatives, legal matters, and absences due to natural disasters) approved by the school board. KRS.154 provides that a school district may allow up to three days of personal leave, not to affect the person's salary or any other type leave. The employee completes the application/requests and submits it to their supervisor. The employee's supervisor approves the request and forwards it to the Payroll Department to log in on a Master Earnings Record or Employee Data Calendar which provides a summary of sick leave accumulated by the employee. KRS 161.155 provides for a sick-leave bank which means that an aggregation of sick leave days can be contributed by teachers for use by teachers who have exhausted all their sick leave. The application can be recorded on a separate form for a specific leave or be a check off on a single leave form.</p> <p>Data elements in these records include: name of applicant, school, date of absence, reason for requested leave, attachments when necessary, signature of the employee and that of the physician and/or notary when required.</p>	3	Destroy after audit
L1921	Payroll Personnel File (certified and classified) (C) (V)	<p>This record is used in preparing the payroll for all employees. The primary reason for keeping this file is to show length of service and rank of each teacher and administrator (certified). A file is also kept on other employees (classified) such as office and maintenance.</p> <p>This file contains the W-4, copy of certification of teacher, leave request (personal, professional, vacation, field trip, sick), payroll authorizations rank, assignment, professional meeting attendance request, and any credit check from loan institutions.</p>		Destroy 5 years after termination of employment.
L5237	Payroll Deduction Reports (Monthly & Pay Period) (V)	<p>This record series is used to document totals of deductions made monthly from individuals payroll. These deductions are posted to the Master Earning Record. Once these are posted to the Master Earning Record their use is minimal.</p> <p>This record series may contain deductions for retirement, medical and life insurance, state deferred compensation credit union, garnishments, investments, annuities and others as added.</p>	3	Destroy after audit

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Payroll

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5258	Monthly Summary of Wages Earned	<p>This record series documents the monthly summary of wages for certified school employees contributing to the Kentucky Teacher Retirement system. Attached to the summary report is a check to cover both the employee contribution rate and school rate. Unlike other wage statements submitted to state and federal agencies, this agency does not require an annual reconciliation. However, the monthly summary has a listing of individual employees attached to it.</p> <p>This record series contains the agency #, period covered, total wages reported, employee's installment payment, employee contributions at 5%, total of installment payment and employee contribution, employer contribution, grand total for installment, employee and employer contribution, plus added payment for late reporting, city name, contact person, address, and phone #, certification that persons listed in report are full-time employees, date report filed, signature of reporting official followed by a listing of employees names with social security number, gross wages previous month, gross wages current month, installment purchase previous month, and installment purchase for the current month.</p>	3	Destroy after audit
L5800	Family and Medical Leave Record File (C) KRS 61.878 (1)(a) (V)	<p>This record series is used to document those who apply for leave under the Family and Medical Leave Act (FMLA). Covered employers must grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12 month period for maternity, for adoption, to care for an immediate family member, or because of a serious health condition. This file is maintained separately from other payroll and personnel records.</p> <p>This record series may contain the application, approval or denial letter, doctor's statements, payroll information and leave records.</p>	3	Destroy after audit
L5801	New Hire Report (C) KRS 61.878(1)(a)	<p>This record series is used to document any employees that are newly hired, rehired, or who return to work after a separation of employment. This mandated by the Social Security Act. The information that is reported is used in assisting the state in locating parents who owe child support or to identify recipients of public assistance and unemployment compensation who fail to report earnings. This report must be submitted no later than 20 days after an employee is hired, or returns. This report is transmitted electronically.</p> <p>This record series may contain the employee's name, address, SS#, employer's name, payroll address, federal id #, date of hire, date of birth, and other information.</p>	3	Destroy
L5802	Disability Leave Files (C) KRS 61.878(1)(a) (V)	<p>This record series is used to document those who apply for leave because of an existing disability. This disability may have been job related or other circumstances. This is a separate file and is used as a reference when doing payroll and to denote that this is a special disability case. These applicants may apply under the Americans with Disabilities Act.</p> <p>This record series may contain the leave request, doctor's statements, P1 to restore the time missed and employee directory information.</p>	3	Destroy after audit

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## PUBLIC SCHOOL DISTRICT Payroll

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5265	Transmittal Register of Direct Deposits	<p>This record series is used to document that the direct deposit has occurred. This is routed through the automated clearing house and run each pay period. The employee receives the payroll check stub.</p> <p>This record series contains the originating point, receiving point, date of transfer, time, type of service, name, entry count, amount, credits, debits, savings credits and file totals.</p>	3	Destroy after audit
L5271	Reimbursing Employer's Quarterly Unemployment Wage Report	<p>This record series documents the quarterly payment of unemployment insurance contributions by a local government to the Division of Unemployment Insurance. At minimum the report may be one page in length but could be far longer depending upon the number of employees. A check may or may not be attached to the report depending on whether the local government decides to file it with the report or separately.</p> <p>This record series contains the KY employer ID number, federal employer ID number, employee name, social security number, gross wages, total for the pages, totals for all pages, number of employees by quarter with monthly totals, previous amount due, total amount due, number of pages in the report, remittance attached yes or no, signature line, title line, address and telephone number, date.</p>	3	Destroy after audit
L1923	Salary Schedule (V)	<p>This record is used as a reference tool in preparing the payroll. This record is redone each fiscal year and is updated during the year to reflect any changes in salary.</p> <p>This record contains names of school or group, school year, name of employee rank, total year experience, basic salary, increment, position of duties, increment extended employment, total annual salary, daily rate, number of days, extended employment.</p>	3	Destroy after audit
L1926	Payroll Worksheet	<p>This record is used to prepare the final payroll checks. The final payroll worksheet is then produced showing all deductions and that the payroll checks have been posted.</p> <p>This record contains the name of the school district, date of report, employee name, account no., permanent rate, pay adjustment, extra pay, gross, contract to date, federal and state deduction, marital status, exemptions, sick leave, vacation leave, account total, and final total.</p>	3	Destroy after audit
L1928	Payroll Check List (Check-off sheet to be sure that time sheets have been received from each location)	<p>This record is a checklist used to be sure that all time sheets have been received from all locations for each pay period on time. One is created each year.</p> <p>School year, and check off by time period for each category, i.e., food service, bus drivers, maintenance and custodians, secretaries and aides, individual schools, specific programs, etc.</p>	1	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Payroll

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L1930	Payroll Check Copies	<p>This is the payroll office file copy of the payroll checks and statements issued. It is just a reference. It may be used if a discrepancy arises or if an employee calls in about his check. The original cancelled check is returned by the bank to the business manager who reconciles it with the bank statement. Many districts no longer have a copy of the check, they have carbon copies from the computer and check register.</p> <p>Statement: fund position, hours, gross, contract, contract paid to date, deductions, this pay, year to date, totals, social security number, check date, location, sick time, sick time used this period, annual leave, annual leave used this period, year to date gross, net pay. Check: name, address, phone of school district, social security number, date, check number, amount, payee name and address, fund, signature of treasurer and superintendent.</p>	3	Destroy after audit
L1932	Unemployment Compensation Quarterly Contribution Report	<p>This report is prepared quarterly prior to the 15th day of the month following the end of the calendar quarter. A copy is mailed to the Kentucky School Boards Trust and a copy retained by the district. It reports school district quarterly contribution to the Kentucky School Boards Association Unemployment Compensation Insurance Trust Fund. This fund pays unemployment benefits to staff and faculty. The school district's contribution check accompanies this report.</p> <p>Name of district, payment quarter, report preparer name and date. Data: Gross wages paid all covered employees to date during the calendar year; Less any wages included in No. 1 above paid in excess of \$6,000 paid to each employee; Total year to date taxable wages subject to contributions (Item 1 minus 2); Year to date contribution due the trust (Multiply amount on line 3 by .01.); and Amount due this quarter (subtract line 5 from 4). Paid by check #, Received, Deposited, Amount.</p>	3	Destroy after audit
L3119	Notification of Change of Employment Status (Duplicate--Documents transfer, leave of absence, termination, retired, etc.) (C) KRS 61.878(1)(a)	<p>This series is created to document a change in an employee's status. It documents the specific changes made such as transfer to another position, a leave of absence, termination, resignation, retirement or recall after a layoff. While the original is filed in the Official Master Personnel Folder (L2022), duplicates may be maintained in Personnel, Payroll, Employee Benefits and with the employee.</p> <p>Employee name, address, Soc. sec. no., race/sex code, phone, date, dept., budget slot, job code, effective date of change, bd. action, last day worked, last day paid, year, experience, original leave date, personal days, sick days, vacation days, d.o.b., hire date, employment status, transfer, job assignment, certification, work location, current salary, base days/hours, person replaced, FICA, CERS, KTRS, addition, replacement, leave of absence: type, expected date of return, job assignment, funding source, account no., layoff/discharge/resignation: remarks, recall info., recall issued, job offer accepted (Y or N), if refused reason, person making call, signature of personnel administrator with date.</p>		Destroy when no longer useful

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

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Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L3120	Notification of Classified/Professional Employment-Duplicate (C) KRS 61.878(1)(a)	<p>This series is created to document the hiring of a classified or professional staff member in a school district. While the original is filed in the Master Personnel Folder (L2022) duplicates may be maintained in Personnel, Payroll, Employee Benefits and with the employee.</p> <p>Name, address, social security number, race/sex code, phone, date, department, budget slot, job code, effective date, birth date, hire date, outside experience, military, employment status, education with college name, degrees, college hours, test results, military and related work experience, certification code and expiration date, job history, funding source and remarks with signature line.</p>		Destroy when no longer useful
L4473	Worker's Compensation and Insurance Claims and Report File (C) KRS 61.878 (1)(a)	<p>This record documents all claims filed by students and personnel in school related incidences. It contains copies of all claims filed and in the case of school personnel, worker's compensation forms would also appear in this file.</p> <p>Copies of the actual Insurance or Worker's Compensation Claims. Confidential information such as social security numbers, addresses, and phone numbers may be included.</p>		Destroy 5 years after termination of case or settlement and audit
L5261	Individual Payroll Authority File (V)	<p>This record series is used to document the authorization to produce a payroll for each employee for a given pay period. This file is used for payroll purposes only and is maintained for each employee. Included in this are all authorizations needed in order to produce the payroll.</p> <p>This record series contains the W-4, K-4, date of employment, position, pay rate, pay period, appropriate tax information, authorized deductions, leave requests, record of credit checks from lending institutions, record of attachments or garnishments and health and welfare claims paid and time and attendance records.</p>		Destroy 3 years after termination of employment or 3 years after superseded and audit
L5262	Wage and Tax Statements/W-2 (V)	<p>This record series is the annual statement of wages and taxes paid an employee for federal and state tax purposes. The Internal Revenue Service requires an employer to prepare such a statement for each employee. The employee uses the statement in the preparation of the federal and state tax return. The local government maintains a copy in its file.</p> <p>This record series contains employer's I.d. number, control number, name, address, employees social security number, employee's name, address, wages and tips, federal income tax withheld, FICA, social security wages, Medicare wages and tips, Medicare tax withheld, social security tips, allocated tips, advance EIC payment, dependent care benefits, non-qualified plans, other, type of employee, employers state I.D. # state wages and tips, state income tax, locality name, local wages and tips, local income tax.</p>	5	Destroy after audit

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Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5263	Tax Payment Report Worksheet	<p>This record series is used to authorize the payment of all federal withholding from the bank. This is done telephonically with the actual payment sent electronically to the IRS. This takes the place of the Federal Tax Deposit Coupon Book and the written check. This is done after each pay period. Additional information is requested on this worksheet for Tax Form 720, 941, and CT-1 FTD Payment. If total deposits of income tax withheld and social security, Medicare, and railroad retirement taxes are more than \$50,000 an employer must make electronic deposits for all depository tax liabilities that occur. This was started as of January 1, 1998.</p> <p>This series contains the steps necessary to send in the federal withholding to the IRS. This includes the federal phone #, taxpayer I.D. #, PIN #, menu selections to initiate a tax payment, tax type #, tax payment type, tax filing period, payment amount, verification code, tax payment settlement date, acknowledgement #, settlement date.</p>	5	Destroy after audit
L5264	Employee Direct Deposit Authorization	<p>This record series is used by the employee to authorize the direct deposit of their paycheck in the bank by the city.</p> <p>This record series contains the name of employee, name of bank, bank routing number, bank account number and signature of employee.</p>		Destroy when superseded or termination of employment
L5266	Annual Return of Withheld Federal Income Tax (Form 945)	<p>This record series is used to report income tax withheld from non-payroll payments. This includes pension, annuities, and IRAs, military retirement, gambling winnings, Indian gaming profits, voluntary withholding, and backup withholding. All income tax withholding reported on Forms 1099, 1099R, 1099 Misc, or Form W-2G are reported on this form,</p> <p>This series contains the name of employer, address, I.D. #, federal income tax withheld, total taxes, total deposits, balance due, overpayment, monthly summary of federal tax liability, signature of employer and date.</p>	7	Destroy after audit
L5267	Form 1099	<p>This includes forms 1099-Miscellaneous and 1099-G. Form 1099 - Miscellaneous documents the income earned by vendors for supplies, service, equipment, office building rentals. City property tax and income tax and city license refunds received by these vendors is also documented here. The IRS uses the information in these records to garnishee wages. This is a three part form. The top red copy(copy A) goes to the IRS, copy B goes to the payee and copy C is filed by the city clerk/treasurer or finance officer in the city files Form 1099-G documents unemployment compensation and state or local income tax refunds, credits, or offsets earned by vendors of the city. The copies of the form are distributed the same as the 1099-Miscellaneous.</p> <p>Form 1099-Misc contains Payer's name, street address city, state and zip, account #, 2nd TIN not., rents, royalties, prizes, award, federal income tax withheld, fishing boat proceeds, medical and health care payments, non-employee compensation, substitute payments in lieu of dividends or interest, payee made direct sales of \$5,000 or more of consumer products t buyer for resale, crop insurance proceeds, state income tax withheld, and state/payers state number. Form 1099-G contains unemployment compensation, state or local income tax refunds, credits, or offsets, tax years, federal income tax withheld, discharge of indebtedness, taxable grants, agriculture payments, and the income from trader or business.</p>	4	Destroy after audit

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Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5268	Employer's Monthly Return of Income Tax Withheld	<p>This record series documents the monthly withholding of state income tax for local government employees by the local government. The return is filed with the Ky. Revenue Cabinet and a check with the total amount due is attached to the return. This return provides only grand total for all employees and does not list individual employee names and individual withholding amounts.</p> <p>This record series contains the employer name and address, time period covered, return due date, account number, total wages for period, Kentucky income tax withheld for period, previous period adjustments or credits, net tax due, penalty, interest, total penalty and interest, total amount due, signature, title and date line.</p>	5	Destroy after audit
L5269	Employer's Annual Return of Income Tax Withheld	<p>This record series documents the annual withholding of state income tax from the wages of local government employees. Included on the return is an annual reconciliation for the months January to December. The return also serves as the monthly return for December. Unlike the monthly return, this document will have K-2's Employee Wage Statements attached at the time of submission, in addition, the return has the December withholding check attached to it.</p> <p>This record series contains the employer name and address, period beginning, period ending, return due, account number, total number of employees this period, total withholding payments processed for the period January 1 to September 30 as of December 13, Annual Reconciliation providing total wages for the year, Kentucky Income Tax Withheld as shown on K2's, a Ky. Income tax withheld, previous adjustments or credits, net tax due, penalty, interest, total penalty and interest, total amount due, signature line, title line and date line, plus a statement of adjustments and credits, Attached to the return are the individual employee K2's (Wage Statements).</p>	7	Destroy after audit
L5270	Employer's Quarterly Federal Income Tax Return	<p>This record series documents the quarterly payment of federal income taxes plus Social Security and Medicare taxes paid to the IRS by a local government. Attached to the return will be a check to cover these payments.</p> <p>This record series contains the federal ID #, name of local government office and local government, address, number of employees, total of wages subject to withholding plus other compensation, total income tax withheld from wages, tips, pensions, annuities, sick pay, etc., adjustment of withheld income tax for preceding quarters of the calendar year, adjusted total of income tax withheld, taxable Social Security wages and tips, taxable Medicare wages and tips, total Social Security and Medicare taxes, backup withholding, adjustment of backup withholding, total taxes, advance earned income credit made to employees, net taxes, balance due, overpayment, followed by a listing of tax liability by pay period and by months in each quarter with grand totals, plus signature line, job title and date.</p>	5	Destroy after audit
L5118	Payroll Deduction Waiver Form	<p>These records document deductions from an employee's paycheck that are taken unless they are voluntarily disapproved by the employee. These include, but are not limited to, records documenting dues or contributions to professional associations. These forms are filled out only once, rather than annually, by the employee.</p> <p>May include employee/contributor information (name, social security number, position title, position location, phone number, signature); agency/contributee name; deduction information (method of contribution, amount of deduction, amount per paycheck, deduction procedures); further information or instructions.</p>		Destroy if superseded or one year after termination of employment and after audit.

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Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5119	Payroll Update Forms	<p>These are records that document individual employee payroll updates. These include updates of payroll generally, updates of deductions, updates of insurance, as well as Year-to-Date Update forms for payroll and fringe benefits. The Payroll Worksheet and the Year-to-Date Payroll Summary are both on the Public School District Schedule and both have retention periods of 3 years and are to be destroyed after the appropriate audit.</p> <p>Date; Employee information (name, location, social security number); Update information (type, amount, date)</p>	3	Destroy after audit
L5120	Kentucky Retirement Systems Forms	<p>These records document an employee's membership in the Kentucky Retirement System (Form 2001) and the employee's designation of a beneficiary (Form 35).</p> <p>Form 2001 Membership Information Kentucky Retirement Systems: Name, Social Security Number, address, DoB, Work/Home phone, Sex, Marital Status, Date of Employment, Type/Name of Agency, Previous County, City or State Employment, Statement of Active Duty Military Service, Signature and Date.</p> <p>Form 35: Instructions, Principal Beneficiary(ies) information, contingent beneficiary(ies) information, signature section.</p>		Retain until superseded or until 1 year after termination of employee
L5121	Pay Plan/Payment Method Forms	<p>These records document an employee's choice of pay plan (e.g., only during contract months or through the summer as well) or method of payment (e.g., one lump sum at the beginning of the summer, or biweekly during the summer).</p> <p>May include: Employee's name, Social Security Number, location, plan options, explanation of plans.</p>	3	Destroy after audit
L5122	Request for Stop Payment - Payroll	<p>This record documents employees' requests to stop payment of their paychecks.</p> <p>Employee name, check number, check date, check amount, reason for stop payment, stop payment requested by, duplicate check requested (y/n), payroll approval, date as of which check had or had not cleared, request to bank to stop payment, bank confirmation and approval of duplication, duplicate check number and date.</p>	3	Destroy after audit.

STATE ARCHIVES AND RECORDS COMMISSION  
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LOCAL AGENCY RECORDS RETENTION  
 SCHEDULE

PUBLIC SCHOOL DISTRICT  
 Personnel

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
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<b>L5343</b>	Personnel File (C) KRS 61.878 (1)(a) Change Date: 6/9/2005 (V)	<p>RETENTION AND DISPOSITION INSTRUCTIONS:</p> <p>Destroy the following 60 years from date of hire:                      1) Applications for positions 2) Name 3) Last known address 4) Social security # 5) Letters of resignation                      6) Starting and ending dates of employment 7) Retirement information 8) Verification of positions held.</p> <p>Destroy the following 5 years after termination of employment:                      1) Employee evaluations 2) Letters of intent 3) Sign off for reading of district policies/procedures 4) Copies of transcripts 5) Copies of certification 6) Health/life insurance membership 7) I-9 verifying legal residency 8) Job descriptions 9) W-4 10) Copies of contracts 11) Leave records 12) Criminal background checks 13) Experience verification forms 14) Copies of driver's license and birth certificates 15) Resumes 16) Disciplinary Actions 17) General correspondence/memos 18) Commendations</p> <p>FUNCTION AND USE:                      This record series is used to document an individual's employment with the school district. It is the master file and the primary source of their employment history. This file should document all the employment history which is deemed significant in determining job performance. These records are considered confidential according to KRS 61.870-884.</p> <p>CONTENTS:                      This record series may contain the application, resignation, exit interview, annual evaluations, attendance records, resume, disciplinary actions, worker's comp. Information, pension reports, copies of social security card, copies of immigration forms, education verification, correspondence and vacation and sick leave reports.</p>		
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# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Personnel

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5272	Personnel Medical File (C) KRS 61.878 (1)(a) Change Date: 6/9/2005	<p>RETENTION AND DISPOSITION INSTRUCTIONS:</p> <p>Destroy 30 years after termination of employment</p> <p>With the following exceptions:</p> <p>A. Health insurance claims maintained separately *Destroy 3 years after termination of employment</p> <p>B. First aid records of one time treatment which is completed by a person who is not a physician, nurse, or other health care personnel. These do not include health histories and are for minor scratches, cuts, burns, and the like. *Destroy 3 years after termination of employment</p> <p>C. Employees who have worked less than a year and their medical records are returned to them upon termination of employment. *Return the medical records to the employee upon termination. If copies are provided, destroy the originals upon employee termination.</p> <p>FUNCTION AND USE: This record series is used to document the physical condition of an employee when first hired and for subsequent medical related information. Used to document physicals and may include drug testing and screening, psychological profiles and CDL physical. These include blood test results as well. The volume and use of these records varies. These records are considered confidential according to the federal Privacy Act and KRS 61.870-884.</p> <p>CONTENTS: This record series includes medical and employment questionnaires or histories (including job description and occupational exposures), results of medical exams and lab tests ( including chest and other x-ray exams taken for the purposes of establishing a baseline or detecting occupational illness, and all biological monitoring not defined as an "employee exposure record". Included are medical opinions, diagnoses, progress notes and recommendations, descriptions of treatments and prescriptions and employee medical complaints.</p>		
L5827	Personnel Hazardous Materials Exposure File (C) KRS 61.878(1)(a)	<p>This record series is used to document school district personnel exposure to hazardous materials, lead, chemicals, toxic substances, blood borne pathogens, biological agents, bacteria, virus, fungus, radiation or other related conditions.</p> <p>This record series contains name of employee, date of exposure, amount, time, type of exposure and actions taken. This file may also contain the medical information concerning the exposure.</p>		Destroy 30 years from date of each exposure

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Personnel

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L3137	School District Superintendent Evaluation by Local School Board Change Date: 6/9/2005 (V)	<p>The school board's purpose in evaluating the superintendent is to judge his/her job performance and to decide whether he/she will be retained. The school district superintendent is hired by the local school board of education whose members. The superintendent is the chief executive and administrative officer of the district and is responsible for its overall management and operation. Kentucky Revised Statutes (KRS) 156.101 (6)(a) dictates that each certified school employee, including the superintendent, shall be evaluated by a system developed by the local school district and approved by the State Board for Elementary and Secondary Education. Administrative Regulation 704 KAR 3:345 (Evaluation Guidelines) Section 4 (1)(h) requires the district superintendent to be evaluated not less than every two (2) year(s).</p> <p>The job performance evaluation is a compilation of evaluative responses in several categories of performance grading criteria: relationship with board, community relationships, staff and personnel relationships, educational leadership, business and finance, personal qualities.</p>		Destroy 30 years after termination of employment
L2023	Personnel Service Card (Classified) (C) KRS 61.878 (1)(a) (V)	<p>This is a cumulative record of service of classified personnel. It is the primary reference card for all employees other than certified employees (teachers and administrators). One card for each employee.</p> <p>Name, address, telephone number, birth date, outside years of experience, social security number, date, rank, salary, position, building, type of certificate, certificate expiration date. This data is recorded for each initial appointment and for each reappointment if applicable.</p>		Destroy 3 years after termination of employment
L2024	Personnel Service Card (Certified) (C) KRS 61.878 (1)(a) (V)	<p>This is a cumulative record of the certified (teachers and administrators) employee's service. It is the primary record for service records. It is used for quick reference. There is one card for each individual.</p> <p>Name, date of birth, address, telephone, colleges or universities attended and degree(s), social security number, certificate type, college major and minor, rank (I, II, III), experience (this district, outside, military), expiration date of certificate. For each appointment: salary, assignment, building, health exam &amp; skin test.</p>		Destroy 3 years after termination of employment
L2025	Applications - Persons Not Hired (C) KRS 61.878 (1)(a)	<p>This is a document used to apply for a position within the school system. When the applicant is not acted upon it is put in an inactive file for future reference.</p> <p>This record contains the name, address, social security number, telephone number, birthdates, physical defects, academic record, certification, position applied for, experience, and references.</p>	3	Destroy

**LOCAL AGENCY RECORDS RETENTION  
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PUBLIC SCHOOL DISTRICT  
Personnel

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5273	Hiring Procedures File (C) KRS 61.878 (k)(3)	<p>This record series is used to document information that is used in reporting to Equal Employment Opportunity Commission (EEOC). This is for compliance with affirmative action guidelines. This sets out the groups of persons protected and letters received for testing and that positions have been filled according to EEOC guidelines. This file also may document the posting of positions and a listing of applicants for a position. There may be a sign off sheet for those receiving this information as well.</p> <p>This record series contains the name of person , address, social security #, previous employer, reference confirmation, test scores, hiring information.</p>		<p>Destroy 3 years from the date of the making of the record or after litigation resolved, whichever comes later. (29 CFR 1602.30-31)</p>
L2102	Employee's Weekly Work Schedule	<p>This record is used to document the employee's working activities during a given week. These reports are used by the employee's superior in evaluating the performance of said employee. It also helps the administrators stay abreast of what has taken place during the given week.</p> <p>This record may contain the name of the person submitting the schedule, week covered, date of week, activity.</p>	1	Destroy
L3117	Application Screening Profile (Individual scoring and evaluation of each candidate for employment) (C) KRS 61.878 (1)(a)	<p>This series documents an individual job interview committee member's impression of the job candidate. The profile is completed on each employee or new applicant being interviewed by a job interview committee. Members of the committee ask questions of the candidate and score the candidate. The results are used to assist in determining the best candidate for the job opening. The series is generally placed in a folder labeled Interview Folder. Not every school district would use this tool.</p> <p>Name of applicant, date of interview, candidate for (position/job); whether 1st, 2nd or 3rd interview, interviewer, qualifications/standards: Education, references, interviewer impressions of applicant based on friendliness, poise/stability, personality, conversational ability, alertness, motivation, ambition. Each interviewer asks a job related question &amp; checks the applicants response to the question. Remarks and overall recommendation follows in narrative form.</p>	3	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Personnel

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L3118	Applicants Recommended for Employment (Search committee's recommendations report to the Superintendent of candidates for employment) (C) KRS 61.878 (1)(a) (V)	<p>This series is used to document the interview committees listing of applicants recommended for employment for the position. The listing is in 1, 2, 3, etc. order. If necessary, copies of preference forms are attached as well as application letters and resume. The recommendation is forwarded to the Superintendent for action and approval by the Board of Education.</p> <p>Position title, interview date, job salary/grade, names, race/sex, and committee recommendation in rank order, attachments, committee member names, signature of committee chairperson, date.</p>	3	Destroy
L2639	Complaints Against Staff (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. Change Date: 6/10/199 (V)	<p>This record documents incidents or complaints against staff members. They are used to inform staff members of allegations brought against them, inform Child Protective Services of action taken, when necessary, and to record how staff has handled the complaint. If there are persistent problems of physical or other abuse by a staff member, the record may be helpful for the school district in preparing grounds for dismissal or for law enforcement agencies in handling a complaint. However only one incident can result in a termination and consideration for revocation of the teacher's certificate. The record itself is initiated through the Investigation/Security Unit of the school district. In many districts this now falls under due process.</p> <p>May include memoranda, letters, and notes from individual school staff, students or the school investigatory unit outlining the nature of the complaint, witnesses to the incident, and the reporting of the same, if necessary, to Child Protective Services.</p>		Destroy 5 years after staff retirement or termination
L4466	Employee Personnel Folders - Principal's Copy (C) KRS 61.878 (1)(a)	<p>This file may be divided into Certified Personnel Folders and Non Certified/Classified Personnel Folders. It documents the employee's annual evaluation and any school related correspondence to or from the employee.</p> <p>This file contains only correspondence and evaluations.</p>		Destroy three years after the employee ceases to be an employee of the school
L6439	Student Employment Record File (C) KRS 61.878 (1)(a)	<p>This series documents the work history of students employed by the school district and work in the schools. The positions held may be office helper, cafeteria helper, bookstore helper and summer worker. These are part time positions and are not part of any co-op or grant programs.</p> <p>This record series may contain the applications, evaluations, work assignments, and termination documents completed by student employees and their supervisors.</p>	5	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Personnel

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L6440	Emergency Information for Employees (V)	<p>This record series documents employee information for use in case of an emergency. Each employee completes this annually and may be maintained by the central office, by the school where the employee works or district facility where they may work.</p> <p>Information on this form usually includes: Name, address, birthday, telephone number, name of persons to call in case of emergency, work telephone number, Dr.'s name and phone number a statement signed and dated giving school officials permission to get the employee treatment when the persons can't be reached. .</p>	1	Destroy
L5235	Employee Grievance File	<p>This record series is used to document grievances by employees, both classified and certified, concerning violations, misapplication or misinterpretation of specific provisions of employee/employer agreements. A grievance is a complaint filed by an employee which concerns some aspect of the conditions of employment over which the district has control and which has occurred or which the employee has become aware, through the exercise of due diligence. Grievances may be channeled through the immediate supervisor, then the appropriate director, then the superintendent &amp; school board. Grievances concerning personnel actions will not be reviewed by the board unless the issue of the grievance concerns statutory, regulatory or policy application or demotion. These will only be appealed through the superintendent. This record series also includes EEO complaints which may be appealed to the State Personnel Board.</p> <p>This record series may contain the written complaint, conference summary, administrative decision, date , name, address, job title, investigative documents, exhibits, related correspondence, withdrawal notices and decisions.</p>		Destroy original 3 years after resolution. Duplicate files may be destroyed after resolution.
L5236	Application for Reemployment-Classified (C) KRS 61.878 (1)(a) (V)	<p>This record series is used to document that classified employees have applied for the upcoming school year for the same position held. The original application is maintained in the employees personnel file.</p> <p>This record series contains the name of the school, name of person reapplying, address, phone number, position, recommendations, supervisor's signature and deadline information.</p>	1	Destroy
L1800	Employee Intention Slips	<p>This record is used to document the district's certified and classified employee's intentions to remain with the school system, change position or assignment, or other plans. This is done at the end of school year.</p> <p>This record contains a check sheet listing the request for reassignment, transfer, or other plans, and a employee signature line.</p>	1	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Personnel

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L1846	Employers First Report of Injury or Illness File	<p>This series documents the employer's report to the Department of all work-related injuries, fatal or non-fatal, received by employees in the course of their employment, for which no claim or compensation was filed. The employer, pursuant to KRS 342.038, is required to file a first report of injury with the Department within one week after the occurrence, or knowledge of the occurrence, if the injury caused the employee's absence from work more than one day. First reports of injury or illness which result in initiation of a claim against the employer are filed in the employee's claim file. Worker's Compensation claims must be filed within two years of the date of notice of the accident, or last receipt of Temporary Total Disability benefits.</p> <p>Employer's name, address, employee' name and address, treating physician, type and date of injury, name of emergency facility, date of work stop, names, date of birth and relationship of persons actually dependent on injured persons actually dependent on injured employee, whether returned to work, report or termination, change rate, or resumption of payments.</p>	10	Destroy
L1847	Labor Statistics Log and Summary of Occupational Illnesses and Injuries	<p>This record is used to report to OSHA any job-related injury or illness (including fatalities) during the year. This report must be filed even if there are no injuries or illnesses. The Occupational Safety and Health Act of 1970 mandates that a log be kept. This form (known as OSHA 200) is used for that purpose. Each entry must be made within six days of injury or illness. The school agency must keep this record current and have it available for inspection for representatives of the federal departments of Labor and Health and Human Services, employees, former employees and their representatives. In addition part of the form (which list the number of accidents and days off work) must be posted for the previous year. This must occur no later than February 1st and remain in place until March 1st. This log must be posted, even if no injuries or illnesses were reported. It is certified and signed by the payroll official in charge of such records.</p> <p>May include: date of incident, name, occupation, department, illness or injury days off work, etc.</p>	5	Destroy
L5865	Position Classification Documents File (V)	<p>This record series is used to document each job classification and the requirements needed to hold a particular position. Included are the description, classification, and compensation of jobs and positions. Used in the hiring of persons to fill positions.</p> <p>This record series contains the title of each job classification, qualifications, minimum requirements, educational requirements, type of testing needed and certifications requested.</p>		Maintain 1 copy of each position classification permanently, including documentation of any changes, revisions or updates. Destroy excess copies.

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PUBLIC SCHOOL DISTRICT  
Personnel

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L6353	Random Drug Testing File (C) KRS 61.878 (1)a	This record series is used to document drug tests administered by the school district of randomly chosen employees who are authorized to drive any of the district's vehicles. These tests are done at different times during the year as a precaution. Those found to be using drugs or alcohol will be disciplined according to policy. This record would be made a part of that file.		Retain 5 years then destroy: Positive test results, and Refusals to take test. Retain 2 years then destroy: Records related to the collection process. Retain 1 year then destroy: Records of negative test results.
		This record series may contain the name of employee, address, ss#, directory information, test results and actions taken.		

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PUBLIC SCHOOL DISTRICT  
Preschool

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5326	Preschool Student File (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This record series is used to document activities of the student enrolled in the district's preschool program. These include art, block building, cooking, motor activities, housekeeping, dramatic play, language arts/library, math/problem solving, multimedia, science, and social studies. The materials are to be developed to reflect the cultural and ethnic background of the children. Tests and workbooks are not to be used.</p> <p>May contain student assessments, evaluations and performance gauges.</p>	4	Destroy
L5324	Preschool Administrative File	<p>This record series is used to document preschool programs in the school district. The preschool program is funded under the Kentucky Education Reform Act and targets two groups of children: 4 year old children who are at risk of educational failure and 3 and 4 year old children with disabilities. The local program must work with existing preschool programs to avoid duplication of programs and services, including head start. The programs may be operated directly by the district or through a non-public school preschool agency by contract or cooperative agreement with the district. These programs are designed to include and meet the needs of children across a wide range of abilities in a mainstream setting.</p> <p>This record series may contain the program application, periodic reports, transportation records, free lunch information, curriculum information, program comparison data and supporting documentation).</p>	4	Destroy
L4423	Preschool Family Component Parent Training and Education Plan	<p>This series serves as a monthly work plan based on the parent survey outlining what training and educational activities are planned by the preschool teacher. The series is used to monitor participation in parent training and which topics are of interest.</p> <p>Teacher name, school, date, date/time, topic and presenter of parent training, name of adult needing education, enrolled and not enrolled.</p>	4	Destroy
L4422	Preschool Parents Needs Assessment	<p>This series is a guided questionnaire covering parent training topics, parent education and needs and social and health needs of the child or family. The series is used to track non-instructional components of the preschool program. It is also useful in profiling parents and their educational interests and needs for program planning purposes.</p> <p>Parent name, phone number, child name, school, preferred times and dates for meetings, interest as classroom volunteer, checklist of parent training classes, last grade of school completed, interest in continued education, preferred additional education, areas of training and education interest, does child have medical card, is help needed for certain social/medical/dental and nutritional problems.</p>	4	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Preschool

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L4426	Preschool Family Component-Social Service and Health Needs	<p>This series serves as a tracking record for families needing social services or health services based on the needs assessment. It is useful in indicating areas where increased support or assistance may be needed which impact program planning and budgeting.</p> <p>Name of school teacher, session and date, child name needing help or services rendered by AFDC,SSI, WIC, FRC, Migrant, Medicaid, Food Stamps, and unemployment.</p>	4	Destroy
L4427	Preschool Screening Log for Referrals	<p>The series serves as a log-in sheet for all children referred for medical and other screenings at the time of registration. The log is used for quality assurance so that students may obtain services they need. Patterns of need can also be determined through a review of the series.</p> <p>Name of child, date of birth, plus check off list for a variety of medical and psychological tests.</p>	4	Destroy
L4428	Preschool Student Information Form (C) KRS 61.878(a)	<p>This series serves to track general information about preschool attendance during the school year. It is used for screening purposes to ensure all entrance requirements and testing have been met. The series can be used as a monitoring document assuring all services and requirements have been met.</p> <p>School, name of student, social security #, birth certificate, physical, immunization, tuberculin test, disability screen, vision, hearing, medical card.</p>	4	Destroy
L4429	Preschool Student Vision/Hearing Referral	<p>This series acts a tracking sheet for children needing follow-up for vision/hearing problems. It is used as reminder that the referral has taken place. The series might be used to protect district from any claims regarding failure to provide services or adequate treatment.</p> <p>Teacher, session, student name, vision pass or fail, hearing pass or fail, date letter sent, date of treatment.</p>	4	Destroy
L4425	Preschool Parent Meeting Sign-In Sheet	<p>This series serves as an attendance sheet for parent meetings. Statistical data gathered from the series is used in preparing grant applications. The series documents parental interest in their children's preschool program.</p> <p>Date, name of school, parent name, address and phone number.</p>	1	Destroy

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LOCAL AGENCY RECORDS RETENTION  
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PUBLIC SCHOOL DISTRICT  
Professional Staff Development

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5232	Effective Instructional Leadership Act (EILA) File (C) KRS 61.878 (a) (V)	<p>This record series is used to document and verify that those certified instructional leaders have completed training each year in a program focused on becoming better instructional leaders. This training must be done within parameters set by the Dept. of Education. This file includes verification statements and certificates. EILA creates a statewide program to improve and maintain the quality of instructional leadership in KY. All staff in leadership positions that require certification, such as principals and other administrators, are required to have this training. Every two years the district sends a verification statement to the KDOE and the Education Professional standards Board. The training programs are designed to improve and maintain the quality and effectiveness of instructional leadership in public schools. All programs must be approved by the KDOE. A separate file may be kept for each participant which would include certification of attendance.</p> <p>This file contains the certifications and end of cycle report which includes the name, position, social security #, date employee began cycle, total hours earned, name of district, address, contact person, telephone, email, signature of person preparing verification report and superintendent signature.</p>	6	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Professional Staff Development

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L1934	Professional Staff Development Data Form File (V)	<p>This record series is used to document staff data including certified staff, paraprofessionals, non certified staff, teacher aides, and has salary changes and corrections. Certain persons employed by a local school district in positions which require some type of certification or notification by the Kentucky Department of Education needs to complete a data form. Professional and Amended Professional Staff Data Forms are included in this series. Also each paraprofessional employed by a school district as teachers aide is identified with their qualifications on the forms in this file. This report is prepared by the principal of each school at the beginning of the school year. Identifies every non certified staff person employed in the school with their qualifications. The Teacher Aide Data System (TADS) form is a one page form which is the reporting mechanism to verify that all teacher aides, instructional and non-instructional, meet the four qualifications as defined in the Guidelines. The instructional assistants employed in the Kentucky Essential Skills Remediation Program (KESRP) are exempt from using the TADS. KESRP instructional assistants must use the Paraprofessional Staff Data (PPSD) form. Each aide must qualify once-at the beginning of employment. The form is distributed to school districts in August with other financial forms by the Account Examiners in the Division of School Management and Audit. The forms are to be completed and returned to the Division.</p> <p>Name and number of school district, name and number of school, social security number, name of teacher, college granting degree, sex, race/ethnic identity, educational level, experience, subject or position title, elementary, full-time, self-contained, teacher, account number code, subject code, grade range, semester, minutes per week, enrollment, school code, days employed, salary 185 days, salary extended, supervision of extra services. For paraprofessional staff school year, district name, teacher aide coordinator, social security #, last name, first name, initial, teacher aide qualifications, exemption verification, aide assignment, planning, travel, subject code, grade range (low, high) minutes per week, enrollment, school code, total minutes per week, total enrollment essential skills account, part of time, days employed, annual salary, total salary, beginning date of work, signature, date. Also person replaced by above aide, social security #, last date of employment, KES Remediation Salary to last date of employment. For Non-certified school year, district name, supervisor, social security number, last name, first name, initial, position/assignment, exemption verification, (low/High) minutes per week, school code, total minutes per week, day employed, annual salary, total salary, beginning date of work, signature, date. of headstart-boys and girls, last year's high school graduates- boys and girls, last year's high school graduates by race, principal name, signature, and date. For teacher aide school district, district aide coordinator, teacher aide name and social security #, teacher aide assignment, employment status, duties, qualifications, exemption verification, signature &amp; date.</p>	2	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Professional Staff Development

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L4412	Professional Staff Development Program File	<p>This series is used to identify areas for school-based professional development, activities and sources for funding development tied to planning. The series is used to outline the entire planning process at the school district level for both regulatory requirements and staff responsibilities. This series documents or identifies those professional development workshops which the district provides for staff to fulfill the state requirement. The series is used to show district compliance with state regulatory and statutory requirements. It further documents the needs of individuals and school staff as relates to professional development whether it be school-based, district-wide or a KERA program. The record assists in monitoring the varieties of professional development being offered. This series also documents attendance at a staff development session for purposes of credit and participation and is used for cost allocation purposes and evaluation. Participation in the session may qualify the attendee for additional compensation or responsibilities</p> <p>Name, consortia, district, school, persons involved in planning process, description of school/district needs assessment, description of planning process, description of evaluation process, attachment, training session title and activities, trainer presenter, persons responsible, day/hour date, areas/stages of professional development, resources to be used, funding sources to be used, session code.</p>	5	Destroy
L4413	Professional Staff Development Credit File (Includes Travel)	<p>This series is used to document an individual teachers request for and proposal of professional development credit for an activity involving travel and is used as a check off list to ensure the appropriateness for credit. The series is a detailed description of the travel project with narrative detail as to what took place. This includes international travel. This series is used for those staff members wishing to obtain credit for attending a professional development conference and is used to document participation. Credits obtained may assist in promotions, salary changes, or fulfilling job requirements.</p> <p>Name, position, location, name of travel program, dates of travel, locations visited, documentation of travel(copies of tickets, passport stamps, travel agency registration, or other documentation plus individual project with rationale, description of project, activities and example of work, discuss what you did and/or how you plan to use information, indicate number of people who have benefited or will benefit from project, copy of daily log and post-tour evaluation.</p>	3	Destroy
L2038	Performance Evaluation Plan for District Certified Personnel/Administrators (V)	<p>This record series is used to document the process of assessing or determining the effectiveness of the performance of the certified employee in a given teaching and learning or leadership and management situation, and is based on predetermined criteria, through periodic observation and other documentation including a portfolio, peer review, product or performance. This is mandated by KRS 156.557. The evaluation plan must be both a formative evaluation and summative evaluation.</p> <p>This record series may contain a professional growth plan, evaluations, indicators, job category, performance criteria, position, goals for enrichment and development, objectives, standards of performance, summative and formative evaluations. Also may contain the evaluation committee members and the appeal process.</p>	3	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Professional Staff Development

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2041	In-service Teacher Registration	<p>This is the registration of attendance and participation in the in-service program for professional improvement. This form insures that the teacher receives proper credit for participation. The central office or school principal keeps a record of the total in-service hours attained by each teacher. Four (4) days of in-service are required by the Department of Education. If the teacher attends approved professional development days other than those scheduled as flexible he/she may not attend the regularly scheduled flex days because they have already met their professional development day obligations.</p> <p>This record may include: teacher's name, school, assignment, title of workshop or program attended, date attended, hours attended, principal's signature, teacher's signature. In most districts it must also contain the trainer signature to a for stating that you have obtained the professional credit.</p>	1	Destroy
L2042	Teacher Evaluation of In-service Activity	<p>This is the participating teacher's evaluation of the in-service workshop or activity. It is used by the Supervisor of Instruction in his evaluation of the workshop or activity.</p> <p>Name of workshop or activity, overall effectiveness rating, effectiveness rating of consultants or activity leaders most effective thing, least effective thing, suggestions for improvement, school, date, signature.</p>	1	Destroy
L2410	Request for Permission to Attend Professional Meeting	<p>This record is used to ask for leave to attend professional meetings which are necessary for professional development.</p> <p>This record contains the person applying, position, school, name of meeting, request of absence from duty, reason for attendance, estimated expense, if substitute is needed, approval by principal and superintendent, and status of request.</p>	1	Destroy
L2411	Request for Approval of Equivalent Credit for Professional Growth (To Commission on Secondary Schools, Southern Association of Colleges and Schools)	<p>This record is used to document the professional growth of teachers within the school. This documentation is sent to the Southern Association. Each teacher must have 6 hours of professional training or activity credits every 5 years.</p> <p>This record contains the name of the teacher, school, address, telephone number, description of training or activity, number credit hours, principal and superintendents signature.</p>	6	Destroy
L2040	In-service Committee Minutes	<p>This is the written record of the discussions and decisions of the In-service Committee which meets to plan teacher in-service activities.</p> <p>Includes: agenda for the meeting, date of meeting, those present, record of discussions and actions.</p>	4	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Professional Staff Development

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5823	Individual Professional Growth Plan (IGP) (C) KRS61.878 (1)(a)	<p>This record series is used to document the performance of individual certified personnel and administrators and is mandated by 704 KAR 3:345. This plan shall provide for setting goals for development and achieving those goals. Also includes how to accomplish those goals through set criteria and district resources. This plan is reviewed annually and may be adjusted according to the District wide evaluation plan.</p> <p>This record series may contain set goals and objectives, a plan for achieving the goals, guidelines for assistance of an evaluator, identification of school and district resources. Also includes persons name, name of evaluator and date reviewed.</p>	3	Destroy
L5824	Personnel Evaluation (Certified/Administrator) (C) KRS61.878 (1)(a)	<p>This record series is used to document the annual evaluation of nontenured certified personnel and administrators as well as tenured certified personnel who are evaluated a minimum of every three years. This is a summative evaluation that is based on formative evaluations done over the school year. The evaluation is completed by a trained evaluator. KDE sets the training through a cooperative agreement with the Kentucky Assoc. of School Administrators. KDE provides the criteria and forms on which to complete the evaluations. These forms may be altered by a district but must contain the evaluation criteria. There is an appeals process if the person being evaluated does not agree and must be brought within 30 days.</p> <p>This record series may contain the name of the person being evaluated, date, name of evaluator, list of performance criteria, specific descriptors or indicators.</p>		Destroy 5 years after termination of employment

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PUBLIC SCHOOL DISTRICT  
School-Based Decision Making Council

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L3002	School-Based Decision Making Council Minutes (V)	<p>This series documents the decisions and policies of a school-based decision making council and as such records their official actions and documents attendance at council meetings. The council is to adopt policies relating to instructional materials, student support services, personnel assignments, curriculum, extracurricular programs and other aspects of school management. School-based decision making will be implemented in any school where two-thirds of the faculty vote for it. By July 1, 1996, all Kentucky schools must participate unless they received an exemption from the State Board of Education. Establishment of the councils is a part of the Kentucky Educational Reform Act.</p> <p>Date of meeting, members present, quorum, narrative description of actions taken, vote or consensus, formation of subsequent agendas, time and place of meeting.</p>	P	Retain
L3003	School-Based Decision Making Council Committee Minutes (V)	<p>This series documents the decisions and information gathering activities of the various committees of a School-Based Decision Making Council. Committees are formed to help complete the tasks of the Council and to get maximum input from teachers and parents. The committees formed are usually of two types: STANDING (Budget, Curriculum, Staff Development) and AD HOC (Those formed to complete specific tasks). Committee Meetings are held separately from the those of the School-Based Decision Making Councils and are a vehicle for making recommendations to the school council.</p> <p>Date of meeting, members present, quorum, time and place of meeting, narrative description of actions taken, vote or consensus, formations of subsequent agendas, decision as to when report will be made to school council.</p>	P	Retain
L3004	Teacher Council Member Election Records (V)	<p>This series documents the election of teachers to the School-Based Decision Making Council. There are a minimum of three teachers on each council. Teachers are elected by teachers to serve on the council through a secret ballot and majority rule. All certified employees are provided an opportunity to vote. The results are validated by a three-member validation committee composed of the principal and two teachers. A ballot is issued to each eligible employee who registers to vote with signature and social security number.</p> <p>Nomination forms, ballots, absentee ballots, tally sheets, voter registration sheet, and signatures of those who tallied votes.</p>	3	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT School-Based Decision Making Council

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L3005	Parent Representative Council Member Election Records (V)	<p>This series documents the election of parent representatives to the School-Based Decision Making Council. Two parents are elected to the council. They are elected by the largest school-wide parent organization serving the school and are elected by that organization at a meeting called for that purpose. Parent representatives must have a child enrolled in the school to eligible to vote and to serve as council members.</p> <p>Nomination forms, ballots, absentee ballots, tally sheets, signatures of those who tallied votes with results.</p>	3	Destroy
L3006	School-Based Decision Making Council Meeting Announcement (V)	<p>This series documents the dates and times of each regularly scheduled and specially-called meeting of the School-Based Decision Making Council and the nature of the business to be conducted. The announcement is made in compliance with the requirements of KRS 61.810 (The Open Meeting Law).</p> <p>School Council Meeting agenda listing dates, time and location of meeting with a list of items to be discussed.</p>	3	Destroy
L3007	School-Based Decision Making Council Committee Meeting Announcement (V)	<p>This series documents the dates and times of regularly scheduled and specially-called meetings plus the business to be discussed by the various committees of a School-Based Decision Making Council. The announcement is made in compliance with the requirements of KRS 61.810 (Open Meetings Law).</p> <p>Council Committee agenda with date, time and location of meeting with a list of items to be discussed or requiring action of the committee.</p>	3	Destroy
L3008	School-Based Decision Making Council/Committee Meeting Notification (V)	<p>This series documents notification of the public of a regular, emergency, or specially-called meeting of the School-Based Decision Making Council or its committees. The series is created to comply with the requirements of KRS 61.805, .810, .815, .820, and .823. Copies of the announcement are sent to newspapers and local radio stations for dissemination to the public.</p> <p>A short narrative giving the time, date and location of the next Council or committee meeting.</p>	1	Destroy
L3011	School-Based Decision Making Council Annual Budget(Allocation) (V)	<p>This series documents the budget allocation to the School-Based Decision Making Council by the Central Office of the School District. The budget allocation is for staffing and instructional supplies and is provided to the Council in March for the next school year. The allocation amount is usually provided in a letter or memorandum to the Council.</p> <p>Letter or memorandum to School Council delineating the amount of dollars allocated to it for staffing and instructional supplies.</p>	P	Retain

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT School-Based Decision Making Council

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L3012	School-Based Decision Making Council Budget Expenditure Report (V)	<p>This series documents the monthly expenditure of the budget allocation by the School-Based Decision Making Council. A separate account is created by the Central Office of the school district for this purpose and expenditures are noted on the report which is submitted by the principal. It is used to assist budget expenditure decisions by the Council.</p> <p>Report will list time period covered, school year, school name, activity code, expenditures this period, approved budget, expended to date, unpaid obligations and balance in budget plus totals for the above columns, signature and date line. May also contain copies of purchase orders and invoices.</p>	3	Destroy after audit
L3013	School-Based Decision Making Council By-Laws	<p>This series documents the by-laws adopted by a school council. It is used to guide decisions made by an individual council to insure consistency and fairness.</p> <p>Narrative outlining the by-laws of a School-Based Decision Making Council.</p>	P	Retain
L3014	School-Based Decision Making Council Annual Transformation Plan (V)	<p>This series documents to the District Superintendent an annual plan of action that describes how the management functions chosen by the council will be performed and what will be accomplished by the end of the school year. The plan will include needs, goals, objectives, actions and projected cost. The series can be used to reference a council's in achieving the annual goals and objectives.</p> <p>A narrative account of annual goals, objectives, actions and costs expected by the school council to be accomplished with a plan of action.</p>	5	Destroy
L3015	School-Based Decision Making Council Policy Appeals (V)	<p>This series documents the appeals process to School-Based Decision Making Council policy. A person requests in writing to be heard and includes information about the grievance issue. The council considers the merit of the complaint, makes a decision and responds in writing to the complainant. If not satisfied, the complainant can appeal to the local Board of Education and can further appeal to the Chief State School Officer.</p> <p>Narrative communication supporting the appeal from the complainant and narrative communication from the School Council upholding or overturning past policy.</p>	5	Destroy
L3016	School-Based Decision Making Council Request for Waiver of Board Policy (V)	<p>This series documents requests for waivers of local school board policy by the School-Based Decision Making Council. The waivers are requested when the council determines that local school board policies limit its effectiveness. The request must be in writing and identify the policy and the rationale for the request. Waivers are generally granted for one year. If the request is denied, the grounds for the denial will be recorded in the board minutes. Criteria for approval or denial: (1) Legality of waiver of board policy; (2) The degree the waiver of board policy will advance district goals; (3) The degree student output will be improved; and (4) The degree of interest of the public that will be served.</p> <p>A narrative request addressed to the local school board requesting waiver of a certain board policy.</p>	5	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT School-Based Decision Making Council

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L3017	School-Based Decision Making Council Policy (V)	<p>This series documents policies established by the School-Based Decision Making Council for its activities and decisions. The policies covered are required by K.R.S. 160.345 which will include determination of curriculum, assignment of staff, assignment of students, determination of school schedule, space allocation, planning and resolution of instructional practice, selection and implementation of discipline, selection of extracurricular programs and procedures consistent with local board policy.</p> <p>Narrative statement of policies of a School-Based Decision Making Council.</p>	P	Retain
L3018	School-Based Decision Making Council Request for Professional Development (V)	<p>This series documents the request by a school faculty member for assistance in professional development. School councils choosing to manage professional development plan for the use of three of the four professional development days provided by the state. Approval is based on a council professional development plan covering a two-year period.</p> <p>Teacher name, date, type of training requested, when training availability became known, cost, area/grade to benefit, approval and denial check-off box.</p>	3	Destroy
L3019	School-Based Decision Making Council Annual School Report (V)	<p>This series documents an individual schools objectives, outcomes and task accomplishments. The report will distributed to all parents affiliated with the school and shall include at least a three year comparison of dropout rate, retention rate, attendance, achievement scores, percent of free and reduced lunches and number of transfer students. The series is used to track annual progress taking place at an individual school.</p> <p>A statement as to what the council set out to accomplish, to what extent it was accomplished, changes made in the school and other accomplishments.</p>	P	Retain
L3020	School-Based Decision Making Council Annual Financial Audit Report	<p>This series documents the annual financial audit of the School-Based Decision Making Council. The financial audit is submitted to the Superintendent and follows guidelines established by the local board of education with advice from a certified public accountant. The series is used to insure compliance with the auditors letter to management.</p> <p>A combination of narrative and numerical data relating to the audit of a School-Based Decision Making Council.</p>	P	Retain
L6351	Council Members Training Record File (C) KRS 61.878 (1)a	<p>This record series is used to document that school-based council members have completed the required training. Both parent and teacher members who are newly-elected are required by state statute (KRS160.345) to complete a minimum of six hours of training during the school year, while experienced members must complete at least three hours of training. The Department of Education provides preparation and endorsements for school council trainers, who then provide services to the council members. Online access is available for the curriculum summary and trainers list. Also, online interactive training is available through Kentucky Virtual High School (KVHS). These files, along with other school-based records are maintained by the Principal of the school.</p> <p>This record may contain the person's name, ss#, address, school district, school-based council, and training taken.</p>	3	Destroy

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PUBLIC SCHOOL DISTRICT  
School Technology

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L4418	On-Site Service Request	<p>This series documents a service request to school technology from an individual school. It is used as a planning and scheduling tool to ensure prompt and effective responses to service requests. It is used as the equivalent of a work order.</p> <p>Name, school, type of equipment, date, room, phone, location, does machine contain critical data, if yes what?, description of problem, checklist for technology department.</p>	1	Destroy
L4419	Computer Repair Statement	<p>This series serves as a cost statement for repairs made to a particular computer at a school which outlines work done and the cost of the repair. It can be used for decision making whether the computer is worth maintaining or needs replacement.</p> <p>Tag number, teacher, school, room, model or brand, serial #, date sent out, date returned, repair problem, part used and cost.</p>	2	Destroy
L4420	Audio Visual Repair Tag	<p>This series serves as a work order or request for repair of a piece of audio visual equipment at the school level and is attached to the item under question. Cumulative information gathered could be used in decisions regarding replacement.</p> <p>School, charge to, type of equipment, serial #, date and description of trouble with equipment.</p>	1	Destroy
L4421	KETS Accounts File	<p>The series is used to document expenditures of KETS funds based on district technology needs as noted in the State Board Master Plan of November 1993. Funds are allocated on ADA with \$23 per student of state monies matched by \$23 at the school district level. It is used to determine where accounts balances may be at a given period of time.</p> <p>Fund ledger sheets, purchase orders, invoice, KETS regional coordinator approval form, memo from school, KETS price contract, correspondence.</p>	5	Destroy
L4431	Vendor Files(KETS)	<p>This series is used to reference purchases from a particular vendor for easy retrieval for KETS projects at a school and for district-wide purposes The series is simply a folder titled by vendor name with the most recent activity at the front of the folder.</p> <p>Purchase order, standard invoice, KETS price contract.</p>	3	Destroy after audit

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PUBLIC SCHOOL DISTRICT  
Special Education

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5238	Excess Costs, Maintenance of Fiscal Effort & Non-Supplanting Report	<p>This report is used to document that school districts are meeting the requirements of 34 CFR Parts 300.184-185 related to the excess cost requirement, 300.230 related to the use of IDEA-B funds and 300.231-233 related to maintenance of fiscal effort. Excess costs are those that are in excess of the average annual per-student expenditure in a school district during the preceding school year. The excess cost requirement prevents a district from using funds to pay for all of the costs directly attributable to the education of a child with a disability. Since Kentucky provides state funds for education children ages 3, 4, 5, 18, 19, 20 the excess cost requirement applies to children with disabilities in these age categories.</p> <p>This report contains in Part I the amount that must be spent on each child, the average amount of funds spent, total number of students with disabilities. Part II contains the maintenance of fiscal effort &amp; Non-Supplanting information. Included is the amount of the districts basic allocation, state and local funds actually spent, state and local funds budgeted.</p>	3	Destroy after audit
L5239	Student Medicaid & Health Services File (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This record series is used to document those students who qualify for Medicaid and other health services under the Individuals with Disabilities Education Act (IDEA) and 707 KAR Chapter 1. Certain students may apply for health service if their school has participated in the state program. The student and family must meet certain criteria but this will in no way interfere with other health services the family may have. The school district is required to provide these services at no cost.</p> <p>This record series may contain notice that services are available, date notified, standard invoice, list of students, list of service providers, release of information.</p>	7	Destroy
L1973	Attendance and Accounting for Special Education Student Services.	<p>This document reports to the Department of Education, Division of Pupil Personnel, a record of the delivery of services by the school district to handicapped children. It is used for monitoring and compliance purposes.</p> <p>School district, district number, date of report. Records for each category the following: number of children ages 3-4, number of children age 5, number of children ages 6-17, number of children ages 18-21. Major handicapping disability categories: mentally handicapped educable, mentally handicapped trainable, mentally handicapped severely &amp; profoundly handicapped, hearing impaired, speech impaired (not enrolled in any other special educ. class), visually handicapped, emotionally disturbed, physically handicapped, other health impaired-homebound, learning disabled, deaf/blind, multiple handicapped. Total. DPP and Supt. certification, signature, and date.</p>	2	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Special Education

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2001	Special Education Due Process Student Folder (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This is the student's special education placement and due process folder to document student activity in the program. The folder documents dates of procedures, parental permissions, test results, psychological evaluations, etc. It may contain the Individual Education Program (IEP) for the special ed student. This is also known as the 504 plan. This is a plan that is mandated by section 504 of the Rehabilitation Act which is designed to eliminate discrimination on the basis of handicap in any program or activity receiving federal financial assistance. The file, including especially the psychological evaluation and test scores, may be used as evidence of disability claims for Social Security (SSI) benefits. SSI uses the psychological evaluation to determine eligibility for benefits.</p> <p>IEP, Procedural checklist, record of parent contacts, psychological evaluations, referral to program, parental permission for individual testing, notification of SBARC conference, individual educ. program, conference summary report, parental permission for placement, notification of placement recommendation, notification of SBARC review conference, confirmation of continued placement, parental permission for change in placement, parental permission for re-evaluation, parental refusal of placement, behavioral observation of referred student, development &amp; social history, permission for individual evaluation, re-evaluation notice, record of disclosures, learning disabilities written report, notice of admission &amp; release committee meetings, short-term objectives.</p>		Destroy 3 years from date of last activity and after notification of parent(s) or legal guardian(s).
L2002	Application for Federal Assistance for the Education of Handicapped Children (V)	<p>This document is a request federal funds to assist in educational programs for handicapped children under Public Law 94-142. Under Public Law 94-142 all handicapped children 6 to 17 must be provided a free and appropriate education in the least restrictive environment with an individual education designed specifically for that child. This form is request for funds to see that this program is carried out.</p> <p>Five section form providing assurances, fiscal effort, implementation of procedures, annual program plan and evaluation and data requirements.</p>	3	Destroy
L2003	Quarterly Summary Report - Education for the Handicapped (V)	<p>This record is maintained to document expenditure of funds by activity for education of handicapped children.</p> <p>By school district, project number, calendar quarter, federal fiscal year, grant amount, unbudgeted funds, activity code, activity expenditures this period, approved budget, expended to date, unpaid obligations, balance in budget, totals, financial summary.</p>	3	Destroy after audit
L2004	Annual Data Report	<p>Comply with Section 618(b) of PL 98-199 relating to education of the handicapped as authorized to be collected by Secretary, U.S. Dept. of Education. The form is supplied by the Kentucky Department of Education and is directed to the local school district for completion to provide narrative and statistical data on education of the handicapped.</p> <p>A Federal Office of Budget and Management Form Number 1820 with eight tables with federal forms 1820-517, 518, 521, 522, 523, 524, 526, 0043, relating to persons employed, additional personnel needed, least restrictive environment, existing and anticipated services, funds expended, need for improved services, related services and private school handicapped.</p>	P	Retain

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Special Education

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2005	Application for Tentative Approval for Classroom Units for Exceptional Children (V)	<p>To request approval of classroom units for exceptional children. Exceptional children for purposes of this form are those suffering from a particular handicap where physical, emotional or mental. The form requests creation/approval of classes for the instruction of these students.</p> <p>This is a five page form with number of units requested and project enrollment for hearing impaired, emotionally disturbed, severely profoundly handicapped, educable mentally handicapped, physically handicapped, trainable mentally retarded, learning disabled, multiple handicapped, visually handicapped, speech language and exceptional children served outside local districts.</p>	2	Destroy
L2006	Request for Approval of Replacement Teacher (V)	<p>When a school district loses the services of a special education teacher after Sept. 15, a replacement may be used if approved by the Office of Exceptional Children, Kentucky Department of Education. This series is a formal request of the Kentucky Department of Education to replace that teacher in the local district.</p> <p>School district, name of school, name of approved teacher, resignation date, social security number, PSD control number, subject code number, grade level, replacement teachers name, social security number, employment date, date, signature of superintendent, approval, disapproval, reason for disapproval, date and signature of Office of Exceptional Children official.</p>	2	Destroy
L3121	Follow-up File for Emotionally and Behaviorally Disabled Students Who Have Been Moved into Regular Classroom Programs (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This series documents the transition of emotionally and behaviorally disabled students into regular classroom programs. The series is used to gather pertinent information about these students during a two-year follow-up program. Information such as programming, attendance, behavior, work habits and overall progress are recorded on a regular basis to assist the school system in an appropriate placement.</p> <p>Follow-up letter contains: Name and checklist for attendance, time spent in regular program, on task behavior, behavior, and overall progress. Follow-up Program form contains: Name, grade, year, date of birth, age, student I.D. #, parent/guardians name, phone number, emergency number, address, current IEP, current psychological, special concerns, retest data, school assignments, school phone, number of regular classes, attendance and names of principal, counselor and teacher. School Follow-up form contains: name, age, grade, placement, parent/guardian name, home phone, school principal/counselor/teacher, regular classes, attendance, days absent, # of referrals plus checklist for on task behavior, behavior, and overall progress.</p>	3	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Special Education

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5576	Student Application for Program -- Student Not Accepted (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This series represents applications for any non-traditional programs (e.g., Jump Start, Special Needs). In these cases, the student has not been accepted into the program to which he/she has applied.</p> <p>May include: Child's name, race, social security number, address, contact information, date of birth, gender, special needs, potential disabilities, address for pickup and drop off; Parent/Guardian's DOB, race, name, SSN, address, contact information, areas of educational interest, signature; Income information: size of household, names of household members, all monthly income, monthly welfare, child support or alimony payments; Information on status of application.</p>	3	Destroy
L5653	Evaluation Tests for Students with Special Needs (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This series represents the standardized tests used to evaluate students who may have special needs. Students who may be having problems in school can be referred to the school psychologist for testing and evaluation. These students can be referred by any school official but most are referred by teachers. Once a referral notice is received, the student is given the test and then the test data is compiled in a report which is then sent back to the school. The school officials will then determine if the student has special needs. If not, the student will remain in the regular classroom and cannot be retested for one year. The most common test used for this evaluation is the Wechsler Intelligence Scale for Children, but other similar tests can be used by the school districts. Students ages 6-15 are given one version of the test and students 16 and over are given the adult version. The test data report is destroyed three years after the student is no longer in the school system and the parents have been notified.</p> <p>Answer guide, name, sex, school, grade, examiner, handedness, date tested, date of birth, age, score, IQ/index, percentile, percent confidence interval, IQ scores, index scores, subtests, raw scores, scaled scores, picture completion, information, coding, similarities, picture arrangement, arithmetic, block design, vocabulary, object assembly, comprehension, symbol search, digit span, mazes, sum of scaled scores, full scale score, subtest scores, verbal, performance.</p>	1	Destroy
L5828	Psychology Report for Non-qualifying Students (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This record series documents the evaluation of students that are applying for special education status. This is required and is repeated if the student applies in subsequent years. If the student does not qualify this report is basically obsolete. It may be used to compare with other evaluations that may be done in the upcoming years but should have no bearing on admittance to special education classes. This is considered an "educational record" under FERPA.</p> <p>This record series may contain the evaluation protocols and name of student, address, date of birth, and school.</p>	3	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Special Education

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5829	Kentucky Continuous Monitoring Process (KCMP) Documentation	<p>This record series is used to monitor continuous improvement and results for students with disabilities. This process utilizes procedures for continuous monitoring, including self-assessment and parental involvement. This monitoring system may be used with existing committee structures. This is a continuous process and is done, usually in conjunction with the District's Comprehensive Improvement Plan, which is a permanent record. It addresses how the district deals with students with disabilities over time, how they partner with students, teachers, parents and others. This process monitors the transition from early intervention programs to preschool, improvement if academic achievement, drop-out rates, suspension/expulsion rates, successful transition from high school to post secondary and adult life and parental involvement. The KCMP reporting instrument is submitted electronically and is part of the Comprehensive Improvement Plan. This series is the supporting documentation.</p> <p>This record series contains the supporting documentation for completion of KCMP Reporting Instrument. May include data by the Collaborative Review Team (CRT) addressing a needs assessment process that includes collaboration with providers and parents.</p>	5	Destroy
L5844	Test Protocols (Special Education Student) (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This record series is used to document that a student has been tested according to special education guidelines. These tests are conducted to determine eligibility of the student to participate in special education programs. These records are considered "educational records" under FERPA and much of the information is confidential.</p> <p>This record series may contain IQ tests, achievement tests, behavior rating scales, standardized test scoring forms, student answers, drawings, and verbal responses noted by the examiner. It may also contain the examiner's written observations. These will have the students name and directory information.</p>	3	Destroy after notification of student & parent or guardian
L6385	Office of Civil Rights Compliance Report - District Summary	<p>This record series is used to document data collected from schools and school districts on issues of interest to the Office for Civil Rights (OCR) U.S. Department of Education. The compliance report may be used by OCR in tracking civil rights issues and trends and may be used to aid in identifying sites for compliance reviews. It provides a database that can provide information about critical civil rights issues. The report collects data related to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 (prohibits discrimination on the basis of handicap). This report is completed by the school district and sent to the Federal Department of Education.</p> <p>This report may contain the district name, address, county, state, zip, total number of public schools in district, number of students, children awaiting evaluation, number of children with disabilities, number of children receiving special education services, number of children in non-district schools, number of children evaluated but not in special education, number of pre-kindergarten/preschool children, number of children having a disability and receiving services based upon Section 504 of the Rehabilitation Act of 1973, certification and signature of superintendent, telephone, fax, and date.</p>	3	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Special Education

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L6386	Exiting Reports Related to Discipline and Disability	<p>This record series is used to document data about children with disabilities served under the Individuals with Disabilities Education Act (IDEA). This information is collected annually by the U.S. Department of Education, Office of Special Education Programs in accordance with Section 618 of IDEA. The local school districts must report this information to the Kentucky Department of Education and in turn it is sent to the federal department. The exiting data includes the number of students ages 14 through 21 who exited special education during the school year. The discipline data includes the number of students ages 3 through 21 receiving special education and related services that were removed to interim alternative educational settings and the number of students with disabilities suspended or expelled.</p> <p>This record series may contain statistical information from individual school districts who qualify under IDEA to have special education programs. These reports have the number of students who exited the special education program during the year and why they did that either for disability or discipline reasons.</p>	3	Destroy

STATE ARCHIVES AND RECORDS COMMISSION  
Public Records Division  
Kentucky Department for Libraries and Archives

Schedule Date:

March 13, 2003

LOCAL AGENCY RECORDS RETENTION  
SCHEDULE

PUBLIC SCHOOL DISTRICT  
Student Records

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2363	Student Cumulative Record Card/Folder(Current, Graduates, & Withdrawals) (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>The Student Cumulative Folder is the educational history of the student. It shows yearly progress in test scores and grades, and provides documentation of student achievement. Also provided is documentation necessary to qualify student for school attendance. This is the essential documentation for student evaluation, placement, and graduation. After graduation it becomes a data file on the student that is necessary for job placement, college entrance, and other purposes vital to the individual. Records which may be filed in this folder, which are included in this schedule as non permanent, may be separated from this folder and destroyed in accordance with the stated disposition instruction. Included in these non permanent records may be: Aptitude and Achievement Test Score Report; Student Medical, Immunization and Dental Records; Student Activity Participation; Information Data Sheet; Counseling Referral Form; Summary Sheet - Personal Characteristics; Check Sheet for Seniors; and Informational/Reference Materials.</p> <p>Documents included: student record card; aptitude &amp; achievement test scores; health, dental, and immunization records; student activity participation sheet; senior check sheet; permission for release of school records; family rights privacy sheet; transfer certificate of junior &amp; senior high school credits; summary sheet of personal characteristics; program planning guide. Disciplinary documents; reading record; permission or recommendation records; census or pupil information. The exact content of the student cumulative folder may vary by school district.</p>	P	Retain. Records series included in the folder which are designated as non permanent may be separated from the folder and destroyed in accordance with the stated disposition instructions.
L1992	Primary Work Book	<p>This book was used by the primary students to do their assignments for each subject. These books were kept in the control of each teacher. Many school systems would not have this record. This record has not been created since circa 1893.</p> <p>This record contains the name of school, date of work, name of student, date of birth, subject, and work done.</p>	P	Retain
L2366	Student Withdrawal Checklist and Clearance Sheet (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>When a student leaves school (withdraws) for any reason, all school property such as books and equipment must be turned in and all fees or fines must be paid. This form is used as a check that this has been done. It indicates to the guidance counselors that the student is clear for withdrawal from school.</p> <p>This record usually contains: student name, address, birth date, grade, reason for leaving school, date of withdrawal. It also contains a listing of student's: current courses, current grade in each, is record clear, teachers' initials and contains a check off for library, office, homeroom teacher, bookstore. Signature of counselor.</p>	P	Retain

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Student Records

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2367	Parent Notification to School for Student Withdrawal from School Form (Required by KRS 159.010 for student between ages 16-18 to terminate education [prior to graduation.] (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This release form is used for students to drop out of school prior to reaching age 18. The parent/guardian must sign the form and give the school district 60 days notice of withdrawal. (KRS 159.010). During the 60 days, the parent(s) and child must attend a one hour counseling session to view a Department of Education media presentation showing economic statistics and other information on potential problems of non-graduates.</p> <p>Student name, student birth date, student school, student school district. Parent notification to school district 60-day notification of student withdrawal from school (and parent signature &amp; date). Signature of witness (Principal or Designee).</p>	P	Retain
L5807	Section 504 Record File (504 Plan) (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This record series is used to document student activity under section 504 of the Rehabilitation Act of 1973. The Act prohibits discrimination on the basis of disability in programs and activities, public and private, that receive federal financial assistance. This section provides for a placement evaluation that is made by persons familiar with the student who understand the evaluation information and placement options. Significant changes to placement must be preceded by an evaluation. Section 504 requires that school districts provide a free and appropriate public education (FAPE) to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities. This file documents the individual 504 student plan and the evaluation process.</p> <p>This record series may contain the referral form, eligibility report, accommodation plan, termination of status, grievance form, evaluations, and other information.</p>		Destroy 4 years after either of the following: (1) Termination of 504 Plan (2) Graduation of Student (3) Withdrawal of Student
L2368	Student Aptitude, Achievement & Academic Test Score Results (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>Reports score and percentile achieved on the test. Used by guidance office in evaluation of student academic work, for placement in classes and in making student schedules, etc. They are now on peel off labels and attached to the permanent record card.</p> <p>Test name, student name, school year, grade, sex, and test scores. May include career planning report.</p>		Destroy 4 years after student leaves school

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Student Records

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2369	Student Activity Participation Sheet (Record of student's co-curricular and extra-curricular activities, and honors received) Closed Date: 7/13/1990 (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This record documents each student's co-curricular and extra-curricular activities, and honors received. Grades 9-12. It is kept as a record of the student's other activities while in high school. This is an obsolete form.</p> <p>Student name, homeroom teacher, grade. List of co-curricular and extra-curricular activities the student participated in (Art Club, FBLA, Key Club, National Honor Society, Pep Club, Prayer Club, Science Club, Sigmet, Student Council, Thea, Video Club, Young Historians, Other: class office, athletic teams, other clubs and activities not listed.) Awards received. Will vary by school district.</p>		Destroy one year after graduation
L1852	Referral to Special Programs (Federal, State and Other) (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This document is used for entrance into special programs, including state and federal programs operated by the schools. The students must meet certain criteria.</p> <p>Student's name, birth date, age, school, grade, date of referral, referring teacher/counselor/principal, academic problems evidenced by the student, student's weaknesses, student's strengths, additional comments, signature of counselor/principal, signature of the teacher.</p>	1	Destroy
L1945	Register of Individuals Reviewing Student Records	<p>This is a register, in chronological order, of authorized releases of information from the student permanent census cards. The purpose is to protect school staff against unauthorized release of information by keeping a record of what was released and to whom.</p> <p>Student's name, person or agency making request, request form, and date.</p>	5	Destroy
L1974	Pupil Personnel Services Application (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This form is prepared in duplicate. A copy is retained in the principal's office at the school and the application copy is sent to the Director of Pupil Personnel for the district. This requests services (home visit, conference with student, petition for student for: truancy, illness, parental indifference, behavior, etc.) of the Office of Director of Pupil Personnel. This is usually a matter of student absenteeism, but other problems could be the issue dealt with.</p> <p>Information includes: date, school, principal or person making referral, nature of request (home visit, petition for student, conference with student), student name, grade, birth date, address, telephone, reason for request (truancy, illness, parental indifference, unable to contact parent, other), steps taken before making the request (student conference, parental conference-telephone/in principal's office, letter to parents), documentation to support request attached (yes/no). Absence Report is usually attached.</p>	2	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Student Records

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L1975	Final Notices, Petitions, Court Actions for Truancy Violations (Log of absentee/truancy follow-up activities of the DPP) (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This notice provides a reference to student absentee cases in the school district for a given year. It is a history or log of when specific actions were taken by the DPP in individual cases. Most Districts have no register. In larger Districts this would be impossible.</p> <p>Name of student, grade, final notice, petition, court case, disposition, judge.</p>	5	Destroy
L1976	Final Notice to Parent/Guardian (Student Absenteeism) (Final Notice to parent/guardian that student is not attending school as required by law) (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This letter or notice to parents is prepared based on data on the Application for Pupil Personnel Services. It's purpose is to inform parents that their children are not attending school as required by Kentucky law and lists dates of absence and/or could include tardies(9 or more unexcused tardies under the law can constitute an habitual truant). Parents are given 24 hours to correct attendance problems. If not corrected in that time, the district will file a complain with a court designated worker before going to court against the parent(s)/guardian(s) to require attendance of the student. Final notice is a specific form prepared from and based on official attendance information (whether provided by school or just printed from computer attendance program).</p> <p>Name of school district, parent name and address, name of children), age(s), of children), monthly record of number of absences, notification that this is final notice &amp; that unless the above violations of attendance laws cease within on day (24 hrs.) after receipt of this notice, it will be necessary to proceed against the parents in court.</p>	2	Destroy
L1987	Request for Transfer of Pupil Within the School District	<p>This request conveys permission for a student to transfer from one school to another within the district. Transfer of pupils is made on a yearly basis. These requests must be made annually. A transfer for one year does not assure approval for successive years.</p> <p>School year, pupil name, grade, address; parent name, address, telephone number; name of school district in which pupil resides; name of school district pupil desires to attend; reason for requesting transfer; parent signature. Recommendation of school administration: approval/disapproval of Director of Pupil Personnel and Supervisor of Instruction. Record of notice being sent to parent of approval/disapproval. In some districts the Board of Education makes the final approval/disapproval and the Special Education Coordinator is consulted about available space and services if the child is a special needs child.</p>	1	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Student Records

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2370	Student Transfer Document Closed Date: 7/13/1990 (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This document certifies a student's attendance in the school system and grades and credits earned in course work to date. In effect, this is a transcript of grades. This document is used to transfer a student's school record to another school district. All information is in the student's cumulative folder. Before the era of copy machines this certificate was commonly used. Instead of making a copy of the transcript, a handwritten duplicate had to be prepared. Often, several carbon copies were made at once with the excess being placed in the student's cumulative folder for use at the next request. This is an obsolete form.</p> <p>Name of student, address, birth date, school attended, dates attended, graduation date, number of semesters completed, rank in class, subjects studied, grade achieved, credits earned.</p>		Destroy when obsolete
L2372	Student Cumulative Health Record (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>These records ensure that the student met state mandated health requirements to attend school. They verify immunizations and health history. Used to qualify student to attend public school. It is used as the basis to protect the health of the general school population.</p> <p>Documents must include: medical examination form signed by physician, immunization history, request and consent for immunization, pupil health appraisal. Religious/Medical Exemption Form may replace the medical, immunization, and dental form.</p>		Release to graduates at the time of graduation, or destroy one year after graduation; or retain until non-graduate student reaches the age of 22.
L2376	Counseling Referral Form (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This record is used by the teacher in referring students to the guidance counselor or school psychologist for counseling and evaluation.</p> <p>This record contains the name of student, name of teacher, date, grade of student, nature of problem--if known, and comments.</p>		Destroy one year after graduation
L2377	Student Request for Change in Schedule (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This record is used to change a class schedule.</p> <p>This record contains the name, date, homeroom teacher, classification, reason for request, student signature, parent signature, counselor of disposition.</p>		Destroy when new schedule is made

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Student Records

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2378	Student Parental Permissions/Requests (Extracurricular Activities in School Hours, To Leave School Early, To Stay After School, To Ride a Different Bus)	<p>This record is used to document that the parent or guardian has given permission for a student to take part in school approved extra-curricular activities during school hours, including having photos taken, videos taken, interviews, ride a different school bus, stay after school to make up work, etc. This provides documentary evidence in case of litigation.</p> <p>This record contains the name of student, activity, dates of activity, place of activity, reason permission is requested and signature of parent or guardian.</p>	1	Destroy
L2380	Parental Waiver of Student Attendance in Any Federally Funded Class (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This record is used to certify that the parent or guardian has been informed of a federally funded program available for their child to attend and has chosen not to allow the child to participate. This record is maintained in the student cumulative folder.</p> <p>This record contains the certification statement, signature of parent or guardian, and the name of student.</p>	5	Destroy
L2383	Grade Deficiency Report (Communication to parent that student is in academic difficulty) (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>The Deficiency Report is a communication to parents that their student is in academic difficulty in one or more subject areas and consequently is in danger of failure. The report is intended also to make sure the parents understand the causes of the deficiency and the recommendations to be followed. It is also to make certain that the parents are familiar with the school's grading system and the suggested amount of homework expected in the subject each night.</p> <p>Inclusive data: student's name, class and grade, subject; date; teacher; counselor. Causes for deficiency: ability, attitude, performance categories. Recommendations: more effort, conference with parents, after school help, tutoring. Comments.</p>	1	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Student Records

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2384	Student Application for Vocational School Class Closed Date: 7/13/1990 (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>The application is prepared each Spring by students wishing to attend vocational school. It is their application to attend vocational school. Typically it is done after completion of grade 10 or 11. This is an obsolete record.</p> <p>Inclusive date: student name, age, present grade; homeroom teacher; home address; phone; parent/guardian name; presently taking class at voc. school &amp; class; vocational class requesting for next year; pre-vocational classes completed in preparation for a vocational program; in what way have these classes been of value to you in prep for a vocational program; high school math classes taken and yearly average grade in each; math classes planned to take next year; future plans for use of vocational skill requested; who influenced you in decision to take a vocational program; preference for morning or afternoon class and why; course approved (auto mech., auto body, machine shop, electricity, welding, carpentry, drafting, radio/TV, commercial foods); counselor's signature.</p>	1	Destroy
L2385	Student Sign-In Sign-Out Log (Log of students who leave school with permission during the day)	<p>This is the log used to record the names of students who leave school or enter tardy during the school day. Each principal maintains a daily log. The log records the reasons for students leaving such as: doctor appointments, illness, etc., and indicates that the student had permission to leave school. This document is used to control student excused and unexcused absences and tardies from school. Any student who leaves school early, arrives late, or leaves and returns during the date is tardy. This series is require by state attendance regulations.</p> <p>By grade: student name, time in, time out, reason, and the signature of the parent/guardian.</p>	1	Destroy
L2390	Student Scholarship and Senior Awards (Compiled for graduation, lists student's scholarships and awards) Closed Date: 7/13/1998	<p>This record is used to document scholarships and awards that will be received by graduating seniors. This is prepared by the student and given to the guidance counselor for verification. This list is used to compile the graduation program. This is an obsolete form.</p> <p>This record contains the name of student, scholarship or award received, agency making the award.</p>	1	Destroy
L2393	Student Schedule Card (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This record is used to keep track of students while attending classes. This also documents what classes students are taking. This provides personal information used in case of emergency.</p> <p>This record contains the name of student, sex, student number, grade, homeroom, home telephone, school year. It also contains a course code section, course description, period, room, semester, days met, number of credits and teacher. Personal information which includes: birth date, parent or guardian, name and address of parent or guardian, father and mothers place of employment, family doctor, his phone, person to notify in case of emergency, date entered, date withdrawn, homeroom teacher, and locker combination is often included on this form.</p>	1	Destroy

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LOCAL AGENCY RECORDS RETENTION  
SCHEDULE

PUBLIC SCHOOL DISTRICT  
Student Records

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2398	Teacher Class Schedule/Worksheet	<p>This record is used by the teachers in setting up class schedules for the upcoming school year. This is done by department.</p> <p>This record contains the name of department, teacher and class period, and room number.</p>	1	Destroy
L2399	Graduate Survey/Annual Performance Report	<p>Periodically the school surveys graduates to ascertain how they are doing in their careers and lives and how well they feel their schools prepared them. The results are summarized and reported to the local Board of Education, the faculty, and the news media. The information is used to gauge the success of students and to locate possible weaknesses in the educational process of the district. It indicates what graduates, as a class have done in college work, in military science, and in fields of employment. This instrument is used to gauge possible weaknesses in the educational process of the district and as a reference to use in planning curriculum for future classes. Since KERA (the KY Education Reform Act) was instituted it has been filed as a part of the Annual Performance Report which is published in the local paper with greatest circulation every year.</p> <p>Inclusive data: Graduate's signature. Answers or replies to questions: attending college/college name/major; attending vocational school or special school/school name/major; military service and branch; working full-time or part-time/employer; housewife; unemployed. Did your high school education prepare you for what you are presently doing? Yes/no; comments.</p>	1	Destroy
L2759	Achievement/Aptitude Test Answer Sheets (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>The form is used to record answers to questions provided in aptitude and achievement tests administered a by school district to its students. The student will shade in answer on answer sheet. The answer sheet is collected by the teacher who presents to supervisory personnel who send it on for scoring. In some school districts, the sheets are returned by the scorers while in others destruction of the sheets is left with the scoring agency. In the case of the Kentucky Department of Education, the answer sheets are destroyed ninety days after the test results have been reported back to the school district. Test results are used to determine student academic achievement and aptitude and assist in student placement. Since the results are eventually to be found in the Aptitude and Achievement Test Score Report or Student Cumulative Folder the sheets need not be kept to document mental deficiency.</p> <p>Student name, school, grade, current date and student answers to question.</p>	2	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Student Records

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2813	Student's Application for Optional Programs (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>The series documents the application of a student to attend a special optional program offered by a school district. The optional programs were tailored to a student's interest and frequently build upon skills and abilities while others respond to individual students' learning needs. These programs are generally only found in the largest school districts and sometimes termed Magnet School programs. Examples of programs would be those related to the performing arts, science and technology, international studies, foreign language, or traditional studies. Applications are submitted annually and only valid for that time period. Larger Districts may operate programs for students 16-20 and for adults 21 years of age and older who dropped out of school at 9th grade level or above for these reasons: failure of one or more grades or documented family/personal situations. Both Jefferson County and Fayette County Schools operate such programs.</p> <p>Name of school and program to which applying, applicant's name, race, date of birth, sex, home address, parent/guardian's name, parent/guardians address, home and work phone, school now attending, current grade placement, present program, parent's signature and date, transcript of grades, achievement test scores, and an essay giving reasons for wanting to enter that program.</p>	2	Destroy
L2924	Student Suspensions, Expulsions and Dismissal File (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>The series documents the suspension of pupils from the common schools. KRS 158.150 requires that all pupils shall comply with the lawful regulations for school government. Any willful disobedience or defiance may lead to suspension. Due process procedures shall precede any suspension and statute further provides that any suspension action shall be reported to the superintendent and the parent or guardian of the pupil. The form will generally have a distribution to the parent, superintendent, and school principal. In large districts distribution may be directed to research and mid-level academic supervisory units.</p> <p>Pupil's full name, student number, name of parent or guardian, reason(s) for suspension. Date(s) covered by suspension, date to return to school, school official phone number, and signature of school official issuing suspension. May also include race of student, sex of student, Is pupil handicapped? title of person reporting offense, title of person imposing action, alternative action considered or tried, and number of prior suspensions received in current school year.</p>	5	Destroy
L3021	Authorization to Give Medicine (C) KRS 61.878 (1)(a) (V)	<p>This series documents parental/guardian permission to school personnel to administer medication to a student during the school day. The authorization is submitted anew with the beginning of the school year noting any changes related to the medication or its dosage. The signed authorization may be notarized. Medication, in the original container, is sent to the school with complete instructions along with the original container.</p> <p>Information on this form may include: name of school, name of student, name of physician, address and phone number of physician, starting date for medication, ending date for medication, significant side effects, name of medication, dosage to be given, time of day for dosage, food/beverage is should be given with, signature of parent or legal guardian, parent's home phone, and parent's emergency work phone.</p>	1	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

Public School District  
Student Records

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L3160	Teenage Parent Program (TAPP) Medical Records (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This series documents the medical services provided under a TAPP (Teenage Parent Program) operated by a school district. Such a program is typically found in only the larger districts in the state and with the creation of Family Resource Centers under KERA some records will be subsumed under that category. Over the years some districts have operated such programs in cooperation with local social service and public health agencies. The series documents medical services provided, adherence to protocols, standards met, and statistical data. *Statistical data provided by Jefferson County Board of Education.</p> <p>Medication sheets, history forms, physical examinations, flow sheets, laboratory data, progress notes, consent forms, education and counseling record, logs, patient encounter forms, protocols, evaluations.</p>		Destroy 5 years after the patient reaches 18 years of age or 10 years from last date of service whichever is greater.
L4462	Emergency Cards for Students (V)	<p>This card is completed by the parent/guardian upon a child's entry into school and is completed yearly thereafter. It provides specific information for use in an emergency.</p> <p>Information on this form usually includes: child's name, address, birthday, grade, homeroom, telephone number, name of parent/guardian, work telephone number, Dr.'s name and phone number, other persons (+ phone numbers) to call when parents/guardians can't be reached, a statement signed and dated by the parent or guardian giving school officials permission to get the child medical treatment when the parent's/guardian's can't be reached. It also designates or authorizes the persons other than the parents to pick up students from school.</p>		Destroy when the card has been replaced with an updated one
L5135	Student Statistics from Behavior Center	<p>This series document incidents in which a student must be taken to the Behavior Center at the Waller-Williams Environmental School. The Behavior Center is a room at the Waller-Williams facility where students are sent when they are removed from the classroom.</p> <p>Student's: name, location in center, reason for assignment to center and length of stay.</p>	10	Destroy
L5136	Student Behavior Log	<p>These are daily records of student behavior at the Waller-Williams Environmental School. Waller-Williams offers a structured program for students identified as emotionally and/or behaviorally disabled and whose needs are best served in a specialized (i.e., positive, structured, education-oriented) environment. The students are grades K-8. Placement may be initiated by the principal or counselor at the student's present school, but must be completed through the Administrative Admissions and Release Committee (AARC). Behavior Logs assist in creating the student's Individual Education Plan (IEP).</p> <p>Behavioral observations of individual students by Waller-Williams staff.</p>	10	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Student Records

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5233	Juvenile Justice Student Record File (Day Treatment Center) (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This record is used to document that students were referred to and took part in the Juvenile Justice Day Treatment Center program. Day treatment centers provide educational alternatives for youth between the ages of 12 and 17 whose behavior precludes participation in a regular school setting and who have been referred by the court or school system. These programs are the least restrictive and most cost-effective placement alternative to institutional care. The centers are organized around a normal classroom schedule and curriculum, with individualized instruction. These centers are operated by the Kentucky Department of Juvenile Justice but the student records are considered part of the student's home school district.</p> <p>This record series may contain immunization records, test scores, transcripts(copies), birth certificate(copy), grades, attendance and other documents concerning activities and department of students.</p>		<p>Destroy 3 years after student is discharged.</p> <p>NOTE: A record of the students name, his or her grades, classes attended, grade level completed, and year will be kept PERMANENTLY. This information may be kept by the Day Treatment Center or returned to the student's home school district.</p>
L5234	Individual Student Graduation Plan (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This record series is used to document student's goals for graduation, how they plan to get there, what classes and steps they are going to take and career possibilities. Graduation plans for each student is mandated by the Kentucky Dept. of Education. These records identify areas where the student may be deficient or proficient through testing and questionnaires.</p> <p>This record series contains copies of student abilities questionnaires, list of possible jobs &amp; careers, student report that consists of test results(subjects) that ranks the students proficiency with those nationwide, individual profile report, individual student report (Kentucky Core Content Test), CATS results, KIRIS Individual Student Report and achievement tests.</p>		<p>Return to student at time of graduation. If not returned destroy one year after graduation or withdrawal.</p>
L5327	Student Census Record (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This record is used to document student enrollment in the school district and is updated 3 times a year to ensure that all student activities concerning enrollment are kept up to date. This record is used extensively by the Office of Pupil Personnel and is consulted on a daily basis. Statistical reports are attached which includes migrant work report, racial category report, non-enrollment report, report of 18 year olds and overage students, non-resident student report, district census roster, school census roster, and annual census report to state department. A computer generated Annual Permanent Census Record is now done and replaces the School Census-Enumeration Sheet for School Purposes, L1942, Permanent School Census Card, LL1943 and the District Census Roster, L1944.</p> <p>This record contains all the reports in item 18, the student name, school grade date, sex, birth date, student address, home phone, parent and guardian.</p>	P	Retain

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Student Records

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5082	Student Test Grades, 9-12, All Subjects (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This records is kept by the Jefferson County High School, a program that offers individuals who have not earned a high school diploma a chance to do so. These students are earn a high school degree at their own pace and graduate when they have met the requirements. This record was created to keep track of specific grades a teacher gives a student during an academic year; it contains work completed by students toward high school credits.</p> <p>Varies according to completion and academic subject.</p>	1	Destroy when student has completed the course.
L2461	Student Discipline Record (Card, File or Log) (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This record series is used to document disciplinary action taken against students. This record is used as a quick reference when trying to identify students that have been disciplined. This may be on individual cards according to name of the student, in a file or kept as a log by those dispensing the discipline. Some of this information may find its way to the student cumulative folder.</p> <p>This record series may contain the name of the student, offense, date, teacher/disciplinarian, action taken. Also may contain parent information and phone numbers.</p>		Destroy one year after student leaves the District.
L5371	Day Care Enrollment Records	<p>The records in this series document the day care of infants and toddlers who are the children of Teenage Parent Program (TAPP). Records document the children's identities, medical treatment, coordination of payment with the 4-C program for child care costs, absences, and other regular occurrences in the provision of child care.</p> <p>Included are copies of birth certificates, immunization certificates and pupil information change cards; originals of day care enrollment forms, day care incident reports, absence reports, contracts for the 4-C program for third party payment for the child care costs, withdrawal forms for removing the children from the child care program, food stamp forms, notification forms, releases and similar material.</p>		Destroy 3 years after child's withdrawal from the day care center
L5372	Student Health Education Data Survey Forms (C) 20 USC Section 1232g et seq.	<p>This series represents surveys taken by students to determine whether the students are participating in certain at-risk activities (e.g., smoking, drinking alcohol). These surveys are given periodically, though not regularly, and the school district produces reports based on survey data. Reports are produced for individual schools and for the district.</p> <p>Contains: Test date; gender, race, location, and grade of student; student responses. May contain: Student name, identifier and class section.</p>		Destroy 1 year after preparation of report based on data
L5774	Non-Traditional Services and Programs Student Folder (C) 20 USC Sec 1232g et.seq. & KRS 160.700 et.seq.	<p>This series documents student services and programs that are beyond the traditional academic curriculum. Such programs may be directed toward purposes such as the acquisition of employment and general workplace skills or offering positive reinforcement, mentoring or coaching. These programs generally require annual application or enlistment and students not accepted into the programs can reapply annually.</p> <p>Includes enrollment and/or other identifying information concerning students; forms and other documents concerning the student's participation in the special services or programs and assessments of their needs or aptitudes.</p>		Destroy 1 year after graduation.

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Student Records

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5775	English-as-a-Second-Language Program Student Folder (C) 20 USC Sec 1232g et.seq. & KRS 160.700 et.seq.	<p>Under Title III of the No Child Left Behind Act (NCLB), state and local educational agencies are accountable for increases in English proficiency and core academic content knowledge. States and schools are to demonstrate improvements in the English proficiency of Limited English Proficient (LEP) children each fiscal year and adequate yearly progress for LEP children consistent with the Title 1 requirements. Schools are given flexibility to implement language instruction educational programs. Schools are to base their programs on scientifically based research for teaching LEP children, including those methods and strategies effective for teaching English to LEP students. Title III provides supplemental financial assistance to states and schools to ensure that standards are met. This record series documents language education provided in English as a Second Language Programs to LEP students.</p> <p>Includes enrollment and/or other identifying information concerning students; forms and other documents concerning the student's participation in the ESL Program and assessments of their needs or aptitudes.</p>		Destroy 3 years after student leaves district.
L5776	Vision, Hearing and/or Scoliosis Screening Records (C) 20 USC Sec 1232g et.seq. & KRS 160.700 et.seq.	<p>These records document school-based testing of students in the areas of vision, hearing and scoliosis. Generally, students are tested at the schools by technicians. The Board of Education maintains lists of students who have not passed the examinations. Parents are notified when students fail exams and a letter, containing a form to be completed, is sent home. The parent(s) or guardian take the child to the doctor and the form is completed by the doctor and returned to the school. All information concerning letters sent and returned is entered into an electronic database. Testing occurs for vision in grades 1, 2, 3, and 5, with referrals to parents in grade 5; testing for hearing occurs in grades K, 1, 2, 3, 4, and 5 with referrals in grades 4 and 5. This information must be completed by January 1 of the current school year.</p> <p>Files may include initial and final screening logs (by teacher); vision referrals documenting which parents are sent letters; re-screen tests of failures, absentees or students who could not be tested; Health Services Audit (list of whether students passed or failed) and individual student letters/tests.</p>	1	Destroy
L5795	Home School Participation Report (C) 20 USC Section 1232b et seq. & KRS 160.700 et. seq	<p>State law only requires the public school district to allow opportunity for a student to participate in extracurricular activities if the student is enrolled in the public school district. Some districts are willing to allow home schools to participate but this decision is up to the individual school districts. This series is used to inform home schools of special programs, offered through the public schools, in which the home school students are eligible to participate.</p> <p>Form stating different programs to choose and return to District Office.</p>	5	Destroy
L5796	Home School Application and Follow-Up (C) 20 USC Section 1232b et seq. & KRS 160.700 et. seq	<p>KRS 159.160 requires the person in charge of a home school report to the local superintendent of schools the names, ages and place of residence of all pupils in attendance at the school together with any facts that the superintendent may require to facilitate the laws relating to compulsory attendance and employment of children. This records series is used to track Home School students within a given school district. Students must apply annually to be eligible for home schooling. This record is also used as a follow-up tool for the next school year.</p> <p>Student's name; home school name; student date of birth; age; grade; Parent name, contact information and signature.</p>	5	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Student Records

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5825	Kentucky Elementary Student Learning Profile (KELP) (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This record is used to document the progress of students enrolled in the primary program of an elementary school. Kentucky's primary program is part of the elementary school program in which children are enrolled from the time they begin school until they are ready to enter the fourth grade. The primary program is not graded and is designed to address the learning needs of all children. The primary program shall include the following critical attributes: developmentally appropriate educational practices; continuous progress; authentic assessment; qualitative reporting methods; professional teamwork; and positive parent involvement. These students are enrolled K thru 3rd grade. Some may have to stay a fifth year. This file is an accumulation of work done by the student over the time they are in the program.</p> <p>This record series may contain a collection of student work samples, observational checklists of academic, social, and developmental progress and anecdotal records. This could include writing, oral responses, interpretations, personal attributes, getting along with others, math awareness, problem solving etc.</p>		Upon completion of the fourth grade this record may be returned to the parent/guardian of the student. If not it is to be destroyed.
L5841	Parent Notification of Pupil Visit to School Nurse (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq.	<p>This record series is used to document that a student has visited the school nurse. The parent or guardian is notified by use of this form. The school nurse completes the form and sends it home with the child. This record series is only used as a reference in case there is some question that may arise. The nurse's office also maintains a medical file on those students who may make a visit.</p> <p>This record series contains the student name, school, teacher, date and message to the parent/guardian.</p>	1	Destroy

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PUBLIC SCHOOL DISTRICT  
Title IX

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5351	Title IX Complaint File (C) 20 USC Section 1232g et seq. (V)	<p>This record series is used to document complaints from persons that there has been a violation of Title IX provisions concerning gender bias and or sexual harassment. The complaint may be presented by a student or staff.</p> <p>This record may contain the name of the accuser, name of the accused, review documents, complaint form, investigation reports, responses from accused, appeal records, findings and or remedies, correspondence and actions taken.</p>		Destroy 5 years after student graduates or withdraws
L5350	Title IX Policies, Procedures & Compliance File	<p>This record series is used to document compliance with Title IX. Covered institutions, those receiving federal funding, must assess their own policies and procedures to ensure that gender equity is practiced in their organizations. Adjustments to policies and procedures are made as needed to eliminate any discriminatory practices. Schools must establish grievance procedures and appoint a contact person to coordinate compliance. Public notice must be given in the local newspaper.</p> <p>This record may contain the compliance reports, self assessment audit, annual verification of procedures, grievance procedures and policy statement.</p>	P	Retain

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PUBLIC SCHOOL DISTRICT  
Transportation

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2087	Vehicle Maintenance and Inspection File (V)	<p>This is a record which was created to record all maintenance on a particular bus. The work order and pre-trip inspection is put in the folder. This is used as a reference in comparing maintenance done to a bus over the years.</p> <p>This record contains the monthly lube. &amp; inspection, maintenance, date, work order number, meter reading, description of work, labor, downtime, parts/service, and total. Inside the folder is filed the Preventive Maintenance Inspection Reports A, B, C, D, and Work Orders.</p>	5	Destroy after audit
L2088	Monthly Fuel and Mileage Record	<p>This record is used to document the daily consumption of fuel and the mileage run of each bus on a daily basis. This report is compiled and completed on a monthly basis. It is maintained by each individual bus driver.</p> <p>This record contains the bus number, month, driver, make of bus, model, mileage at last fill-up, begin month mileage, end of month mileage, daily date, daily mileage report, gallons, total miles, MPG, oil. Totals for the month.</p>	1	Destroy
L2090	Annual Bus Fuel Consumption Report File	<p>This record is used to document the consumption of fuel for the year of each bus and the total of the buses. This is broken down into months. This is used as a comparison with other years. This report is submitted to the local board of education. It is prepared from the monthly reports.</p> <p>This record contains the bus number, oil quantity, month, total gallons, odometer ending, odometer previous, miles traveled, miles per gallon, year, and board of education.</p>	3	Destroy after audit
L2091	Bus Driver Extra Trip Pay Voucher	<p>This voucher is used as the pay document for bus drivers who work extra trips. It is completed by the driver and turned in by him to the transportation garage. Transportation turns it in to the Business Office so the driver can be paid. It is retained in the Business Office as are other vouchers. It is the pay document used to pay the driver.</p> <p>Bus driver's name, bus number, date, destination, number of miles one way, round trip miles, number of hours for trip, driver's signature, group sponsor's signature, transportation director's signature, bus driver's compensation amount.</p>	3	Destroy after audit
L2093	Extra Curricular Trip Mileage Monthly Report	<p>This form is used to report total miles traveled by all school buses for extra curricular trip activities during each calendar month. It is sent to the Division of Pupil Transportation in the Kentucky Department of Education at the end of the school year.</p> <p>School district, district number, total miles traveled by month, total annual miles, superintendent signature and date.</p>	1	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Transportation

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2094	School Bus Driver Evaluation File (New Driver's Test Required for Certification and Employment--may be placed in the Personnel Master Folder)	<p>This form is used by the school district to evaluate school bus driver performance.</p> <p>Information on this form includes: district name; name of driver; driver's address, driver license number, telephone, evaluation checklist (points deducted for failure in any of the performance items), driver's signature, date, evaluator's signature, and date.</p>		Destroy five years after last entry
L2095	Medical Examination Report for School Bus Drivers and Subs. School. Bus Drivers (V)	<p>All local school districts are required by 702 KAR 5:080 pursuant to KRS 156.070, 156.160, and 189.540, to require annual medical examination of each school bus driver and drivers of special vehicles used to transport children to and from any school and such events related to schools. The medical exam includes tests for hearing, vision, emotional instability, and for other serious medical conditions including diabetes, epilepsy, heart disease, and other chronic or communicable diseases if indicated in the opinion of the examining physician. The exam shall include tests for tuberculosis upon initial employment and positive reactors are required to have further evaluations. All medical examinations of the school bus drivers must be reported on the prescribed form to the local school superintendent. This record may be in the personnel file in the superintendent's office.</p> <p>Applicant to be employed by (district), address of employer, name of applicant, address of applicant, birth date, sex, height, weight. Doctor signature and date of examination.</p>		Destroy five years after last entry.
L2096	School Bus Driver's Physical Fitness Certificate (V)	<p>This form is used by the examining physician to officially notify the school district superintendent that the named school bus driver has undergone the required annual medical examination and has qualified (or not qualified) to drive a school bus. This may be filed in the personnel file in the Superintendent's Office.</p> <p>Name of employee, Physician certification, doctors statement of individual's qualification to drive a school bus, glasses restriction yes/no, other qualification restrictions, physician's signature, date, and address.</p>		Destroy five years after last entry
L2097	School Bus Evacuation Drill Report	<p>The Department of Education requires the school districts to conduct two fire drills each year at each school. The school buses are evacuated as the school's principal observes.</p> <p>School, bus, evaluation checklist, comments, principal signature, date.</p>	2	Destroy
L2098	Extra Curricular Trips Monthly Summary	<p>This report is prepared monthly from the Educational and Extra Curricular Trip Invoices and pay vouchers. The purpose is to report to the district board of education bus usage and financial expenditures for these transportation activities. The information is used for budget monitoring and planning.</p> <p>Month and year, bus number, number of trips, number of miles, cost of fuel, driver's wage, total. Totals.</p>	3	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

## PUBLIC SCHOOL DISTRICT Transportation

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2099	Yearly Bus Repair Summary Report	<p>The purpose of this report is to inform the district board of education on an annual basis of the labor and parts costs for operating each of the school buses in the fleet and total cost for the year. It has background information needed for budget planning.</p> <p>School year, bus number, labor cost, parts cost, total cost per bus. Totals.</p>	1	Destroy
L2100	Annual Summary of Bus Transportation Report	<p>The purpose of this report is to inform the district board of education on an annual basis of the maintenance and gasoline consumption costs for the previous year's operations. It is background information needed for budget planning.</p> <p>School year, bus number, total number trip miles, total trip miles, total miles, total gallons fuel, total cost fuel, total cost repairs, total cost. Totals.</p>	1	Destroy
L2101	Kentucky School Bus Accident Report	<p>This report is completed following any accident involving a school bus. This record reports the details of an accident to the Department of Education, Division of Pupil Transportation. A copy may go to the insurance company.</p> <p>School district number, school district name, bus owner, bus body make, bus chassis make, model year, bus drivers name, driver lic. #, citation issued yes/no, bus serial #, bus side #, date of accident, day of accident, time of accident, am/p.m., urban/rural, Part I-School Bus Physically Involved, Part II-Loading/Unloading Zone Accidents, Part III-Injury Tally Sheet for Students and School Personnel. Report submitted by: signature and date, name printed, position.</p>	4	Destroy
L2309	School Bus Route and Schedule (V)	<p>This schedule is used by the Central Office transportation/administrative staff to schedule bus routes, times, and locations for transporting students to school. A copy of the schedule is given to each principal, bus driver, and one copy is left on the bus for substitute drivers. A copy is maintained at Central Office.</p> <p>This document may include: Bus number; driver's name, address, phone number; total miles of AM runs, total miles of PM runs; miles driven without students in AM; miles driven without students in PM; departure from compound; return time to compound; mid-day runs-time involved; total route time; total paid time; list of schools in order first served in AM; time bus unloads; time bus loads; signature of bus driver and date; signature of coordinator and date; pupil to be transported; bus number; road on which stop is made, location of stop; stop scheduled in AM and PM; number of students loaded or unloaded.</p>	2	Destroy

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Transportation

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2310	School Bus Route and Schedule - Exceptional Children (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This is prepared by Central Office transportation/administrative staff to schedule bus routes, times, and locations for transporting exceptional-special education children. This is usually a separate schedule which is not part of the printed schedule that is distributed to students and parents. This schedule is specific to the individual children to be transported and is available to parents and school administrators only.</p> <p>This record may include: bus number; name, address, phone number of bus driver; seating capacity of bus; total miles run in AM and PM; miles driven with and without students in AM and PM; departure time from bus compound &amp; return time to bus compound; mid-day runs &amp; time involved; total route time; total paid time; list of schools in order first served in AM; time bus unloads at school; time school opens; time bus loads at school in PM; time school closes; driver's signature and date; coordinator's signature and date. School; bus number; student name, address, phone number, emergency phone number; AM pick-up time, PM drop-off time; map number; concerns; direction in which bus travels.</p>	2	Destroy
L3116	Standard Bus Route Time Determination Record (V)	<p>This series documents an agreement between the school bus driver and the supervisory staff in school transportation as to the amount of paid time a driver has accrued on a given day as well as the number of miles driven. The series is critical should questions arise regarding driver pay and will reflect changes in routes and assignment which may take place over a school year. Some districts use time sheets for payment records.</p> <p>Bus driver's name, date, bus number, compound, a.m. departing time, a.m. returning time, subtotal a.m. time, kindergarten run, vocational school run, p.m. departing time, p.m. returning time, subtotal p.m. time, preparation time, total time paid, a.m. and p.m. mileage for high school, elementary and kindergarten. total mileage.</p>	3	Destroy after audit

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LOCAL AGENCY RECORDS RETENTION  
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PUBLIC SCHOOL DISTRICT  
Vocational/Technical Education

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2992	Gainful Student Enrollment in Vocational Education Program Summary Roster (Gainful Roster) (V)	<p>This series documents student enrollment in vocational programs within a school district. The information is used to determine vocational funding by the state for students in the school district. Funding is based upon student enrollment multiplied by the reimbursement rate. Enrollment data is compiled at the school level and that information forwarded to the Central Office of the district which compiles the data in this series for submission to the Division of Secondary Vocational Education in the Kentucky Department of Education. The data is verified and corrected, if necessary, and then reimbursement is made to the school district.</p> <p>Vocational region, school code and name, school year, program name, area, class, section, level, type, data start and end, total session days, total work stations, teacher social security number, teacher name, sex, race, and percent of time spent teaching program, student name, address, social security number, birth date, home school code, race, sex, education level, handicapped condition, limited English proficiency, disadvantaged condition, special services, special needs category, work study, co-op, a.m./p.m. indicator, number of hours in class, JTPA referral, non-resident alien, student termination status, degree/diploma/certificate, DOT code, name of contact person, phone, and address</p>	3	Destroy after audit
L2993	Initial Non-Gainful Student Enrollment in Vocation Education Program Summary Roster (Non-Gainful Roster) (V)	<p>This series documents student enrollment in vocational programs within a school district. The enrollment data is used to determine vocational funding for the district. Funding is based on student count multiplied by a per student funding amount. As in the case of the Gainful Roster (L2992) teachers compile enrollment data, forward it to the district Central Office, and the district then forwards this information to the Division of Secondary Vocational Education in the Kentucky Department of Education each October.</p> <p>Vocational. reg., school code &amp; name, cur. school yr., progress. name, area, sec., level, class, type, date &amp; time start &amp; end, tot. session days, tot. work stations, teacher SS#, teacher name, sex, race, % of time spent teaching progress., spec. needs category, spec. system., disadvantaged academic, disadvantaged/economic, coop, work study, non-resident alien, individual. JTPA referral, progress. level. By grade level (Grades 7-12): # of students in ea. category: white, African-American, Asian, Hispanic &amp; Native Amer. males &amp; females, #. of disadvantaged, handicapped, and/or LEP white, African-American, Asian, Hispanic &amp; Native Amer. males &amp; females; tot. disadvantaged, handicapped &amp; LEP, tot. # of students by ea. type of handicapping condition, tot. enrollment by grade level &amp; tot. secondary enrollment.</p>	3	Destroy after audit

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Vocational/Technical Education

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2994	Vocational Education Enrollment Data (District Roster Summary)	<p>This series documents and summarizes the enrollment information submitted on the Gainful Program Summary Roster (L2992) and the Initial Non-Gainful Program Summary Roster (L2993). The summary reflects district-wide enrollment in vocational programs by sex, race, and school. The series is not required by the state but can be created as a local option to track vocational statistical data.</p> <p>Program name i.e., academic vocational, business and office, home economics, technology education, marketing education, special vocational program with enrollment in each program by race, sex, disadvantaged, co-op, LEP, and handicap. Also total enrollment in all programs by the same variables. Lists vocational region, school code, school name, program name, program area, program class, teacher name and social security number.</p>	4	Destroy
L2995	Vocational/Technical Education Student Folder (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This series documents the educational history of the student while he/she are enrolled in the Vocational/Technical School. Permanent information is found on the Student Permanent Record Card (L2365). The folder contains the essential documents needed by the district while the student is actively enrolled as a student.</p> <p>Insurance form, verification/release, training plan agreement, parental approval and release of claim for damages, Cooperative Vocational Education Student Agreement, Student Working Hours and Evaluation Sheet, Title VII and Title IX Compliance Notification to Employer, Program and Attendance Card.</p>		Destroy one year after graduation, separation or withdrawal. Permanent information is found on Student Cumulative Folder
L2996	Insurance Form-Verification/Release (V)	<p>The series documents the school district requirement that every student enrolled in a cooperative education program purchase school insurance or sign a release stating that the parents will assume full responsibility for student travel. If insurance is not purchased parent/guardian must show proof of full responsibility. The series is only used in the student's co-op year.</p> <p>Name of parent/guardian wishing to purchase insurance, home room teacher, date of insurance purchase, and signature of home room teacher. If not taking insurance includes name of parent/guardian, child's full name, name of insurance company, name of policy holder, policy number, expiration date of insurance, date signed, parent/guardian signature.</p>		Destroy one year after graduation, separation or withdrawal
L2997	Cooperative Vocational Education Student Agreement (V)	<p>The series documents the responsibilities that a student agrees to carry out while enrolled in a school district Cooperative Vocational Education program. The agreement is only used during the student's senior year (12th grade).</p> <p>A list of student responsibilities with signature line for student, parent/guardian, employer, and teacher coordinator plus date.</p>		Destroy one year after graduation, separation or withdrawal

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Vocational/Technical Education

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L2998	Vocational/Technical Titles VII and IX Compliance Form (V)	<p>This series documents the compliance of a company or firm placing students on cooperative work assignments with the requirements of Titles VII and IX of the Federal law. Students placed on cooperative work assignments cannot be discriminated against on the basis of race, sex, religion, or national origin by the employer. The employer also agrees that referrals for employment conform to the requirements of Title VII and IX.</p> <p>A standard letter sent to employers stating their compliance with the requirements of Title VII and IX with signature and date line.</p>		Destroy one year after graduation, separation or withdrawal
L2999	Parental Approval and Release of Claim for Damages (V)	<p>This series documents parental approval for student to accept employment and provides documentation case a teacher and/or school district have claims for personal injuries sustained by the child in route to the job site or returning from the job site filed against them.</p> <p>Name of parent/guardian, name of student, employer, signature of parent/guardian to statement absolve and releasing teacher and school district from claim for personal injury while in route to and from the place of employment.</p>		Destroy one year after graduation, separation or withdrawal
L3000	Student Working Hours and Evaluation Sheet (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This series is used to verify the hours worked by a vocational education student and to evaluate the student in the areas of: appearance, cooperation, initiative, performance, attitude, and attendance,</p> <p>Information on this form should include: name of student, employer, on job-phase date, days and hours worked, hourly wage, total earnings,. Evaluation on a 1-10 scoring scale of student appearance, cooperation, initiative, performance, attitude, and attendance, with a remarks column , and an employer signature and date line.</p>		Destroy one year after graduation, withdrawal or separation from school
L3001	Training Plan Agreement (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>This series documents a training plan and agreement with the employer, student-trainee, school coordinator and parent/guardian as relates to a student's vocational education program. The series is only used during the student's senior year (12th grade) and may be available for review by accreditation associations.</p> <p>Name of student, address, social security number, birth date, age, phone, program level, name of school, address, date, vocational region or district, name of teacher, instructional area teacher, instructional areas, code number, employer, phone, address, training sponsor, title, phone, student job title, code number, wages per hour, work schedule, dates started, competencies, agreement narrative with signature line for student, employer, school coordinator and parent/guardian following by a listing of major competencies the student is to master with check-off to indicate those that were mastered.</p>		Destroy one year after graduation, separation or withdrawal

# LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT  
Vocational/Technical Education

Series	Records Title	Function and Use/Contents	Retention	Disposition Instruction
L5165	Kentucky Student Career/Transition Plan (KDE) Closed Date: 6/30/2001 (C) 20 USC Section 1232g et seq. & KRS 160.700 et seq. (V)	<p>The Kentucky Department of Education, Division of Secondary Vocational Education created this series. Each student enrolled in a vocational-technical classroom (grades 8-12) receiving Carl D. Perkins funding* should have completed a KY Student Career/Transition Plan. The graduating class of 2001 is the last class to complete a Plan. The Individual Graduation Plan, required by the State, replaces this document.</p> <p>*See L1838 Quarterly Reimbursement Request and Budget, 3 years</p> <p>PERSONAL INFORMATION -- Student's: Name; SS#; Home Address; Birth Date; Sex; Ethnic Code; Address of Parent or Guardian; School. PARTICIPANTS IN THE PLANNING PROCESS (Names optional) -- Meeting Date; Grades 8th-12th; Student; Parent(s)/Guardian; Teacher(s); Instructional Supervisor/Principal; Vocational Education Representative; Guidance Counselor; Social Worker; Community College/University Representative; Vocational/Technical School Representative; Employment/Social Service; Other. ASSESSMENT -- Type of Instrument; Career Interest Survey; Learning Styles; Career Aptitude; Achievement; Results; Grade Level. CAREER GOALS. LEVEL OF TRAINING NEEDED TO REACH GOAL. EDUCATION PLAN 9-12 -- List of Courses to be Taken. ACTION PLAN FOR SERVICE(S) NEEDED IN TRANSITION PLAN -- Indicate Services Needed; Grade (8th through Post Secondary); Person Responsible. WORK EXPERIENCE: PAID/UNPAID -- Describe Work Experience; Date; Place; Reference. SCHOOL AND COMMUNITY ACTIVITIES -- Year; Club/Organization/Athletics, etc.; Activities/Recognition/Honors. INTERESTS/HOBBIES. COMMENTS.</p>		Destroy 1 year after graduation, separation, or withdrawal; and audit.

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