

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

Schedule Date: July 02, 2012

**LOCAL AGENCY RECORDS
 RETENTION SCHEDULE**

PUBLIC SCHOOL DISTRICT
 Administration

**Record Group
 Number**

Series	Records Title and Description	Function and Use
L6452	Academic Deficient/Drop Out Report to Superintendent	This record series is used to document those students (age 16 or 17) who drop out of school or are declared to be academically deficient. The appropriate school administrator shall notify the superintendent of schools of the district in which the student is a resident or is enrolled. The report is made at the end of the semester or earlier for accumulated absences. This report is used by the superintendent to report to the Transportation Cabinet for the purpose of possible loss of a drivers license.
	Access Restrictions	20 USC Section 1232g et.seq. & KRS 160.700
	Contents	This record series may contain the name of student, social security #, attendance record, age, gender, academic record and name of person preparing the report.
	Retention and Disposition	Retain 2 years, then destroy.
L6453	Superintendent Report to Department of Transportation	This record series is used to document those students age 16 or 17 who drop out or are declared academically deficient. This is sent to the Department of Transportation and the students' drivers license will be revoked. According to KRS 159.051 the superintendent shall submit the report within ten days after receiving the information. After receiving this information the Transportation Cabinet shall inform the student.
	Access Restrictions	20 USC Section 1232g et.seq. & KRS 160.700, KRS 61.878 (1)(a)
	Contents	This record series may contain the school district, superintendent's name and signature, name of students, social security number, student address, student telephone # and either drop out or academically deficient.
	Retention and Disposition	Retain 2 years, then destroy.
L6455	Report of Missing Child	This record series is used to document the possibility that a child is missing. According to KRS 158.032 upon notification of a child's disappearance by the commissioner of education the school shall flag the student's record. If the school receives a request for that record they shall immediately report it to the local law enforcement or the Kentucky State Police. The flag will be removed when notified of the recover of the missing child. Also, upon enrollment of a child in a school district for the first time a certified copy of a birth certificate or other reliable proof must be submitted by the parent/guardian within 30 days. If they do not comply after another 10 day extension a report is made to the State Police. The State Police returns a form indicating that they have received the notification and will investigate or the child is not missing.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain the name of child, address of parent/guardian, phone, information concerning notification of requirement to submit birth certificate/other verification, date, returned form from police and other pertinent information.
	Retention and Disposition	Destroy after notification that child is found or birth date verified.
L6465	School Board Meeting Agenda Packet	This record series is used to document those items submitted for the school board's consideration and other pertinent information. Much of this information will be documented in the official minutes of the meeting.
	Access Restrictions	None
	Contents	This record series may contain date, time, and locale of the meeting, and the order and description of proposed business. Also included may be information about the agenda items so each member is adequately informed.
	Retention and Disposition	Retain 1 packet permanently, destroy all others when no longer needed.

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**LOCAL AGENCY RECORDS
 RETENTION SCHEDULE**

PUBLIC SCHOOL DISTRICT
 Attendance

**Record Group
 Number**

Series	Records Title and Description	Function and Use
L6467	Educational Enhancement Opportunity Request (Student)	This record series is used to document a request by the student for excused absences up to 10 school days to pursue and educational enhancement opportunity. This may include, but not limited to, participation in an educational foreign exchange program or an intensive instructional, experimental or performance program in one of the core curriculum subjects of English, science, mathematics, social studies, foreign language and the arts. The Principal must sign off.
	Access Restrictions	20 USC Section 1232g et seq
	Contents	This record series may contain name of student, date, name of school, homeroom teacher, date of birth, age, grade level, home phone, residence address, city, state, zip, dates of the absences and description of the educational opportunity. Also contains the signature of student, date, signature of parent/guardian, signature of Principal and date.
	Retention and Disposition	Retain 1 year, then destroy.
L6468	Verification of College (Higher Education) Visit by Student	This record series is used to document that a student has visited a college, university or other higher education institution. This is a verification from the institution to the school district that a student did visit. A student may have an excused absence for the visit.
	Access Restrictions	None
	Contents	This record series may contain the name of the student, name of institution, date, time and nature of the visit. It is signed by an official of the institution.
	Retention and Disposition	Retain 1 year, then destroy.

Public Records Division

Kentucky Department for Libraries and Archives

LOCAL AGENCY RECORDS
RETENTION SCHEDULEPUBLIC SCHOOL DISTRICT
Curriculum and AssessmentRecord Group
Number

Series	Records Title and Description	Function and Use
L6457	EXPLORE School and District Reports	This record series is used to document the results of the Educational Planning and Assessment System (EPAS) tests completed by students in each school district. Under KRS158.6451 and 158.6453 eighth grade students in Kentucky must take a high school readiness examination to assess English, reading, mathematics, and science. This test is a form of the ACT test. After the testing ACT Inc. will compile these reports for the school and district. Each student will receive their test scores and those scores are kept with the students transcript. These reports may be statistical data, summaries of comparisons of local and state norms, schools and district norms, individual student results and lists of students. These are also received by the state Department of Education.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain the Student List Report, Profile Summary Report - School (includes presentation packet, college readiness standards report and early intervention rosters), Item-Response Summary Report, Data File by School, Interpretive Guide for Student and School Reports, District Profile Summary Report (includes Presentation Packet and College Readiness Standards Report), Item Response Summary Report-District, and Data File by District (includes local, district and state norms).
	Retention and Disposition	Retain 4 years, then destroy.
L6458	PLAN School and District Reports	This record series is used to document the results of the Educational Planning and Assessment System (EPAS) tests completed by students in each school district. Under KRS158.6451 and 158.6453 tenth grade students in Kentucky must take a college readiness examination to assess English, reading, mathematics, and science. This test is a form of the ACT test. This is to help those who are college-bound as well as those who are likely to enter the workforce directly after high school. This testing is a predictor of success on the ACT test. After the testing ACT Inc. will compile these reports for the school and district. Each student will receive their test scores and those scores are kept with the students transcript. These reports may be statistical data, summaries of comparisons of local and state norms, schools and district norms, individual student results and lists of students. These are also received by the state Department of Education.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain the Student List Report, Profile Summary Report - School (includes presentation packet, college readiness standards report and early intervention rosters), Item-Response Summary Report, Data File by School, Interpretive Guide for Student and School Reports, District Profile Summary Report (includes Presentation Packet and College Readiness Standards Report), Item Response Summary Report-District, and Data File by District (includes local, district and state norms).
	Retention and Disposition	Retain 4 years, then destroy.
L6459	ACT School and District Reports	This record series is used to document the results of those seniors who take the ACT test. This is a comprehensive system for collecting and reporting information about students planning to enter postsecondary education. It consists of four major components: 1) Tests of Educational Development-multiple choice in four skill areas of English, math, reading and science. 2) Course/Grad Information Section-This component provides 30 self-reported high school grades in English, math, natural sciences, social studies, language, and the arts. 3) Student Profile Section-Contains information reported by students about educational plans, interests, and needs. 4) The ACT Interest Inventory-a survey that reports scores that parallel six interest and occupational types. This helps students identify majors consistent with their interests.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain the Student List Report, Profile Summary Report - School (includes presentation packet, college readiness standards report and early intervention rosters), Item-Response Summary Report, Data File by School, Interpretive Guide for Student and School Reports, District Profile Summary Report (includes Presentation Packet and College Readiness Standards Report), Item Response Summary Report-District, and Data File by District (includes local, district and state norms).
	Retention and Disposition	Retain 4 years, then destroy.

LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT
Curriculum and Assessment

Record Group
Number

Series	Records Title and Description	Function and Use
L6460	K-2 Assessment	This record series is used to document the readiness of primary students to enter school. Beginning with the 2010-2011 school year, each school that enrolls primary students shall use diagnostic assessments and prompts that measure readiness in reading and mathematics for its primary students as determined by the school to be developmentally appropriate. The schools may use commercial products, use products and procedures developed by the district, or develop their own diagnostic procedures. The results shall be used to inform the teachers and parents or guardians of each student's skill level. The assessment results are then used to determine individualized, instructional needs of the students and used to plan instruction.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may include the student name, directory information, assessment data, including observation, interview, evaluations of children's work, and direct testing (often summative in nature).
	Retention and Disposition	Retain 5 years, then destroy.
L6461	K-Prep Assessment	This record series is used to document assessments based on testing completed for mathematics, reading, social studies, writing, an editing and mechanics test relating to writing and a high school readiness examination to assess English, reading mathematics and science in grade eight. Senate Bill 1 (SB 1), enacted in the 2009 Kentucky General Assembly, requires a new public school assessment program beginning in the 2011-12 school year. These assessments are collectively named the Kentucky Performance Rating for Educational Progress (K-PREP) tests. This is a new assessment for grades 3-8 and is a blended model built with norm-referenced test (NRT) and criterion-referenced test (CRT) items which consist of multiple-choice (mc), extended-response (er) and short answer (sa) items. The NRT is a purchased test with national norms and the CRT portion is customized for Kentucky.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain students name, directory information, test scores, assessment, and other related information.
	Retention and Disposition	Retain 5 years, then destroy.
L6462	End of Course Assessments(EOC)	This record series is used to document an end-of-course (EOC) assessment program at the high school level. The state-required End-of-Course (EOC) assessments are: English II, Algebra II, Biology and U.S. History and are graduation requirements. The EOC exam is an assessment given at the end of the course. Student scores from EOC assessments contribute to school and district accountability. Kentucky has completed the state-required procurement process and ACT, Inc. has been awarded the contract to provide EOC assessments for the 2011-12 school year. Assessments for English II, Algebra II, Biology and US History have been purchased as part of ACT's QualityCore® program. The program is syllabus-driven and will include curriculum and instruction support materials. QualityCore® has been developed based on research in high-performing classrooms that focus on the essential standards for college and career readiness. The EOC assessments will be administered throughout the year as students earn credit in each course.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may include the student's name, directory information, assessments, test scores and whether pass or fail.
	Retention and Disposition	Retain 5 years, then destroy.

**LOCAL AGENCY RECORDS
RETENTION SCHEDULE**

PUBLIC SCHOOL DISTRICT
Facilities
Security

**Record Group
Number**

Series	Records Title and Description	Function and Use
L6463	Facilities Surveillance Video Recordings	This record series is used to document the activities in public areas and student areas of school district, including schools and other facilities. The cameras usually run 24 hours a day and record all activities in specific areas. Used to record everyday activity by students and school personnel in schools and other facilities. Used to document activities where there may be destruction of property, breaking and entering, or other unlawful acts. These may be used to document athletic and other extra-curricular activities. Recording technology dictates that these are kept short term
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain video recording of a areas in all school district facilities.
	Retention and Disposition	Retain 10 days, then destroy. If there is an incident being investigated, retain until investigation and legal activity is complete, then destroy.

**LOCAL AGENCY RECORDS
RETENTION SCHEDULE**

PUBLIC SCHOOL DISTRICT
Payroll

**Record Group
Number**

Series	Records Title and Description	Function and Use
L6466	Substitute Teacher Sign-in/Sign-out Document	This record series is used to document the start of the payroll process for those teachers who are going to substitute for regular teachers. Also used to verify when they enter and leave the school premises.
	Access Restrictions	None
	Contents	This record series may contain the name of the substitute teacher, date, time entering the building, time leaving the building and other directory information.
	Retention and Disposition	Retain 3 years, then destroy after audit.

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**LOCAL AGENCY RECORDS
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PUBLIC SCHOOL DISTRICT
 Personnel

**Record Group
 Number**

Series	Records Title and Description	Function and Use
L6439	Student Employment Record File	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.
	Access Restrictions	KRS 61.878 (1)(a)
	Contents	This record series may contain the applications, evaluations, work assignments, and termination documents completed by student employees and their supervisors.
	Retention and Disposition	Retain 5 years, then destroy.
L6440	Emergency Information for Employees (V)	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.
	Access Restrictions	None
	Contents	This record series may contain the name of student, 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.
	Retention and Disposition	Retain 1 year, then destroy.
L6454	Complaints Against Staff - Unsubstantiated	This record is used to document unsubstantiated complaints against staff members. These may be complaints from the public, students or school staff. These records may initiate an investigation and is also used to inform the involved staff member. After a preliminary investigation and the complaint has been deemed unfounded no further actions are taken. This record series may be kept with the employee's personnel file. There are policies and procedures for all school districts that address discipline of classified employees, certified employees and school officers. Due process is followed.
	Access Restrictions	KRS 61.878 (1)(a), 20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may include the name of complainant, name of accused, memoranda, letters, and notes from individual school staff, the nature of the complaint, date and witnesses to the incident.
	Retention and Disposition	Retain 2 years, then destroy.
L6471	Employment Verification Form	This record series is used to document that an employee is working in a particular school district. This form is completed when a request is received for employment verification. It is completed and sent to whatever agency that is requesting the verification. These may be agencies such as banks, government assistance programs, and other agencies where verification is needed.
	Access Restrictions	None
	Contents	This record series may contain the name of employee, date, work title, date employed, positions held and other information.
	Retention and Disposition	Retain 1 year, then destroy.

LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT
Personnel

Record Group
Number

Series	Records Title and Description	Function and Use
L6472	Criminal Background Checks	This record series is used to document information about any possible criminal history of new hires, persons changing jobs within the district and volunteers. This information is requested by the school district and is done to comply with school district policy. The request is made to and provided by the Kentucky State Police through the Criminal Justice Information Services Division of the FBI.
	Access Restrictions	KRS 61.878 1(a)
	Contents	This record series may contain the fingerprints, employer, signature of prospective employee or volunteer, sex, race, date of birth, social security number, address, previous addresses, a witness signature, and a waiver that releases the Kentucky State Police from liability.
	Retention and Disposition	Retain 1 year, then destroy.
L6473	Employment Eligibility Verification Form (I-9 Form)	This record series is used to verify that all newly-hired employees present "facially valid" documentation verifying the employee's identity and legal authorization to accept employment in the United States. This is provided by the federal government for that purpose according to The Immigration Reform and Control Act of 1986 (IRCA). This must be completed at the time of hire. Employees must complete one section of the form at the beginning of employment. The employer must complete another section within three days of starting work. The employer is responsible for ensuring that the forms are completed properly, and in a timely manner. The I-9 is not required for unpaid volunteers or for contractors. This may be completed and stored electronically and separately from the official personnel file.
	Access Restrictions	KRS 61.878 1(a)
	Contents	This record series may contain instructions, anti-discrimination notice, employee information and verification, name, address and employee's signature, preparer, employer review and verification, certification by employer, updating a reverification with employer signature and date.
	Retention and Disposition	Destroy 3 years after termination or resignation.

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PUBLIC SCHOOL DISTRICT
Professional Staff Development

**Record Group
Number**

Series	Records Title and Description	Function and Use
L6451	Classified Personnel In-Service Training File	This record series documents the required training taken by classified staff. Certain classified personnel must complete training on an annual basis. This could include food services, financial staff, personnel, payroll and other staff.
	Access Restrictions	None
	Contents	This record series may contain, name of employee, position, dates of training, type of training, credits for training, travel expenses and other related information.
	Retention and Disposition	Retain 3 years, then destroy.

**LOCAL AGENCY RECORDS
RETENTION SCHEDULE**

PUBLIC SCHOOL DISTRICT
Special Education

**Record Group
Number**

Series	Records Title and Description	Function and Use
L6470	Child Count Report	This record series is used to document the number of special education students in a particular district. All districts in Kentucky issue this report. The report documents not only the number of students but their disability. This is done according to federal and state guidelines to ensure that all students who qualify under the Individuals with Disabilities Education Act (IDEA) are counted. This helps in determining funding and that districts adhere to the guidelines.
	Access Restrictions	None
	Contents	This record series may contain the name of the district, number of special ed students, disability of student, date and other.
	Retention and Disposition	Retain 3 years, then destroy.

**LOCAL AGENCY RECORDS
RETENTION SCHEDULE**

Public School District
Student Records

**Record Group
Number**

Series	Records Title and Description	Function and Use
L6469	Student Report Card	This record series is used to document the student's grades and comments by the teacher. Report cards are issued to the students at times throughout the school year. These are report cards that were not given to students for various reasons. They also may be duplicates. The transcripts of the student which has all the grades for each year is kept permanently. These are no longer needed and if the student does not get their report cards the schools have no reason to keep them.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain the name of student, teachers and principal and the date. Contains the grades and comments along with the signature of the parent or guardian.
	Retention and Disposition	Retain 2 years, then destroy.

**LOCAL AGENCY RECORDS
RETENTION SCHEDULE**

PUBLIC SCHOOL DISTRICT
Transportation

**Record Group
Number**

Series	Records Title and Description	Function and Use
L6456	School Bus Surveillance Video Recordings	This record series is used to document the student activity on school buses. These recordings are made while transporting students to and from school or other school activities. Recording technology is such that there is a short window whereby these videos may be viewed. This time period is usually between 7 and 10 days. Because this is a video of students it is considered an educational record under FERPA.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain videos of students and driver while being transported by school bus.
	Retention and Disposition	Retain ten days, then destroy. If there is an incident that is being investigated, retain until investigation and legal activity is complete, then destroy.