

**LOCAL AGENCY RECORDS
 RETENTION SCHEDULE**

PUBLIC SCHOOL DISTRICT
 Administration

**Record Group
 Number**

Series	Records Title and Description	Function and Use
L1945	Register of Individuals Reviewing Student Records	This record series is used to document a register, in chronological order, of authorized releases of information from the student educational records. In most cases there must be a consent by the parent/guardian or student (18 yrs. Of age) for individuals, agencies, colleges, universities and other school districts.
	Access Restrictions	20 USC Section 1232g et.seq. & KRS 160.700
	Contents	This record series may contain the student's name, person or agency making request, request form, type of information requested and date.
	Retention and Disposition	Retain 4 years, then destroy.
L5328	Authorizations for Release of Students Educational Records	This record series is used to document the record of each access to and each disclosure of personally identifiable information and student data from the education records of each student, as well as the names of state and local educational authorities and federal officials and agencies that may make further disclosures from the student's education records without consent. The consent is given by the student (age 18), parent or guardian. These authorizations are given for all requests made by outside agencies and persons. This includes the release of information when a student applies for a permit to drive. Students must be in good academic standing to apply for a permit and drivers license according to KRS.470 (2). By federal law certain agencies are privy to this information without consent.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain the name of student, guardian, parent, address, phone #, date of release, the request, date of request and information released. Also, the legitimate interests the parties have in requesting or obtaining the information.
	Retention and Disposition	Destroy 4 years after initial authorization and release or when the requested record is destroyed, which ever comes first.

**LOCAL AGENCY RECORDS
RETENTION SCHEDULE**

PUBLIC SCHOOL DISTRICT
Attendance

**Record Group
Number**

Series	Records Title and Description	Function and Use
L2330	Student Enrollment Information File Change Date: 6/14/2012	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. The information is entered into the student data base and is used to track the student while in the district. Also, when students transfer in from other districts certain information concerning the students history in that district is also kept in this file. This information can change from time to time due to the change in address and other directory information. The information is not static and is subject to change often. Much of this information may be found in the cumulative folder.
	Access Restrictions	20 USC Section, 1232g et seq. & KRS 160.700 et.seq
	Contents	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, transportation, non-assault disclosures and non-expulsion/adjudicated form.
	Retention and Disposition	Destroy when new data entered. Maintain final entry 4 years after student leaves the District.

**LOCAL AGENCY RECORDS
RETENTION SCHEDULE**

PUBLIC SCHOOL DISTRICT
Curriculum and Assessment

**Record Group
Number**

Series	Records Title and Description	Function and Use
L2368	Standardized Tests and Results (Aptitude, Achievement, Academic, State and Federal)	This record series is used to document testing, the score, percentile achieved and comparisons. This series may be used in the evaluation process of student academic work and may come in the form of standardized tests approved by federal and state agencies. May be used for placement in classes and in making student schedules, etc.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may include the test name, student name, school year, grade, sex, test scores, comparisons, statistics, test questions, and purpose of the test.
	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
L5243	CATS Kentucky Performance Report Closed Date: Change Date: 12/9/2010	*
	Access Restrictions	None
	Contents	This record series contains accountability data, accountability trends, academic trend data including reading, math, science, social studies, writing, arts & humanities and practical living/vocational studies results. Each school in the district is represented.
	Retention and Disposition	Retain 5 years, then destroy.

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

Schedule Date: July 02, 2012

**LOCAL AGENCY RECORDS
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PUBLIC SCHOOL DISTRICT
Grants Administration

**Record Group
Number**

Series	Records Title and Description	Function and Use
L5302	Grants Administration File (V)	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.
	Access Restrictions	None
	Contents	This record series may contain the application, income level survey forms, working papers, engineering drawings, reports, correspondence, reference material, financial and statistical data.
	Retention and Disposition	Destroy 3 after all grant requirements completed and final audit.

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LOCAL AGENCY RECORDS
RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICT
Payroll

Record Group
Number

Series	Records Title and Description	Function and Use
L5257	Payroll Register - Year End Change Date: 6/14/2012 (V)	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 each employee. . This record series documents the earnings of individual employees for the duration of their employment.
	Access Restrictions	61.878(1)(a)
	Contents	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.
	Retention and Disposition	Retain 60 years, then destroy

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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
L2639	Complaints Against Staff - Substantiated Change Date: 3/15/2012 (V)	This record is used to document substantiated complaints against staff members. These may be complaints from the public, students or school staff. These records initiate an investigation and is also used to inform the involved staff member and other agencies, if necessary, of possible actions to be taken and to document the investigation. This record series is kept with the investigative record as part of the 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 Letter of Charge, name of complainant, name of accused, memoranda, letters, and notes from individual school staff, the nature of the complaint, witnesses to the incident, date and other reference materials..
	Retention and Disposition	Retain 5 years after termination of employment, then destroy.
L5343	Personnel File Change Date: 6/14/2012 (V)	This record series is used to document an individual's employment with the school district including both classified and certified employees. 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.
	Access Restrictions	KRS 61.878 (1)(a)
	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.
	Retention and Disposition	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) Positions held.
		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) Job descriptions 8) W-4 9) Copies of contracts 10) Leave records 11) Experience verification forms 12) Copies of driver's license and birth certificates 13) Resumes 14) Disciplinary Actions 15) General correspondence/memos 16) Commendation
		Deceased Persons File - Destroy 5 years after death.

**LOCAL AGENCY RECORDS
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**PUBLIC SCHOOL DISTRICT
 Student Records**

**Record Group
 Number**

Series	Records Title and Description	Function and Use
L2372	Student Cumulative Health Record	<p>This record is used to document that the student has met state mandated health requirements to attend school and verifies immunizations and health history. 704 KAR 4:020 Section 3 states that a school shall initiate a cumulative health record for each pupil entering school and it will include screening tests related to growth and development, vision, hearing, dental and scoliosis, and finding and recommendations of a physician and a dentist. If attended by a school nurse those records will be documented in this record series. It is used to qualify students to attend public school and documents the process of protecting the health of the general school population. In addition, this record series is used to document all medical services that may be provided by the school district to students as patients in the general population and those that qualify for the Teenage Parent Program.</p> <p>Access Restrictions 20 USC Section 1232g et seq. & KRS 160.700 et seq.</p> <p>Contents This record series may include the medical examination form signed by physician, immunization history, request, screenings for dental, vision, hearing and scoliosis, consent for immunization, pupil health appraisal. Religious/Medical Exemption Form may replace the medical, immunization, and dental form.</p> <p>Retention and Disposition Retain 6 years after the student leaves the school district, then destroy.</p>
L3160	Teenage Parent Program (TAPP) Medical Records	<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>Access Restrictions 20 USC Section 1232g et seq. & KRS 160.700 et seq.</p> <p>Contents This record series may contain the medication sheets, history forms, physical examinations, flow sheets, laboratory data, progress notes, consent forms, education and counseling record, logs, patient encounter forms, protocols and evaluations.</p> <p>Retention and Disposition Retain 6 years after the student leaves the school district, then destroy.</p>