Public School District

Records Retention Schedule

Prepared by the Local Records Branch
Archives and Records Management Division
Approved by the State Libraries, 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 Archives and Records Management 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 Libraries, 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.

Archives and Records Management Division staff provides records management training for public school districts. The training has been approved for EILA credit by the Kentucky Department of Education. This training can be done at the school district offices. For training please contact us at 502.564.1745 or nicole.bryan@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). 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.

RECORDS RETENTION SCHEDULE

Signature Page

Public School Districts	June 11, 2015
Agency	Schedule Date
	June 13, 2019
Unit	Change Date
	June 13, 2019
	Date Approved By Commission

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APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

Agency Head	Date of Approval
Agency Records Officer	Date of Approval
State Archivist and Records Administrator Director, Archives and Records Management Division	6/14/19 Date of Approval
Chairman, State Libraries, Archives, and Records Commission	JUN 13 2019 Date of Approval

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The undersigned Archives and Records Management Division staff have examined the record items and recommend the disposition as shown:

Records Analyst/Regional Administrator	6/13/2019 Date of Approval
Appraisal Archivist	6/13/19 Date of Approval
State/Local Records Branch Manager	6/13/2019 Date of Approval

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The determination as set forth meets with my approval.

Auditor of Public Accounts	6/13/19 Date of Approval

LOCAL AGENCY RECORDS RETENTION SCHEDULE

PUBLIC SCHOOL DISTRICTS
Administration

Record Group Number

Series	Records Title and Description	Function and Use
L1945	**Register of Individuals Reviewing Student Records**	This record series documents a register, in chronological order, of authorized releases of information from the student educational records. Generally, 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: Student's name, person or agency making request, request form, type of information requested and date.
	Retention and Disposition	Retain for four (4) years, then destroy.
L1966	**Demographics Summary Report**	This record series documents the zones within the district from which enrolled students are picked up by the buses.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: District name, date, school name, zone location point, grade of student and number of students in each grade and total in the district.
	Retention and Disposition	Retain for one (1) year, then destroy.
L1971	**Health Coordinators Annual Activity Report**	This record series documents the reporting of data in areas of health services. This is statistical information needed for compliance with the State Department of Education administrative regulations and enables the district to plan for the program's coming year, particularly if there is a new mandate to be met.
	Access Restrictions	None
	Contents	This record series may contain: Name of district, district number, year ending, areas of health services, school employees medical exams.
	Retention and Disposition	Retain for one (1) year, then destroy.
L1977	**School Calendars**	This record series documents attendance checks by the teacher. One calendar for each month is used by the teacher.
	Access Restrictions	None
	Contents	This record series may contain: Name of the 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.
	Retention and Disposition	Retain for one (1) year, then destroy.

Series	Records Title and Description	Function and Use
L1978	**Official School Calendar**	This record series documents the Official School Calendar for the upcoming school year. The local board of education, upon recommendation of the local school district superintendent, shall adopt a school calendar for the upcoming school year that establishes the opening and closing dates of the school term, beginning and ending dates of each school month, instructional days, and days on which schools shall be dismissed. The local board may schedule days for breaks in the school calendar that shall not be counted as a part of the minimum school term.
	Access Restrictions	None
	Contents	This record series may contain: Name of the school district, local board adoption date, chairman and supt. Signature, yearly calendar, length of school days for students in this district, approval of Department of Education, days taught, holidays, opening and closing of schools, local in-service days/professional development days, number of days to be built in (makeup days), total, plans in event emergency closes school greater than the average number of days missed over the past five years.
	Retention and Disposition	Retain for five (5) years, then destroy.
L2014	**Audio/Video Recordings of Official Meetings (V)**	This record series documents all actions during school board meetings. These minutes are not signed by the superintendent, or chairman. This record may also contain supporting documents. The written record along with audio recordings, are used to produce the official minutes. The video recordings may be broadcast as a public service.
	Access Restrictions	None
	Contents	This record series may contain: Date of meeting, those in attendance, and the proceedings.
	Retention and Disposition	Destroy or re-use thirty (30) days after minutes have been transcribed and approved, unless challenged. Note: If minutes are challenged, recordings should be retained until resolution.
L2015	**Official Minutes of the Board of Education (V)**	This record series documents the proceedings of the local board of education. 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. The types of issues may be 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. The minutes may be transcribed using written notes, video/audio recordings and agenda items.
	Access Restrictions	None
	Contents	This record series may contain: Meeting date, time, place; members present and absent; record of proceedings, orders, superintendent report and approvals.
	Retention and Disposition	Retain Permanently
L2016	**Index to Official Minutes of Board of Education (V)**	This record series documents the index for the official board minutes. This may be in paper or electronic format and may be by subject, date and name.
	Access Restrictions	None
	Contents	This record series may contain: Subject cross reference, order number, book number, page number and date of meeting.
	Retention and Disposition	Retain Permanently

Series	Records Title and Description	Function and Use
L2017	**Board Record Book/File (V)**	This record series documents all the information compiled for all the reports that are 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain Permanently
L2018	**District Policies and Procedures (V)**	This record series documents new, revised and deleted school policies used in the administration of the school. One copy of each revision needs to be kept permanently. The Kentucky School Board Association issues policies that may be adopted by the local board of education. Most school districts subscribe to these and access them online.
	Access Restrictions	None
	Contents	This record series may contain: Policies and procedures to be used by the school.
	Retention and Disposition	Retain Permanently
L2019	**Superintendent's Calendar**	This record series documents the daily activities of the school district superintendent. Items include, places visited, individuals met with and issues or topics discussed, etc. It is the superintendent's daily schedule.
	Access Restrictions	None
	Contents	This record series may contain: Date, appointments, telephone calls, notes, schedule and related information.
	Retention and Disposition	Retain for two (2) years, then destroy.
L2021	**Superintendent's Subject File (V)**	This record series documents the superintendent's many duties and is used 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.
	Access Restrictions	None
	Contents	This record series may 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, superintendent's evaluation, drug abuse, education, grades, goals and priorities of district, scholarship, home school, etc.
	Retention and Disposition	Retain Permanently
L2026	**Student Handbook/Code of Conduct**	This record series documents the students rights, the rights of parents, and the rights of teachers. It is updated annually and includes the code of conduct and policies of the school district. Kentucky's revised statutes and federal law form the basis for information provided in this handbook. Parents/guardians are asked to review the handbook with their child to ensure that all parties concerned have a complete understanding of the laws, regulations and policies relating to student conduct. Students should refer to the student handbook throughout the school year to fully understand their rights and responsibilities.
	Access Restrictions	None
	Contents	This record series may contain: 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, dress code and other information the student must know.
	Retention and Disposition	Retain one (1) copy permanently.

Series	Records Title and Description	Function and Use
L2027	**School District/Individual School Newsletter**	This record series documents school/district newsletters. This provides general and specific information for parents, teachers and the general public of the programs and activities of the school district and each school. It may be prepared several times yearly. This is usually made available on districts and/or school websites.
	Access Restrictions	None
	Contents	This record series may contain: News, essays, stories, recognitions, building programs, bus information, and activities of the school district, schools and departments.
	Retention and Disposition	Retain one (1) copy permanently.
L2030	**Service Agreements (V)**	This record series documents service agreements. Agreements are made to provide services or products for a particular time.This includes serive agreements for equipment.
	Access Restrictions	None
	Contents	This record series may contain: Specifics of services or products provided. The date, parties, time of service, signatures of both parties, and address of vendor.
	Retention and Disposition	Destroy three (3) years after expiration and audit.
L2031	**Annual Audit Report**	This record series documents the annual audit report of the financial and educational accounts of the school district. This audit is to be conducted annually according to the State Committee for School Audits and may also be completed according to other statutory authority. According to Kentucky revised statute a copy of the audit is to be kept in the superintendent's office and must be open for public inspection.
	Access Restrictions	None
	Contents	This record series may contain: Financial statements of receipts and disbursements of all accounts, comparison statements, analysis and report of findings.
	Retention and Disposition	Retain Permanently
L2034	**Fire Drill, Emergency and Disaster Report**	This record series documents that appropriate fire drills, mandated monthly by the State Fire Marshall, have been completed along with all necessary documentation. It verifies that a fire drill has taken place at each school. This report is also used to report emergency and disaster preparedness.
	Access Restrictions	None
	Contents	This record series may contain: Name of the school, month, date, time of clearance, and comments.
	Retention and Disposition	Retain for two (2) years, then destroy.
L2308	**Superintendent's Annual Attendance Report (SAAR) (V)**	This record series documents attendance and is submitted to the State Department of Education (KDE). It is compiled by the appropriate central office staff and is used by KDE in allocating funds (based on attendance) to school districts. This record is used by the school district in planning for future physical growth, as well as determining the new students entering the local program. It also could be used in research.
	Access Restrictions	None
	Contents	This record series may contain: 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 and high school graduates by age.
	Retention and Disposition	Retain Permanently

Series	Records Title and Description	Function and Use
L2395	**Guidance Services Annual Plan**	This record series documents the preparation and planning for the upcoming school year. It is required by the State Department of Education to show that next years counseling services have been planned.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years, then destroy.
L2396	**Guidance Program Annual Evaluation**	This record series documents the evaluation of effectiveness of the guidance program in a school. A positive report is required for state funding for the next year's counseling services program.
	Access Restrictions	None
	Contents	This record series may contain: School identification (name, phone, address, school organization or type-elementary, or middle high school, 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.
	Retention and Disposition	Retain for three (3) years, then destroy.
L2408	**Field Trip Request File**	This record series documents the initial process whereby a field trip is requested. 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for five (5) years, then destroy.
L2427	**Petition for Approval of School for Attendance by Non-immigrant Students (V)**	This record series documents the petition from the school district to the Immigration and Naturalization Service (INS) 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.
	Access Restrictions	None
	Contents	This record series may contain: School name and 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.
	Retention and Disposition	Retain Permanently

Series	Records Title and Description	Function and Use
L2428	**Immigration and Naturalization Service Designated School Officials**	This record series documents the notification to the Immigration and Naturalization Service (INS) 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 8 CFR 214.3(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 (INS) Office having jurisdiction over the school.
	Access Restrictions	None
	Contents	This record series may contain: A list of designated school officials (up to five): name and title. Signature of principal. School name and address.
	Retention and Disposition	Destroy when superseded.
L2433	**Annual Teacher Request for Office and Instructional Supplies (Principal's Copy)**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: Items, cost, and name of teacher.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2437	**Southern Association Evaluation File**	This record series documents all evaluations performed by the Southern Association of Colleges and Schools (SACS).This includes the final report, evaluations of departments, criteria, and self evaluations. The findings are given to SACS viisiting committee. Criteria is used by the visiting committee of SACS 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. SACS has a 10-year accreditation cycle with a 5-year visitation cycle.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain Permanently
L2445	**Accident Report File**	This record series documents accidents occurring on school grounds involving students, faculty and visitors.
	Access Restrictions	None
	Contents	This record series may contain: Name of injured, address, phone number, date of injury, description of accident and medical attention rendered.
	Retention and Disposition	Retain for five (5) years, then destroy.
L2447	**Fire Alarm Inspection, Testing and Fire Hazard Report**	This record series documents that fire alarm systems have been inspected. All aspects of the system are to be checked on an annual basis by a local board of eduction approved firm.
	Access Restrictions	None
	Contents	This record series may contain: School address, system location, date of inspection, number of devices, number tested, status of each item, customer signature, inspector signature.
	Retention and Disposition	Retain for one (1) year, then destroy.

Series	Records Title and Description	Function and Use
L2450	**Kentucky Educational Television School Utilization Survey**	This record series documents the number of teachers and students taking advantage of the Kentucky Educational Television Network's (KET) programming.
	Access Restrictions	None
	Contents	This record series may contain: Name of the 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 and signature and title of person completing the form.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2467	**Telephone Log**	This record series documents telephone calls made by an office or an individual. It may include long distance calls, local calls, or both.
	Access Restrictions	None
	Contents	This record series may contain: Date, person calling, telephone number, person called.
	Retention and Disposition	Destroy when no longer useful.
L2468	**Press Releases**	This record series documents official information released to the general public by the school administration. This may be from different officials and persons employed by the district.
	Access Restrictions	None
	Contents	This record series may contain: Narrative of time, place, event, activity and item being publicized.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2847	**Record Book of Common School Commissioner**	This record series documents the chief school district administrator's office, (the Common School Commissioner or the successor County School Superintendent). 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.
	Access Restrictions	None
	Contents	This record series may contain: 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 & paid from common school fund/record of general receipts & 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.
	Retention and Disposition	Retain Permanently.

Series	Records Title and Description	Function and Use
L3158	**Parent's/Guardian's Request for Student's Early Dismissal from School**	This record 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. This record may be part of the Student Cumulative Folder, but generally is maintained separate.
	Access Restrictions	None
	Contents	This record series 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.
	Retention and Disposition	Retain for two (2) years, then destroy.
L4432	**Library Media Report**	This record series documents 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. This is submitted to the State Department of Education annually. The area of Library Media emphasizes teaching students to become information literate and lifelong learners; working in collaborative partnerships to meet individual needs; and providing access to information resources and technology.
	Access Restrictions	None
	Contents	This record series may contain: 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 special education, years of experience, total years in education, school technology coordinator, 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, electronic books available and inventory of electronic media and audio/visual.
	Retention and Disposition	Retain Permanently.
L4464	**Special Studies and Surveys**	This record series documents studies and/or surveys to evaluate a school's degree of compliance with its, the Local Board's, and the State Department of Education's goals. They sometimes are used to gain accreditation. They are used as strategic planning records for the improvement of the school.
	Access Restrictions	None
	Contents	This record series may contain: Statistics, data and information needed for goal setting and possibly accreditation.
	Retention and Disposition	Retain Permanently.
L4465	**Faculty Meetings Minutes**	This record series documents 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 local board of education and reports from the district superintendent. This series is optional and 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.
	Access Restrictions	None
	Contents	This record series may contain: Meeting date, time, place, members present or absent; and the record of proceedings, announcements, reports, assignments, and discussions.
	Retention and Disposition	Retain for two (2) years, then destroy.

Series	Records Title and Description	Function and Use
L4481	**Vandalism and Break-in Reports**	This record series documents any act of vandalism and is sent to the superintendent's office. This may result in law enforcement being involved. An incident report may accompany this. May be used in identifying parties involved and for insurance purposes.
	Access Restrictions	If a juvenile, 20 USC Section 1232g
	Contents	This record series may contain: Incident/offense number, case number, title of investigation, law 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.
	Retention and Disposition	Retain for three (3) years, then destroy.
L4492	**School Sign-In and Sign-out Log**	This record series documents those visitors, teachers and parents who are in the building at any given time for safety, emergencies, insurance, and to screen out admission of controversial people, dress, propaganda, or paraphernalia. They are required in most schools to sign in at the principal's office. This is used to track those teachers that leave and come back at any given time.
	Access Restrictions	None
	Contents	This record series may contain: Name of the visitor, parent or teacher, 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.
	Retention and Disposition	Retain for one (1) year, then destroy.
L5125	**Volunteer Background Check**	This record series documents the criminal background check that is required per 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 may not be utilized as volunteers. All information received will be held confidential.
	Access Restrictions	KRS 61.878 (1)(a)
	Contents	This record series may contain: School volunteer records check form: social security number, volunteer's name, date of birth, maiden and/or alias name(s), address, telephone number, child's name, school/program where volunteering. This includes a response from the appropriate agency, i.e. Ky. State Police.
	Retention and Disposition	Retain for five (5) years, then destroy.
L5126	**Minority Education Recruitment and Retention Reports**	This record series documents a local school districts' efforts at minority recruitment and retention. Pursuant to 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.
	Access Restrictions	None
	Contents	This record series may contain: Locations where the positions were posted, including how it was advertised. A description of open positions both certified and classified. Those minorities that were notified, interviewed, those declining and hired.
	Retention and Disposition	Retain three (3) years, then destroy.

Series	Records Title and Description	Function and Use
L5127	**Local School District Technology Plans**	This record series documents the plan for technology use in the district, detailing current inventory and unmet technology needs for a school district. A technology plan is a plan prepared by a school or library to explain how telecommunications and information technology will be used to achieve educational goals, curriculum reforms, or library service improvements. In general, technology plans should not cover more than three years.
	Access Restrictions	None
	Contents	This record series may contain: Executive summary, planning process and methodology, current technology and resources, curriculum and instructional integration goals, curriculum and instructional integration goals/evaluation, student technology literacy goals, student technology literacy goals evaluation, staff training/professional development goals, staff training/professional development goals/ evaluation, technology goals, technology goals/evaluation, budget summary, and attachments.
	Retention and Disposition	Retain three (3) years. Destroy after audit.
L5250	**Comprehensive Improvement Plan - District and School (V)**	This record series documents the means of determining how schools and districts will plan to ensure that students reach proficiency and beyond by 2014. In 1997 the State Department of Education (KDE) introduced the "Consolidated Planning" process, a joint effort between the KDE 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 an updated Consolidated Plan and Funding Application annually by June 30. This is put on the school and district websites.
	Access Restrictions	None
	Contents	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.
	Retention and Disposition	Retain one (1) copy Permanently.
L5297	**Contracts and Agreements (V)**	This record series documents the terms by which items and/or services are purchased and the responsibilities of each party.
	Access Restrictions	None
	Contents	This record series may contain: Names of the parties involved, date issued, terms, expiration date, signatures and date signed.
	Retention and Disposition	Destroy fifteen (15) years after completion or termination and audit.
L5301	**Periodic Reports of Official Programs, Schools and Departments**	This record series documents 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.
	Access Restrictions	None
	Contents	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.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.

Series	Records Title and Description	Function and Use
L5303	**Official Correspondence**	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.
	Access Restrictions	None
	Contents	This record series may contain: Memos, letters, policy statements, surveys and other communication between the agency head and others.
	Retention and Disposition	Retain Permanently.
L5304	**Routine Correspondence**	This record series documents work related correspondence that 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. Examples of Routine Correspondence include assistance to clients, explanations of policy, requests for information, or business-related discussions within an agency. The series also includes messages (via email) that are related to agency business, and support its work, but are not central or essential to it. Examples of this include listserv messages relevant to agency business, correspondence related to relevant professional organizations, event and other announcements received by non-issuing agencies, copies of messages (Cc or Bcc), voice mail, or meeting notices (for the recipient).
	Access Restrictions	None
	Contents	This record series may contain: Incoming and outgoing correspondence of a non-policy nature without permanent value. This may take the form of email, voice mail and paper.
	Retention and Disposition	Retain for two (2) years, then destroy.
L5305	**Informational and Reference Material**	This record series documents reference and informational materials that 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Destroy when obsolete or no longer useful.
L5306	**Publications (Created by the School District or Schools)**	This record series documents publications created 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.
	Access Restrictions	None
	Contents	This record series may contain: All published material produced by a school district.
	Retention and Disposition	Retain one (1) copy Permanently.

Series	Records Title and Description	Function and Use
L5307	**Official Minutes of Subsidiary Boards, Commissions and Authorities (V)**	This record series documents the proceedings of agency committees, ad hoc committees, subcommittees and other meetings. These are standing committees and boards. Minutes are compiled as an accurate record of votes and actions at such meetings and 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.
	Access Restrictions	None
	Contents	This record series may contain: Date, time, place, attendance, approval of prior meeting's minutes, motions made, votes, actions taken.
	Retention and Disposition	Retain Permanently.
L5308	**Annual Reports of Official Programs, Schools and 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.
	Access Restrictions	None
	Contents	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.
	Retention and Disposition	Retain Permanently.
L5309	**Real Estate File (V)**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: Deeds, easements and right of ways along with any legal documentation.
	Retention and Disposition	Retain Permanently.
L5311	**Open Records Register (V)**	This record series documents requests for information desired by the public or press and available through the Open Records Law.
	Access Restrictions	None
	Contents	This record series may contain: Date of request, requesting party name, brief description of information wanted, disposition and disposition date.
	Retention and Disposition	Retain for five (5) years, then destroy.
L5312	**Open Records Request for Inspection/Disposition Record (V)**	This record 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.
	Access Restrictions	None
	Contents	This record series may contain: Date of request, requesting party name, information requested, copies needed or only viewing, disposition and supporting documentation for decision.
	Retention and Disposition	Retain for one (1) year, then destroy.

Series	Records Title and Description	Function and Use
L5313	**Insurance Policy File (V)**	This record 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 five (5) year period. This series may include all policies purchased by the school district.
	Access Restrictions	None
	Contents	This record series may contain: Policy, correspondence, supportive claim documents.
	Retention and Disposition	Destroy five (5) years after cancellation or expiration and audit.
L5314	**Citizen Complaints/Petitions**	This record 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for two (2) years, then destroy.
L5315	**Agendas/Schedules of Meetings**	This record series documents the time and place of meetings and the agendas for those meetings.
	Access Restrictions	None
	Contents	This record series may contain: Time, date, place of meeting and the subjects to be covered.
	Retention and Disposition	Retain for one (1) year, then destroy.
L5316	**Department for Libraries and Archives Records File**	This record series documents the official relationship with the Department for Libraries and Archives concerning records retention, records disposal, records transfers, records surveys and microfilm evaluation.
	Access Restrictions	None
	Contents	This record series may contain: Signed records destruction certificate, signed records transmittal form, completed records survey and microfilm quality evaluation.
	Retention and Disposition	Retain Permanently.
L5319	**Maps and Plats (V)**	This record series documents 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 copies are typically maintained in multiple offices within the district.
	Access Restrictions	None
	Contents	This record series may contain: Surveys, plats, and maps.
	Retention and Disposition	Retain Permanently.

Series	Records Title and Description	Function and Use
L5323	Duplicate "Copy of Record"	This record series documents records that are reproduced/copied for administrative convenience and access and can be distributed throughout the school district. These are excess copies that are not recognized as the record copy.
	Access Restrictions	None
	Contents	This record series may contain: Duplicate copies of records regardless of format (paper, microform or electronic).
	Retention and Disposition	Destroy when no longer useful.
L5328	Authorizations for Release of Students Educational Records	This record series documents 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 Chapter 159 and consent must be given for the release of information pursuant to KRS.186. 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: 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 four (4) years after initial authorization and release or when the requested record is destroyed, which ever comes first.
L5329	Patron Request to Review Student Records	This record series documents the request for student information. This may be done by an individual or an agency. Under the Family Educational Rights and Privacy Act (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.
	Access Restrictions	None
	Contents	This record series may contain: Name of student, type of information needed, name of parent or guardian, name of requester, address, phone # and time requested.
	Retention and Disposition	Retain for five (5) years, then destroy.
L5336	Annual Performance Report	This record series documents 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 a set goals and the accomplishments of each program and area. This may be an annual report to the State 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.
	Access Restrictions	None
	Contents	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.
	Retention and Disposition	Retain Permanently.

Series	Records Title and Description	Function and Use
L5342	**Volunteer Participation File**	This record series documents volunteer participation and is maintained by the district as a reference/list to keep track of volunteers for future utilization.
	Access Restrictions	None
	Contents	This record series may contain: Application, names of volunteers, addresses, directory information, program volunteering for, time and attendance records, registers, sign-in sheets and activity information.
	Retention and Disposition	Retain for five (5) years, then destroy.
L5344	**Principal's Teacher Evaluation File**	This record series documents teacher performance evaluations conducted by the principal. 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.
	Access Restrictions	None
	Contents	This record series may contain: Name of teacher, position, directory information, tenure, date of evaluation, comments and conclusions.
	Retention and Disposition	Retain for one (1) year, then destroy.
L5346	**Principal's Administrative File**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series 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.
	Retention and Disposition	Retain for one (1) year, then destroy.
L5356	**District Litigation File (Court Case File)**	This record series documents 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 local 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.
	Access Restrictions	None
	Contents	This record series may contain: Names of plaintiff, defendant, date, case information, motions, judgment, affidavits, transcripts, appeals, and supporting documentation.
	Retention and Disposition	Retain Permanently.
L5795	**Home School Participation Report**	This record series documents those extra- curricular activities in which districts are willing to allow home schools to participate. The decision to allow participation 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.
	Access Restrictions	20 USC Section 1232b et seq. & KRS 160.700 et. seq
	Contents	This record series may contain: Different programs given and the choice of the home school to participate or not and a return to district office.
	Retention and Disposition	Retain for five (5) years, then destroy.

Series	Records Title and Description	Function and Use
L5796	**Home School Application and Follow-Up**	This record series documents the requirement that the person in charge of a home school must report to the local superintendent: 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 information 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.
	Access Restrictions	20 USC Section 1232b et seq. & KRS 160.700 et. seq
	Contents	This record series may contain: Sstudent's name; home school name; student date of birth; age; grade; Parent name, contact information and signature.
	Retention and Disposition	Retain for five (5) years, then destroy.
L5869	**Parent/Teacher Conference File**	This record series documents 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years, then destroy.
L5875	**Nonbusiness Related Correspondence**	This record series documents the paper and email correspondence 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.
	Access Restrictions	None
	Contents	This record series may contain: 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. (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. (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.
	Retention and Disposition	Destroy all nonbusiness related records and delete all non business related email immediately.

Series	Records Title and Description	Function and Use
L6352	**Suspected Child Abuse and Neglect Recording Data Sheet (Optional)**	This record series documents the report of 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 must 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.
	Access Restrictions	KRS 620.050 (11) , KRS 61.878 (1)a
	Contents	This record series may contain: 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 #.
	Retention and Disposition	Retain for one (1) year, then destroy.
L6389	**Schools and Libraries Telecommunication Program File (E-Rate) Universal Service (FCC)**	This record series documents the process whereby school districts apply for telecommunication services, internet access, and internal connections. The Schools and Libraries Program of the Universal Service Fund (E-Rate) is intended to ensure that schools and libraries have access to affordable telecommunications and information services. 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Destroy ten (10) years after last date of service.
L6452	**Academic Deficient/Drop Out Report to Superintendent**	This record series documents 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 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: Name of student, social security #, attendance record, age, gender, academic record and name of person preparing the report.
	Retention and Disposition	Retain for two (2) years, then destroy.
L6453	**Superintendent Report to Department of Transportation**	This record series documents those students age 16 or 17 who drop out or are declared academically deficient. This is sent to the Transportation Cabinet 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 informs the student.
	Access Restrictions	20 USC Section 1232g et.seq. & KRS 160.700, KRS 61.878 (1)(a)
	Contents	This record series may contain: Social security number, student address, student telephone # and either drop out or academically deficient.
	Retention and Disposition	Retain for two (2) years, then destroy.

Series	Records Title and Description	Function and Use
L6455	**Report of Missing Child**	This record series documents 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 recovery 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 whether the child is missing, or not.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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 certificate is verified.
L6465	**School Board Meeting Agenda Packet**	This record series documents 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 one (1) packet Permanently.
L6636	**Internal Policies and Procedures (Manuals or Memorandums) (V)**	This record series documents policies and procedures regulating internal administrative functions of schools and offices in the district. It is updated to reflect changes in administrative regulations, policies, procedures, and state, federal or local mandates. This record series provides an official operating policy while active and documents the history of the local district, school and/or office.
	Access Restrictions	None
	Contents	This record series may contain: Policies and procedures concerning such matters as purchasing and procurement, internal policies, cost allocation, personnel, travel, workplace rules and other local operations.
	Retention and Disposition	Retain one (1) copy Permanently.
L6637	**Staff Agreement Forms (Sign off for policies and procedures)**	This record series documents staff agreements with rules and responsibilities adopted by schools and offices. Signing this form the employee agrees to comply with the rules. If the rules are violated, the employee agrees with the disciplinary and legal action that will be taken. The document can be used as an enforcement tool. These may be signed annually or when policy changes.
	Access Restrictions	None
	Contents	This record series may contain: Signature of the employee, date, full name, work location, job title, date of birth, home address, home telephone number, daytime phone number.
	Retention and Disposition	Destroy when superseded or one (1) year after termination of employment.

Series	Records Title and Description	Function and Use
L6651	**Student Transportation Update File**	This record series documents the current mode of a student's transportation to and from school, noting whether the student is a passenger on a school bus, rides in a car, or uses other forms of travel. These records are used to verify information recorded in the Student Information System and to calculate, obtain, and validate SEEK funding relating to transportation.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Student name, parents, directory information, mode of travel and other documentation needed.
	Retention and Disposition	Retain for one (1) year. Destroy after audit.
L6657	**Kentucky Educational Excellence Scholarship (KEES) Report**	This record series documents students academic record for the purpose of receiving the Kentucky Educational Excellence Scholarship (KEES). The scholarship was created by the General Assembly in 1998 and may be received by students who attain a 2.5 grade point average (GPA) and above. The amount of the scholarship is based on the GPA attained by the student. This report is submitted by the school district annually listing eligible students.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq. KRS 61.878 1 (a)
	Contents	This record series may contain: School district, high school name, student name, student directory information, social security # and GPA of student.
	Retention and Disposition	Retain for four (4) years, then destroy.
L6677	**Physical Restraint and Seclusion (Students) Statistical Report**	This record series documents data entered into the student information system for each incident of restraint and seclusion of students. This is a statistical report documenting the aggregate numbers of physical restraint, students placed in restraint, uses of seclusion, students placed in seclusion, instances of substantial risk of death, extreme physical pain, protracted and obvious disfigurement and other impairments caused by seclusion. Also includes aggregate number of instances in which school resource officers or law enforcement officers are involved.
	Access Restrictions	
	Contents	This record series may contain: Data of incidents involving students where physical restraint or seclusion were used.
	Retention and Disposition	Retain for ten (10) years, then destroy.
L6708	**Day Care Children Medical Records (Teenage Parent Program)**	This record series documents the care of children whose mother is part of the Teenage Parent (TAPP) Program. These children are enrolled in TAPP day care centers in the TAPP schools. They receive day care and medical treatment in these facilities from birth until they reach the age of four. These records document treatment given by medical providers.
	Access Restrictions	45 CFR Parts 160, 162 and 164. KRS 61.878(1)(a)
	Contents	This record series may contain: Personal health care provided, patient idenntification data, case management data, medical history, and documentation of all nursing and medical services provided.
	Retention and Disposition	Retain for five (5) years after the patient reaches 18 years of age.

Series	Records Title and Description	Function and Use
L6889	**Personal Information Security Breach Investigation/Notification File**	This record series documents an agency's investigation in to a breach of sensitive information it collects, stores, or maintains. Effective January 1, 2015, KRS 61.933 requires local agencies that are notified of or determine that a breach has occurred in security relating to personal information they collect, maintain, or store, to begin a reasonable and prompt investigation within no later than seventy-two (72) hours of discovery or notification of the breach. If the agency determines that a security breach has occurred and that the misuse of personal information has occurred or is reasonably likely to occur, it must notify certain state officers and affected parties within timeframes established by the statute. If the agency determines that the misuse of personal information has not occurred and is not likely to occur, the agency does not have to give notice, but must maintain records that reflect the basis for its decision. The requirements of KRS 61.933 also apply if non-affiliated third parties collect, receive, maintain, or store personal information for state agencies.
	Access Restrictions	
	Contents	This record series may contain: Related contracts or agreements; related correspondence/notices; any records that reflect the basis for the decision of the investigation; related reports from non-affiliated third parties.
	Retention and Disposition	Retain until five (5) years after conclusion of investigation or any notifications, whichever is longer, then destroy. If any investigation, litigation, or open records request involving these records is taking place or is pending, maintain until all investigative or legal activity is completed.
L6902	**Field Trip Permission Form**	This record series documents parents/guardians permission for a student to go on a school organized field trip.
	Access Restrictions	KRS 61.878 (1)(a)
	Contents	This record series may contain: Student name, date, date of field trip, signature, fees and related information.
	Retention and Disposition	Retain for one (1) year, then destroy.
L6903	**Private/Parochial School Enrollment Notification Form**	This record series documents a list of resident students that are enrolled in private/parochial school. This list is provided annually by private/parochial schools to the public school district.
	Access Restrictions	KRS 61.878(1)(a)
	Contents	This record series may contain: Student name, birthdate, parents name, address and related information.
	Retention and Disposition	Retain for one (1) year, then destroy.
L6909	**Student Release Form**	This record series documents parent/guardian approval to allow a school system to use a student's photographic or video image and identification information in education print publications, television productions, and internet sites of the local school district or the Kentucky Department of Education.
	Access Restrictions	KRS 61.878(1)(a)
	Contents	This record series may contain: Name of student, name of parent/guardian, home address, school attended, and signature of parent/guardian.
	Retention and Disposition	Retain for one (1) year, then destroy.
L6910	**School Data Form for Homeless Children**	This record series documents the number of homeless students in a school or school system. The principal of each school completes the form and submits it to the local school district, which submits the forms to the Kentucky Department of Education.
	Access Restrictions	
	Contents	This record series may contain: Name of school, number of homeless students by grade, temporary living status of students, problems in enrolling or placing homeless students, eligibility for school programs.
	Retention and Disposition	Retain for one (1) year, then destroy.

Series	Records Title and Description	Function and Use
L6919	**Title I School-Parent Compact**	This record series documents the agreement between the school system, students, and their parents/guardians that there will be communication and oversight on the academic and behavioral progress of the student, as prescribed by PL 107-110 section 1118 -Parental Involvement.
	Access Restrictions	None
	Contents	This series may contain: Name of student, name of parent/guardian, name of school/district, compact narrative and signatures.
	Retention and Disposition	Retain for three (3) years, then destroy.
L6933	**Request for Translation/Interpreter Services**	This record series documents requests by school district personnel for interpreters or for document translation services. These services may be required for such matters as parent-teacher conferences or translation of student evaluations.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	This series may include: Contact information (school/department; requester name, email, phone, position; date of request); appointment information (language requested; parent/client name, phone; student name; service requested phone call, PTA meeting, ECE assessment/meeting); comments; date, time and location of service; name of document for translation; number of pages for translation; date translation needed; attachment(s) and related information.
	Retention and Disposition	Retain for two (2) years, then destroy.
L6941	**Audit Work Papers**	This record series documents audit work papers, which are created and maintained to document procedures followed, tests performed, information obtained, and conclusions reached during an examination of a school or department within a school district. Audit work papers provide the supporting documentation for the issuance of a final audit (Series L2031), regardless of type.
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	Contents	This record series may contain: Reports that support any audit conclusions, including copies of reports for the area under review, interviews, planning documents, risk assessments for the area/process being reviewed, management responses and documentation or reports of follow up activities, correspondence and related information.
	Retention and Disposition	Retain for three (3) years, then destroy.

Series	Records Title and Description	Function and Use
L5068	**AmeriCorps - Final Report**	This record series documents the participation in the AmeriCorps national service system. AmeriCorps is a national network of programs that engages Americans in intensive service to meet critical needs in communities throughout the nation. School districts may choose to participate. This further documents the persons employed under this program and their time, attendance and accomplishments.
	Access Restrictions	None
	Contents	This record series may contain: Number of full-time/part-time AmeriCorps individuals, hours worked with total and their focus, purpose and accomplishments. Also a list of grant partners.
	Retention and Disposition	Retain Permanently.
L5069	**AmeriCorps Time Reporting Records**	This record series documents the participation in the AmeriCorps national service system. AmeriCorps is a national network of programs that engages Americans in intensive service to meet critical needs in communities throughout the nation. School districts may choose to participate. This further documents the hours worked by those persons participating in the program. The persons participating must work a certain number of hours and may be part-time or full-time.
	Access Restrictions	None
	Contents	This record series may contain: Name of partnering agency, representative, month, date, task and amount of time.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L5070	**AmeriCorps Program Budget Form**	This record series documents the participation in the AmeriCorps national service system. AmeriCorps is a national network of programs that engages Americans in intensive service to meet critical needs in communities throughout the nation. School districts may choose to participate. This further documents the costs involved with participation by persons in the program.
	Access Restrictions	None
	Contents	This record series may contain: Applicant name, program name, participant support costs, staff costs, operational costs, evaluation and monitoring, administration, totals and miscellaneous costs and totals.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L5071	**AmeriCorps Program-State Formula Application**	This record series documents the participation in the AmeriCorps national service system. AmeriCorps is a national network of programs that engages Americans in intensive service to meet critical needs in communities throughout the nation. School districts may choose to participate. This further documents the outline for establishing a district program.
	Access Restrictions	None
	Contents	This record series may contain: 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, operating or educational awards, issues areas & national priorities, participants, budget, project duration and certification.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L5072	**AmeriCorps Juvenile Case Folders**	This record series documents the participation in the AmeriCorps national service system. AmeriCorps is a national network of programs that engages Americans in intensive service to meet critical needs in communities throughout the nation. School districts may choose to participate. This file verifies participation of juveniles who are referred to the program and may be participants.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.

Series	Records Title and Description	Function and Use
L5073	**AmeriCorps Personnel Folder**	This record series documents the participation in the AmeriCorps national service system. AmeriCorps is a national network of programs that engages Americans in intensive service to meet critical needs in communities throughout the nation. School districts may choose to participate. This file documents a participant's employment history. This is mandated by federal guidelines.
	Access Restrictions	KRS 61.878 (1)(a)
	Contents	This record series may contain: Application, resume, time sheets, mileage reports, weekly work plans, participation agreement, registration forms, application for child care, evaluations, recommendations, end of term of service form, notice of employment and/or change, participant enrollment form and correspondence
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L5074	**AmeriCorps - Quarterly Report**	This record series documents the participation in the AmeriCorps national service system. AmeriCorps is a national network of programs that engages Americans in intensive service to meet critical needs in communities throughout the nation. School districts may choose to participate. AmeriCorps' operating sites complete the report. The report is designed to gather data on the service activities of AmeriCorps members. By collecting the data at the operating site, with hopes to maximize the detail, accuracy and usefulness of the information.
	Access Restrictions	None
	Contents	This record series may contain: Name of the operating site; name of the program; name of grantee; dates, number of full- and part-time members enrolled on the final day of reporting quarter, estimated total number of non-AmeriCorps member volunteers and total number of hours, accomplishments, goal summary, development objectives, community objectives; primary challenges, national identity activities, changes in program organization or staff positions.
	Retention and Disposition	Retain Permanently.
L5075	**AmeriCorps Member Health Plan**	This record series documents the participation in the AmeriCorps national service system. AmeriCorps is a national network of programs that engages Americans in intensive service to meet critical needs in communities throughout the nation. School districts may choose to participate. This record series further documents those participating in the health care plan provided under the grant.
	Access Restrictions	None
	Contents	This record series may contain: Participant roster form, waiver forms, and invoices/monthly funding statements.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L5076	**AmeriCorps Child Care Files**	This record series documents the participation in the AmeriCorps national service system. AmeriCorps is a national network of programs that engages Americans in intensive service to meet critical needs in communities throughout the nation. School districts may choose to participate. Participants in the federal program may apply for child care. Those eligible for service, either part-time or full-time may get child care payments. The child care service is directly paid from the grant.
	Access Restrictions	None
	Contents	This record series may contain: Application, care change provider form, and re-determination questionnaire.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L5077	**AmeriCorps Annual Accomplishment Review**	This record series documents the participation in the AmeriCorps national service system. AmeriCorps is a national network of programs that engages Americans in intensive service to meet critical needs in communities throughout the nation. School districts may choose to participate. This report gives a complete review of programs operating through the AmeriCorps grant.
	Access Restrictions	None
	Contents	This record series may contain: Operating site, program, address, operating site name, person completing review, member & service overview, education activities, human needs activities, environment activities, public safety activities, participant development activities, organization, and summary statements.
	Retention and Disposition	Retain Permanently.

Series	Records Title and Description	Function and Use
L5078	**AmeriCorps - Financial Records**	This record series documents the participation in the AmeriCorps national service system. AmeriCorps is a national network of programs that engages Americans in intensive service to meet critical needs in communities throughout the nation. School districts may choose to participate. The purpose of this report is to share progress and achievements with the AmeriCorps.
	Access Restrictions	None
	Contents	This record series may contain: Receipts, travel vouchers, invoices, bills, affidavits, volunteer costs, matching contributions, including grant award documents and receipts from other funding sources and cost detail reports.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.

Series	Records Title and Description	Function and Use
L2316	**KY High School Athletic Association Certificate of Eligibility (V)**	This record series documents students who are eligible to participate in athletics according to the Kentucky High School Athletic Asociation's (KHSAA) guidelines. A certificate is maintained for each of the high school's athletic teams and may be provided to each opponent high school on the schedule.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2317	**KHSAA Contract for Athletic Contest**	This record series documents that the school is going to engage in an epic athletic battle with another school. This contract is subject to the Kentucky High School Athletic Association's rules and regulations.
	Access Restrictions	None
	Contents	This record series may contain: Name of the schools participating, addresses, dates of contest, terms and conditions and signatures of both principals.
	Retention and Disposition	Retain for three (3) years, then destroy.
L2318	**KY High School Athletic Association Varsity Participation List**	This record series documents those students participating in varsity sports. This is required by the Kentucky High School Athletic Association (KHSAA) so all students playing varsity sports will be covered under medical insurance provided by the KHSAA. Also this is required in order for the school to be insured should a law suit be brought by a student.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Name of the students, birth date, birthplace, sex, semester, number of years of participation, sport, name of school, principal, and school year.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2319	**KY High School Athletic Association Transfer (V)**	This record series documents the eligibility of students who transfer to another school. Any student who represents a secondary school in a first team game after enrolling in grades 9 through 12 and 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Name of the principal , the school, address, information concerning a former student including the student's name, parent's names, present address, present school attendance district, place of birth, source of information, 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.
	Retention and Disposition	Destroy upon graduation of student.

Series	Records Title and Description	Function and Use
L2320	**Athletic Budget**	This record series documents the projected 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.
	Access Restrictions	None
	Contents	This record series may contain: Gate receipts, expenditures for each sport, the date and signature of person preparing the budget.
	Retention and Disposition	Retain for five (5) years. Destroy after audit.
L2326	**Daily Treatment Log (V)**	This record series documents the treatment given each student athlete requiring medical treatment. It is prepared daily as a record of all students treated each day. Treatment information will also be found in other reports.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Date, name of student, injury, sport, treatment such as ice bag, ice bath, ice massage, cold whirlpool, contrast bath, hot whirlpool, hydro collator, muscle Tim, ultra sound, rehabilitation, practice, doctor, other, comments.
	Retention and Disposition	Destroy one (1) year after student reaches age of majority.
L2327	**Athlete's Medical History File (V)**	This record series documents the student athlete's medical history, insurance plan and above all permission by parent or guardian in case of a medical emergency.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Name of the family doctor, phone, health insurance, medical history, athlete's name, age, birth, sport, his address, name of guardian/parents and their signature.
	Retention and Disposition	Destroy one (1) year after student reaches age of majority.
L2328	**Sports Candidate Questionnaire/Pre-Participation Examination (V)**	This record series documents the student athlete's medical history before participation 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Destroy one (1) year after student reaches age of majority.
L2329	**Student Participation Parental Approval Form (V)**	This record series documents permission given by a student's parent or guardian for the student to participate in an organized school sport. This must be completed before the student may participate.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Name of the student, birth date, students signature, certification of parent, date, signature of parent/guardian and preference of hospital and doctor.
	Retention and Disposition	Destroy one (1) year after student reaches age of majority.

Series	Records Title and Description	Function and Use
L2387	**NCAA Student Athlete Information**	This record series documents and verifies that a prospective student athlete has or will complete certain core courses which are mandated by the Nationall Collegiate Athletic Asociation (NCAA). A core course is defined as a recognized academic course designed to prepare a student for college level work.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Core courses needed, courses completed, lab courses, units and grades. Test scores (SAT & ACT), signature of principal, name of school, address, telephone, and date.
	Retention and Disposition	Destroy one (1) year after graduation or leaves district.
L2457	**Student Activities Budget Form**	This record series documents the 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 plans to do in the coming year in the way of income producing projects.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years, then destroy.
L2458	**Fund Raising Activity Request Form**	This record series documents fund raising activity requests made to the local board of education. Many school districts require local board approval.
	Access Restrictions	None
	Contents	This record series may contain: Project, reason, date to start and money needed. Also the sponsors signature and organization name.
	Retention and Disposition	Retain for three (3) years, then destroy.
L2459	**Requisition and Report of Ticket Sales - Special Events**	This record series documents the 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 the central office.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.

Series	Records Title and Description	Function and Use
L1946	**Teacher's Daily Register for Kentucky Schools (V)**	This record series documents the record of each student including personal data, attendance, and grades. Over the years the content has changed. Serves as the teacher's record book during the school year. At end of the year, the teacher turns the 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. Has been replaced by the Teacher's Monthly Attendance Report and the Record of Daily Attendance. Personal data is now in the District Census Roster.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain Permanently if register includes record of student grades. Destroy after twenty (20) years if register includes record of attendance only.
L1947	**Record of Daily Attendance (V)**	This record series documents the daily attendance of all elementary, middle school and high school students. The attendance is taken daily and an entry and exit log is maintained. It is used to calculate student attendance for state funding purposes. Administrative regulation 702 KAR 7:125 describes the uniform method of recording pupil attendance.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: District name, number, school name, number, teacher name, homeroom, grade, month, student name, cause of absence, attendance calendar for month, total absence, signature, date, total, supplementary sheet, total absences, student number, student name, transportation code, retained, total absences, total membership, signature, date.
	Retention and Disposition	Retain for twenty (20) years, then destroy.
L1948	**Teacher's Monthly Attendance Report Change Date: 9/11/2003 (V)**	This record series documents the monthly student attendance. This report is used to determine enrollment statistics and is the basis for state aggregate average daily attendance funding.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Teacher, date, district code, school code, grade, homeroom code, month, beginning date, ending date, the student's number, student's name, entry, withdrawal codes and dates, transportation code, monthly summary of attendance, presence, absences, membership, cumulative summary, total days, days dismissed, days taught, days attendance, days absence, days membership for current month and cumulative by transportation code, totals, previous and current month for original entries, re-entries, withdrawals, total, signature of a certified staff member and date.
	Retention and Disposition	Retain Tenth Month Teacher's Monthly Attendance Report for twenty (20) years. Retain the remaining Teacher's Monthly Attendance Reports for two (2) years then destroy.
L1954	**Attendance Report for First Two Months-Growth Factor**	This record series documents 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. 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. This report determines if you are a growth district and eligible for additional funds based on the number of student growth.
	Access Restrictions	None
	Contents	This record series may contain: Name of the school, days taught, aggregate days attendance, totals of all schools, and certification by the superintendent of schools.
	Retention and Disposition	Retain for five (5) years, then destroy.

Series	Records Title and Description	Function and Use
L1957	**Yearly Comparison of Enrollment for Day 10**	This record series documents the yearly comparison of enrollment for day 10. This information is used to chart day 10 enrollment by grade for a 10 year period. Data is used to inform administrative staff of growth trends. It is used in school planning and may vary depending on school district.
	Access Restrictions	None
	Contents	This record series may contain: Yearly enrollment figures for grades 1-6, 7-8, 9-12, special education, and homebound, totals per year and cumulative loss or gain from the previous year.
	Retention and Disposition	Retain for ten (10) years, then destroy.
L1958	**Daily Student Attendance Record - By School - First Ten Days**	This record series documents the enrollment during the first ten days of the school year by school. It is used by the superintendent to see 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.
	Access Restrictions	None
	Contents	This record series may contain: School districts, term, month, day of school, number of teachers, attendance in each grade, total attendance that day in all grades combined, totals, signature of Director of Pupil Personnel, attendance statistics from previous year for grades 1-6 and 7-12 with indication of gain or loss.
	Retention and Disposition	Retain for one (1) year, then destroy.
L1960	**Student Absentee Information File**	This record series documents student absentee/tardy information and may be used to determine if a student has attendance problems. This is compiled and is used to track absences, home visits and other follow-up activities.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Student name, school grade, doctor's excuse, parent/guardian excuse, date of follow-up (phone calls and visits), notes on what happened, and the record of absences.
	Retention and Disposition	Retain for one (1) year, then destroy.
L1961	**Principal's Weekly Absentee Report**	This record series documents the student absentees, which need follow-up. This is initiated by the principal and sent to the central office to the director of attendance. Used as a tool to document absences.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Name of the school district, school, principal, week ending, list of students who have been absent 5, 10, 15, 20 days: name, birth date & grade, parent name, address and telephone, dates absent not previously reported, date of excuses (parent/doctor), parent informed (yes/no), and additional information.
	Retention and Disposition	Retain for one (1) year, then destroy.
L1967	**Home/Hospital Program Student Registration Form (V)**	This record series documents the register of 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 considered two more schools in the district.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Students name, school, grade, homeroom, teacher, student number, birth date, fathers name, mothers name, address, phone number, and date.
	Retention and Disposition	Retain for one (1) year, then destroy.

Series	Records Title and Description	Function and Use
L1968	**Home/Hospital Certification for Enrollment (Application)**	This record series documents that a student whose physical or mental condition prevents or renders inadvisable attendance at school. The local board of education shall require satisfactory evidence, using an application form provided by the school districts. Evidence given may exempt any such child from compulsory attendance. Exemptions of all children are reviewed annually with the evidence required being updated. This application allows students who have been ill at least four (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. This information is maintained in the student information system.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Name of the 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.
	Retention and Disposition	Retain for one (1) year, then destroy.
L1982	**Homeroom Teacher Report for Pupil Accounting**	This record series documents changes made in the homeroom teacher assignments (name) or room numbers. It is used as a reference and an input document. The information is used in attendance reporting.
	Access Restrictions	None
	Contents	This record series may contain: Date submitted, district number, district name, school number, and school name, homeroom number, teacher name, added homeroom number and teacher name, changes or corrected teacher name.
	Retention and Disposition	Retain for one (1) year, then destroy.
L1983	**Pupil Attendance Compliance Review**	This record series documents that 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Destroy when superseded.
L1984	**Pupil Accounting Withdrawal/Change Form**	This record series documents any withdrawals of students from the school districts. This record is also used to document any changes, except address, in the census roster.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for two (2) year, then destroy.

Series	Records Title and Description	Function and Use
L1985	**Non-Resident Pupil Contract File**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for five (5) years. Destroy after audit.
L1986	**Non-Resident Pupils and Transportation Report (First two months)**	This record series documents 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 is used to document the average daily attendance so the district transporting the students can receive the appropriate funding.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for five (5) years. Destroy after audit.
L2330	**Student Enrollment Information File Change Date: 6/14/2012**	This record series documents 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 may contain: 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, non-assault disclosures and non-expulsion/adjudicated form.
	Retention and Disposition	Destroy when new data entered. Maintain final entry for four (4) years after student leaves the District.
L2334	**Student Absentee Permit**	This record series documents a students absence (excused or unexcused). It 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 the student was absent. It informs the teachers after the first period, whether the student's absence was excused or not.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Date, student's name, date of absence, cause of absence, excused or unexcused and signature (endorsement) of each teacher.
	Retention and Disposition	Retain for (1) day, then destroy.
L2335	**Student Tardy Permit**	This record series documents the student tardy permit which allows a tardy student to enter the class. It will indicate whether the tardy was excused or not.
	Access Restrictions	None
	Contents	This record series may contain: Name of student, class period, date, time leaving school official's office and the signature of the school official.
	Retention and Disposition	Retain for one (1) day, then destroy.

Series	Records Title and Description	Function and Use
L2382	**Student Absentee Appeal (V)**	This record series documents an appeal by a student for an excuse of absenteeism beyond the maximum allowed in a class for the grading period according to school district policy. A student with more unexcused absences allowed by the district may be considered an habitual truant. In the appeal, every absence must be explained in detail.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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, and results.
	Retention and Disposition	Destroy when the student graduates or leaves district.
L2424	**Daily Homeroom Attendance Roster**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: Grade, name of student and total attendance.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2443	**Monthly Pupil Attendance Report (Principal's Copy)**	This record series documents the attendance comparison from month to month. This report is used in the central office to compute the amount of money to be paid the district from state funds.
	Access Restrictions	None
	Contents	This record series may contain: Original entries, re-entries, withdrawals, aggregate days of absences, aggregate days membership, average daily attendance, days in school month, and aggregate days of attendance.
	Retention and Disposition	Retain for one (1) year. Destroy after audit.
L4475	**Home/Hospital Program Annual Report**	This record series documents the attendance of home/hospital bound students and the minutes taught by home/hospital program teachers and is used to garner funds from the State Department of Education's Home/Hospital Program.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L4496	**Request to Attend School out of Attendance District or School District**	This record series documents the student's parent or guardian request for the student to attend a school other than the resident school. This record is used by the central office staff to make decisions about these requests.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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, the signature, phone number and address of the parent/guardian and the central office contact.
	Retention and Disposition	Retain for two (2) years, then destroy.

Series	Records Title and Description	Function and Use
L5240	**Attendance Records File (V)**	This record series documents 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 State 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	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).
	Retention and Disposition	Retain for one (1) year, then destroy.
L5330	**Periodic Attendance Reports**	This record series documents 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 State Department of Education. Once these periodic reports are completed and are referred to in completing other reports they are of minimal value.
	Access Restrictions	None
	Contents	This record series may contain: Student attendance statistics for a period of time, the name of the school, homerooms, and directory information.
	Retention and Disposition	Retain for three (3) years, then destroy.
L5335	**Student Entry and Exit Log (V)**	This record series documents 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Date, student name, grade/homeroom, time in, time out, parent signature and reason for leaving.
	Retention and Disposition	Retain for two (2) years, then destroy.
L5337	**Student Dropout Questionnaire (Withdrawal and Transfer Information) (V)**	This record series documents those students who transfer from the school district or dropout. The Student Dropout Questionnaire must be completed during the one (1) hour counseling session mandated in KRS 159.010. Information obtained from this survey must be submitted to the State Department of Education on the local Superintendent's Annual Attendance Report. Other information concerning withdrawal and transfer are also included.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: District and school names, student name, grade level, age, reasons for withdrawal, student signature, parent/guardian signature, guidance counselor and date.
	Retention and Disposition	Retain Permanently.
L5338	**Student Record Release Form**	This record series documents the 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Name of student, person requesting, parent/guardian signature, type of record requested, date, address of person requesting and time/date requested.
	Retention and Disposition	Retain Permanently.

Series	Records Title and Description	Function and Use
L5345	**Principal's Student Attendance File**	This record series documents student attendance in their homerooms and to maintain the principal's monthly report of attendance which becomes a part of the Teacher's Monthly Attendance record. This file has no value once the official attendance has been reported.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Names of students, attendance records, attendance statistics, dates and homeroom rosters.
	Retention and Disposition	Retain for one (1) year, then destroy.
L5357	**Non-Resident Student Application**	This record series documents 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.
	Access Restrictions	20 USC Section 1232 et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Name of student, address, ss#, date and student family and previous schooling information.
	Retention and Disposition	Retain for one (1) year, then destroy.
L5374	**School Schedule**	This record series documents the delineation of 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.
	Access Restrictions	None
	Contents	This record series may contain: Times of instruction, and block times for bus unloading and dismissal times.
	Retention and Disposition	Retain for two (2) years, then destroy.
L6467	**Educational Enhancement Opportunity Request (Student)**	This record series documents a student's request for excused absences (up to 10 school days) to pursue an educational enhancement opportunity. This may include, 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. All requests must be approved by the school principal.
	Access Restrictions	20 USCSection 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 for one (1) year, then destroy.
L6468	**Verification of College (Higher Education) Visit by Student**	This record series documents 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 the student made a visit. A student may have an excused absence for the visit.
	Access Restrictions	None
	Contents	This record series may contain: 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 for one (1) year, then destroy.

Series	Records Title and Description	Function and Use
L2368	**Standardized Tests and Results (Aptitude, Achievement, Academic, State and Federal)**	This record series documents 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: Test name, student name, school year, grade, sex, test scores, comparisons, statistics, test questions, and purpose of the test.
	Retention and Disposition	Retain for four (4) years, then destroy.
L2394	**Curriculum Guide (Listing and Description of Courses Offered) (V)**	This record series documents the school district's curriculum guide which lists all courses to be offered for the school year. This information is by department indicating course title, course description, grade levels, and number of credits. The curriculum guide is prepared each year and in some cases may be maintained with local School Board Minutes.
	Access Restrictions	None
	Contents	This record series may contain: Department, course title, number of credits, grade levels opened to, course description and the prerequisites for admission to a class.
	Retention and Disposition	Retain one (1) copy Permanently.
L3022	**KIRIS Writing Portfolio Closed Date: 6/30/1998 (V)**	CLOSED. This record series documented the writing portion of the Kentucky Instructional Results Information System (KIRIS) (1992-1998). The portfolio contents were 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for five (5) years, then destroy.
L3025	**KIRIS Mathematics Portfolio Closed Date: 6/30/1998 (V)**	CLOSED. This record series documented the mathematics portion of the Kentucky Instructional Results Information System (KIRIS) (1992-1998). 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for five (5) years, then destroy.

Series	Records Title and Description	Function and Use
L4433	**KIRIS Student Performance Report Closed Date: 6/30/1998**	CLOSED. This record series documents a summary of 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. This testing was performed between 1992-1998 and may have been published in local and state newspapers.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain Permanently.
L4435	**KIRIS Assessment Report Closed Date: 6/30/1998**	CLOSED. This record series documented how well students did on the KIRIS assessment (1992-1998). The results are used to help determine academic deficiencies and where emphasis should take place in educational programming.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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
	Retention and Disposition	Retain for ten (10) years, then destroy.
L4436	**KIRIS School Verification and Enrollment Closed Date: 6/30/1998**	CLOSED. This record series documented school and enrollment information to ensure that information on the schools in the district were current. This data was compiled specifically for KIRIS (1992-1998) rather than for school attendance purposes and monetary reimbursement.
	Access Restrictions	None
	Contents	This record series may contain: name of school, code, principal, address, grade span and enrollment by grade.
	Retention and Disposition	Retain for five (5) years, then destroy.
L4437	**KIRIS Writing Portfolio Analysis Closed Date: 6/30/1998**	CLOSED. This record series documented participation in a program where writing portfolios may be submitted for outside analysis (KIRIS-1992-1998). The results of the analysis were used to determine where educational emphasis should be placed in the preparation of the portfolio.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: student roster, portfolio log-in with student name, portfolio identification, original score, Department of Education log-in and log-out.
	Retention and Disposition	Retain for (5) years, then destroy.
L4438	**KIRIS Writing Portfolio Audit Closed Date: 6/30/1998**	CLOSED.This record series documented 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: writing portfolio submitted to assessment vendor for audit with identification numbers, student names and school grade plus results.
	Retention and Disposition	Retain for eight (8) years, then destroy.

Series	Records Title and Description	Function and Use
L4439	**KIRIS Alternate Portfolios Closed Date: 6/30/1998**	CLOSED. This record series documented those students who cannot participate in the regular assessment process. It is provided as an alternative to the standard assessment system for those students with special needs.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: scoring results for alternative portfolios by grade, student name, date of birth, teacher, school, code and memorandum
	Retention and Disposition	Retain for three (3) years, then destroy.
L4440	**KIRIS Annual Performance Report Closed Date: 6/30/1998**	CLOSED: This record series documents the KIRIS (1992-1998) annual performance report. This report provides a brief overview on the operation and academic performance of the local district and was required to be published in local newspapers.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain Permanently.
L4441	**KIRIS Test Information-School Closed Date: 6/30/1998**	CLOSED. This record series documented school level administration of the KIRIS (1992-1998) test. It outlines responsibilities of building level coordinators to ensure uniformity of test administration. It was used to document individual school involvement in the assessment program.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for eight (8) years, then destroy.
L4442	**KIRIS Baseline Study Test Closed Date: 6/30/1998**	CLOSED. This record series documented information regarding the administration and return of materials for KIRIS (1992-1998) 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: memorandum with individual student level reports for studies in grade shift or baseline adjustment.
	Retention and Disposition	Retain for five (5) years, then destroy.

Series	Records Title and Description	Function and Use
L4443	**KIRIS Individual Student Assessment Report Closed Date: 6/30/1998 (V)**	CLOSED. This record series documented how well a student did on parts of the KIRIS (1992-1998) 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: student name, district, school, grade, subject, performance level, scores, plus narrative description of results in math and social studies.
	Retention and Disposition	Destroy when student reaches twenty-two (22) years of age.
L4499	**KIRIS Test Information-District Closed Date: 6/30/1998**	CLOSED. This record series documented a school districts administration of the KIRIS test (1992-1998) and outlines the responsibilities of coordinators at district and building level to ensure uniformity of test administration procedures.
	Access Restrictions	None
	Contents	This record series may contain: correspondence, memorandum regarding KIRIS Tests, booklets, administrative materials received from vendor and delivery of tests to schools with school name and time.
	Retention and Disposition	Retain for eight (8) years, then destroy.
L5241	**CATS Writing Portfolio Closed Date: 6/30/2010 (V)**	CLOSED. This record series documented the writing skills of students and fulfills the guidelines set forth by the Commonwealth Accountability Testing System (CATS) (1999-2010). Previously under KIRIS (1992-1998) 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	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.
	Retention and Disposition	Retain for four (4) years, then destroy.
L5242	**CATS Alternate Portfolio Closed Date: 6/30/2010 (V)**	CLOSED. This record series documented the CATS (1999-2010) 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	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.
	Retention and Disposition	Retain for four (4) years, then destroy.

Series	Records Title and Description	Function and Use
L5243	**CATS Kentucky Performance Report Closed Date: 6/30/2010**	CLOSED: This record series documented the state CATS (1999-2010) 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. The school districts send the Department of Education the testing information and the Department compiles this into the Performance Report for each of the 174 School Districts. Each district Performance Report is sent to the appropriate district. Each School District Performance Report is kept by the Department of Education permanently.
	Access Restrictions	None
	Contents	This record series may contain: 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 for five (5) years, then destroy.
L5244	**CATS Test Information for School & District Closed Date: 6/30/2010**	CLOSED. This record series documented the administration of the CATS test (1999-2010). 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for four (4) years, then destroy.
L5245	**CATS School Verification and Enrollment Closed Date: 6/30/2010**	CLOSED. This record series documented school and enrollment information to ensure that information on the schools in the district is current. This data is compiled specifically for CATS (1999-2010) rather than for school attendance purposes and monetary reimbursement.
	Access Restrictions	None
	Contents	This record series may contain: name of school, code, principal, address, grade span and enrollment by grade.
	Retention and Disposition	Retain for four (4) years, then destroy.
L5246	**CATS Writing Portfolio Analysis Closed Date: 6/30/2010**	CLOSED. This record series documents schools that participate in a program where writing portfolios may be submitted for outside analysis (CATS 1999-2010). 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: student roster, portfolio log-in with student name, portfolio identification, original score, Department of Education log-in and log-out.
	Retention and Disposition	Retain for four (4) years, then destroy.

Series	Records Title and Description	Function and Use
L5247	**CATS Writing Portfolio Audit Closed Date: 6/30/2010**	CLOSED This record series documented the 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 (CATS 1999-2010)
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: writing portfolio submitted to assessment vendor for audit with identification numbers, student names and school grade plus results.
	Retention and Disposition	Retain for four (4) years, then destroy.
L5248	**CATS Individual Student Assessment Report Closed Date: 6/30/2010 (V)**	CLOSED: This record series documents how well a student did on parts of the CATS (1999-2010) 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Student name, district, school, grade, subject, performance level, scores, plus narrative description of results in math and social studies.
	Retention and Disposition	Destroy when student reaches Twenty-two (22) years of age.
L6457	**EXPLORE School and District Reports**	This record series documents 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 student's 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 sent to the State Department of Education.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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 for (4) years, then destroy.
L6458	**PLAN School and District Reports**	This record series documents 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 student's 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 sent to the State Department of Education.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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 for four (4) years, then destroy.

Series	Records Title and Description	Function and Use
L6459	**ACT School and District Reports**	This record series documents 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: 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 for four (4) years, then destroy.
L6460	**K-2 Assessment**	This record series documents the readiness of primary students to enter school. Beginning with the 2010-2011 school year, each school that enrolls primary students must 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 will 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 contain: 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 for five (5) years, then destroy.
L6461	**K-Prep Assessment**	This record series documents 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, extended-response and short answer 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 for five (5) years, then destroy.
L6462	**End of Course Assessments (EOC)**	This record series documents 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 contain: Student name, directory information, assessments, test scores and whether pass or fail.
	Retention and Disposition	Retain for five (5) years, then destroy.

Series	Records Title and Description	Function and Use
L2008	**Summer School Administrative File**	This record series documents 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 the report to the counselors who in turn record grades on permanent student record cards at the high school. If the student is out of the district, the grades are sent to that district.
	Access Restrictions	None
	Contents	This record series may contain: Name of district, supt., date, name of center, principal, number of qualified teachers, tentative opening & 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, labs and the signature of superintendent.
	Retention and Disposition	Retain for one (1) year, then destroy.
L4380	**Extended School Service Student Registration Form (V)**	This record series documents the student registration in Extended School Services (ESS) program, 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 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Destroy when new data entered. Maintain final entry for four (4) years after student leaves the district, then destroy.
L4389	**Extended School Service Student Update**	This record series documents the progress report on a student achieving individual learning goal(s) and is used to inform the parent/guardian of that progress, as well as the referring teacher. The learning goal is part of the Extended School Services program.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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 and date.
	Retention and Disposition	Retain for one (1) year, then destroy.
L4400	**Extended School Service Program Administrative File**	This records series documents the application for funds by a local school district to operate an Extended School Services (ESS) program as provided for by the 1990 Kentucky Educational Reform Act (KERA). 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 the need and addresses 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for four (4) years, then destroy.

Series	Records Title and Description	Function and Use
L4401	**Extended School Service Program Evaluation**	This record series documents compliance with 704 KAR 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 the performance of the Extended School Services program.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain Permanently.
L4402	**Extended School Service School-Based Plan**	This record series documents the Extended School Services program 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
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain Permanently.
L5317	**Extended School Services Student File**	This record series documents activities of students taking part in the Extended School Services (ESS) program. This documents the application process, student evaluations, activities, achievements, student needs and rationale for inclusion in the ESS program.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for four (4) years, then destroy.

Series	Records Title and Description	Function and Use
L5320	**Plans, Drawings, Blueprints and Building Specifications (V)**	This record series documents 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.They also provide structural history of the school district.
	Access Restrictions	None
	Contents	This record series may contain: As built plans/drawings, maps, plans, blueprints, Operation and Maintenance manuals, name of architect, date of drawing, name of project or structure and related construction documents.
	Retention and Disposition	Retain Permanently.
L6695	**Material Safety Data Sheets (MSDS)**	This record series documents and informs employees of hazardous chemicals that are used by the agency. Manufacturers and suppliers provide data sheets to each respective agency, which is then responsible for making them available to staff. Every employee has the right to know what chemicals he or she is being exposed to, and the possible side effects. In addition, personnel need to know what procedures to take if an accident occurs, to safely dispose of the chemicals or to transport them. It also provides other pertinent information about the chemicals, including flammability rating, boiling point, melting point, solubility in water, appearance and odor, and emergency telephone numbers.
	Access Restrictions	None
	Contents	This record series may contain: Chemical control program policies procedures; name of chemical; chemical properties; hazards; first aid; control methods; special precautions; supplier's name; issue date of sheet.
	Retention and Disposition	Retain for thirty (30) years after issuance of data sheet, then destroy.
L6696	**Asbestos Management Plans**	This record series documents public schools asbestos management plans. Pursuant to the Asbestos Hazard Emergency Response Act (AHERA), public school districts are required to develop, maintain and update asbestos management plans and to keep a copy at each individual school. These plans are required to document the recommended asbestos response actions, the location of the asbestos within the school and any action taken to repair and remove the material. Parents, teachers and school employees, or their representatives, have the right to inspect the school's asbestos management plan. Schools are required to notify parent-teacher organizations (such as PTAs) once a year about the availability of the school's asbestos management plan and asbestos-related activity taking place within the school. The school must make the plan available for inspection within five working days of it being requested.
	Access Restrictions	None
	Contents	This record series may contain: Name and address of each school building and whether the building has asbestos-containing building material, and the type of asbestos-containing material, Date of the original school inspection, Plan for re-inspections, Blueprint that clearly identifies the location of asbestos containing building materials that remains in the school, Description of any response action or preventive measures taken to reduce asbestos exposure, Copy of the analysis of any building, and the name and address of any laboratory that sampled the material, Name, address, and telephone number of the "designated person" or contact to ensure the duties of the school district or non-profit private school are carried out, Description of steps taken to inform workers, teachers, and students or their legal guardians about inspections, re-inspections, response actions, and periodic surveillance.
	Retention and Disposition	Retain Permanently.

Series	Records Title and Description	Function and Use
L6697	**Capital Construction Process Files**	This record series documents the approval process of all capital construction as defined and mandated under KRS Chapter 162 and 702 KAR 4:160. The State Department of Education (KDE) must be furnished a copy of all plans and specifications for new public school buildings contemplated by local boards of education and for all additions to, or alterations of, old buildings. KDE examines all plans and specifications and will approve or disapprove them in accordance with the rules and regulations of the Kentucky Board of Education. Plan reviews for conformance with the Uniform State Building Code may be conducted only by the Department of Housing, Buildings and Construction. No local board of education may award a contract for the erection of a new building, or contract for an addition to, or alteration of, an old building until the plan has been approved by the chief state school officer.
	Access Restrictions	None
	Contents	This record series may contain: Project application form, site plans, floor plans, specifications, lease documents, board orders, proposals, contracts, construction documents, certificates of liability, financial documents, non-collusion affidavit, copy of performance and payment bonds, property insurance documents, budget documents, drawings, permits, building and grounds forms, A/E selection process, construction bidding documents, purchase orders (contractor and direct material purchases), weekly construction progress meeting minutes, warranty information, geotechnical testing reports, special inspection reports, facility commissioning report, A/E progress reports, building inspector occupancy report, change orders, prevailing wage reports and related documents and correspondence.
	Retention and Disposition	Retain prevailing wage reports for one (1) year after project closeout. Retain all other documents until building ceases to exits or is no longer owned by the school district.
L6698	**Routine Inspections File**	This record series documents routine facility and grounds inspections. Routine inspections are performed on water fountains, air filtering systems, heating and cooling systems, fire extinguishers, boilers, bleachers, playground areas and equipment and on certain structures such as hand railings, stairs, etc. Inspections may be performed by school district employees or by venders. Routine inspections help to identify needed repairs, hazards and may support warranty requirements.
	Access Restrictions	None
	Contents	This record series may contain: Date, inspector, facility/building location, description of item/system inspected, recommendation and related information.
	Retention and Disposition	Retain for two (2) years, then destroy.
L6699	**Underground Storage Tank Files**	This record series documents inspections, testing, closure and compliance with related Environmental Protection Agency (EPA) regulations regarding underground storage tank systems (UST). A UST is a tank and any underground piping connected to the tank that has at least 10 percent of its combined volume underground. The federal UST regulations apply only to UST systems storing either petroleum or certain hazardous substances.
	Access Restrictions	None
	Contents	This record series may contain: Various types of testing needed for underground storage tanks, the dates such tests were performed and the test results. They also include records identifying the applicable rules and regulations for the operations and removal of such tanks.
	Retention and Disposition	Retain Permanently
L6700	**Work Orders**	This record series documents requests for service and/or repairs, the subsequent work orders which are created and the specifics of the service and/or repair performed. Work/service orders may be originated by school staff, by the central office staff (Facilities) and also may be auto-generated by the system based on operations manual recommendations for servicing systems and equipment.
	Access Restrictions	None
	Contents	This record series may contain: Name of school/facility, description of work to be done, equipment/system to be serviced/repaired, work order number, name of requestor, name of technician, date of request, date of service, time required to service, service/repair performed and related information.
	Retention and Disposition	Retain for three (3) years, then destroy.

Series	Records Title and Description	Function and Use
L6701	**District Keying Schedule**	This record series documents the master district keying program and schedule. The security of district buildings, facilities and rooms are essential for the protection of students, staff, district and personal assets and equipment. In addition to the safety and protection of persons and property, all schools maintain confidential information on-site. The central district administration (facilities) is responsible for controlling and issuing keys (including access cards/codes) for their buildings, rooms, etc. All keys remain the property of the district and may only be duplicated with proper authorization.
	Access Restrictions	
	Contents	This record series may contain: Inventories (key stock), authorizations, building codes, key codes and related information.
	Retention and Disposition	Retain Permanently.
L6702	**Energy Management Report**	This series documents Energy Management Reports. Pursuant to KRS 160.325, each local board of education must enroll in the Kentucky Energy Efficiency Program that is offered by the Kentucky Pollution Prevention Center at the University of Louisville in order to obtain information regarding the potential energy savings for every board owned and board operated facility. District superintendents report this information annually, to the local school board, the Kentucky Department for Energy Development and Independence and to the Legislative Research Commission.
	Access Restrictions	None
	Contents	This record series may contain: District name, school/facility name and location, energy usage data and related information.
	Retention and Disposition	Retain for five (5) years, then destroy.
L6710	**District Facility Plans**	This record series documents local school district facility surveys and district facility plans (DFPs) pursuant to 702 KAR 4:180. The DFPs contain an assessment of the school district's attributes and operations including the district profile, demographic information, facility conditions and finances (cost of delivery of services). Local school districts are required to select a Local Planning Committee (LPC) to develop a DFP outlining capital construction priorities. Information reviewed in developing the DFP provides the LPC with a comprehensive view of program and facility needs required to provide an equitable educational opportunity. The DFP is the mechanism for accessing funds that are restricted for school Capital Construction and Major Renovation. The DFP is used in the calculation of "Needs Based" funding and also to allow use of the remaining restricted funds.
	Access Restrictions	None
	Contents	This record series may contain: DFP, district surveys, draft plans, architect and engineer submittals (pricing data, drawings, building evaluations, and inventories) and related correspondence.
	Retention and Disposition	Retain for ten (10) years, then destroy.
L6711	**Annual Facility Needs Assessment Report**	This record series documents the annual building administrator's internal facility assessment and proposed facility improvement projects. The scope of work associated with this process is minor in nature. Projects include paving, painting, technology improvements, or programmatic changes at a specific site. These projects are funded out of available general fund maintenance dollars or capital outlay funding.
	Access Restrictions	None
	Contents	This record series may contain: Facility name and location information, assessment and proposed projects.
	Retention and Disposition	Destroy when superseded.

Series	Records Title and Description	Function and Use
L6712	**Wastewater Treatment Plant Discharge Monitoring Report (DMR)**	This record series documents the quality of the discharge and flow, biochemical oxygen demand, suspended solids, pH balance, sludge production, bacteriological quality, expenses for treatment, loading rates, facility sizes, and percent reduction of contaminant of wastewater. Recordings are made daily by the operator of the wastewater plant. Monthly reports are sent to the federal EPA. This report is used to ensure a plant is meeting state and federal environmental guidelines.
	Access Restrictions	None
	Contents	This record series may contain: Name of the city, school district, address, permit number, discharge number, monitoring period, parameter, quantity or loading, quality or concentration, frequency of analysis, sample type, sample measurement, name/title principal officer, signature of principal executive, area code, phone number, date.
	Retention and Disposition	Retain permanently.
L6713	**E-Rate/Universal Service Fund Files**	This record series documents the transactions required for Kentucky public school districts to participate in the Schools and Libraries Program of the Universal Service Fund, commonly known as E-Rate. Administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC), it provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.
	Access Restrictions	None
	Contents	This record series may contain: Pre-Bidding and Bidding Process documents; Contracts; Application Process documents; Purchase and Delivery of Services documents; Invoicing; Inventory; Forms and Rule Compliance; Receipt of Reimbursement documentation; and other documents necessary to demonstrate compliance with the statute and Commission rules regarding the application for, receipt and delivery of discounted services.
	Retention and Disposition	Retain for ten (10) years after the last day of service delivered for a particular funding year, then destroy.
L6714	**Facility Insurance Claims File**	This record series documents the property and equipment insurance claims process, including the restoration and clean up of facilities and the replacement and installation of equipment.
	Access Restrictions	None
	Contents	This record series may contain: Copy of policy, claims, appraisals, photos, estimates, work logs, correspondence, and related documents.
	Retention and Disposition	Retain for five (5) years after policy expiration or cancellation.
L6715	**Pest Management Program**	This record series documents the school districts integrated pest management program as required by 302 KAR 29:050(12). The primary goal of the program is to control dangerous and destructive pests with judicious use of pesticides.
	Access Restrictions	None
	Contents	This record series may contain: Date of application, description of general location of application, notification to parents and staff and related documents.
	Retention and Disposition	Retain for three (3) years after the date of application, then destroy.
L6716	**Refrigerant Management Log**	This record series documents the capture and disposal of refrigerants during system repairs and or when equipment is being prepared for disposal as required by the federal Environmental Protection Agency.
	Access Restrictions	None
	Contents	This record series may contain: Date, capture amount, and related documents.
	Retention and Disposition	Retain for three (3) years, then destroy.

Series	Records Title and Description	Function and Use
L6717	**Hazardous Materials Elimination Log**	This record series documents the elimination and disposal of common hazardous materials within schools such as science lab material, cleaning agents, light bulbs, mercury thermostats, etc.
	Access Restrictions	None
	Contents	This record series may contain: Date, material description, quantity, transportation information and related documents.
	Retention and Disposition	Retain for three (3) years, then destroy.
L6718	**FEMA Claims File**	This record series documents the claims process and the reimbursement funds provided by FEMA after a disaster has been declared. These funds are provided to help restore order after disasters have caused damage to school facilities and property.
	Access Restrictions	None
	Contents	This record series may contain: Application, Funding receipt, designation of applicant agent, closure worksheet, project completion and certification report, correspondence and related documents.
	Retention and Disposition	Retain for three (3) years after final report, then destroy.

Series	Records Title and Description	Function and Use
L2638	**School Property Trespass Notice**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: A letter or letters addressed to students, parents, or adult non-students trespassing or loitering on school property.
	Retention and Disposition	Retain for two (2) years, then destroy.
L2640	**Gang Member Report (V)**	This record series documents possible gang members activity in, or near schools within the district. This information is 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Name, address, phone, date of birth, living with, relation, school, grade, gang, incident date and source, police called, what police agency, reported compiled by and date.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2641	**Incident Investigative Report (V)**	This record series documents the investigation of an incident reported on or near a school within 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 can be of assistance in pursuing court actions, or increasing security activities at or near the school.
	Access Restrictions	None
	Contents	This record series may contain: Location of incident, offense involved, school, date reported, and narrative investigative report.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2642	**Crime Laboratory Examination Report (V)**	This record series documents the results of the criminal laboratory examination. By identifying materials 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.
	Access Restrictions	KRS 61.878,Sec. 1F
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for one (1) year, then destroy.

Series	Records Title and Description	Function and Use
L2643	**Security Referral Cases (V)**	This record series documents 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. Data collected and compiled by the security unit may be helpful in the adjudication of the case against the juvenile.
	Access Restrictions	KRS 61.878, Sec. 1F
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain until student reaches age of nineteen (19), then destroy
L2644	**Juvenile Court Records (V)**	This record series documents the process in a criminal case 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.
	Access Restrictions	KRS 610.320
	Contents	This record series may contain: Juvenile petitions, juvenile justice intake forms, family profile forms, investigative reports, notes and memorandum.
	Retention and Disposition	Retain until student reaches age of nineteen (19), then destroy
L4395	**Personal Telecommunications Device Release Form - Security Personnel**	This record series documents the release of a personal telecommunications device to school district security by an appropriate school administrator. KRS 158.165 provides that each local board of education will develop policy regarding the possession and use of personal devices while on school property, while attending a school sponsored or school related activity on or off school property. This policy must be included in the student standards of conduct.
	Access Restrictions	None
	Contents	This record series may contain: School name, student name, date of birth, address, phone, administrator, date confiscated, released to investigator by, comments, and may include confiscated phone or paging device released to security and name and date and time.
	Retention and Disposition	Retain for one (1) year, then destroy.
L4396	**Personal Telecommunications Device Release Form - Parent/Student**	This record series documents the release of a personal telecommunications device to the parent/owner by the school district security after the first violation of district policy. KRS 158.165 provides that each local board of education will develop policy regarding the possession and use of personal devices while on school property, while attending a school sponsored or school related activity on or off school property. This policy must be included in the student standards of conduct.
	Access Restrictions	None
	Contents	This record series may contain: Date, student name, school, parent's name, phone number, beeper number, signature of parent, printed name of parent and date.
	Retention and Disposition	Retain for one (1) year, then destroy.
L4397	**Personal Telecommunications Device Inventory List**	This record series documents the inventory of personal telecommunications 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 provides that each local board of education will develop policy regarding the possession and use of personal devices while on school property, while attending a school sponsored or school related activity on or off school property. This policy must be included in the student standards of conduct.
	Access Restrictions	None
	Contents	This record series may contain: Student name, school, box number, brand name and number of pager, billing company name and comments as returned or not returned.
	Retention and Disposition	Retain for two (2) years, then destroy.

Series	Records Title and Description	Function and Use
L4398	**Statistical Investigative Report - Annual**	This record series documents the statistics for 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 issues.
	Access Restrictions	None
	Contents	This record series may contain: Name of the investigator, numbers of victims, perpetrators, referrals, total incidents, student assaults, teacher assaults, drug/alcohol, extent of injuries and weapon analysis by type of crime.
	Retention and Disposition	Retain Permanently.
L4399	**Statistical Investigative Report - Monthly**	This record series documents monthly statistics for investigations undertaken by the school district security. It provides current information on security concerns and is accumulated to prepare an annual report. Current or active use is to indicate trends and their location in the district.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for two (2) years, then destroy.
L6463	**Facilities Surveillance Video/Audio Recordings Change Date: 9/12/2013**	This record series documents 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. There may be audio as well. 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 and audio recording of a areas in all school district facilities.
	Retention and Disposition	Retain Master Copy one (1) week. Destroy if there is no recording that includes, or allegedly includes, injury to students or school employees. Retain Master Copy one (1) month for those recordings that include, or allegedly include, injury to students or school employees. Then destroy. The Master Copy shall not be edited, altered, or any portion destroyed. If there is an incident being investigated, retain until investigation and legal activity is complete, then destroy.

Series	Records Title and Description	Function and Use
L4445	**Family Resource Center Budget (MUNIS) Report**	This record 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
	Access Restrictions	None
	Contents	This record series may contain: The 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.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L4446	**Family Resource Center Request Form for Purchases and Amendments**	This record series documents 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 Family Resource and Youth Services Centers Regional Program Manager.
	Access Restrictions	None
	Contents	This record series may contain: Approval letter, 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.
	Retention and Disposition	Retain for three (3) years, then destroy after audit.
L4447	**Family Resource Center Confidentiality Statement (V)**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: Name of client, narrative, client signature, name of minor/dependent, narrative, signature and date with signature of witness.
	Retention and Disposition	Destroy when student reaches age of majority.
L4448	**Family Resource Center Parental Consent**	This record series documents parent/guardian consent for students to participate in a Family Resource and Youth Services Centers (FRYSC) activity. It is used to facilitate services to students in the school district and protect districts from potential legal actions undertaken by a parent or guardian plus informing parent/guardian of FRYSC activity.
	Access Restrictions	None
	Contents	This record series may contain: Parent name, narrative of activity, parent signature and date.
	Retention and Disposition	Retain for two (2) years, then destroy.

Series	Records Title and Description	Function and Use
L4449	**Family Resource Center Needs Survey(s)**	This record series documents family, school, and/or community needs, which needs have priority and the possibility of meeting those needs. The majority of surveys are parent, teacher and student surveys that are used as a part of the whole needs assessment. The results are used to justify the establishment of a Family Resource and Youth Services Centers. The series can provide statistical, as well as narrative information about health, education and social services needs.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for five (5) years, then destroy.
L4451	**Family Resource Center Monitoring Report**	This record series documents the progress of individual programs and the overall mission of the Family Resource and Youth Services Centers (FRYSC). It serves as both technical assistance document, as well as contract compliance review. Captures at a glance the strengths, concerns, recommendations and needs of a FRYSC in a school district.
	Access Restrictions	None
	Contents	This record series may contain: Center name, school district, amount, date of review and monitors assigned, entry conference date and exit conference date, name representing, strengths, concerns/recommendationss, 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.
	Retention and Disposition	Retain Permanently.
L4452	**Family Resource Center Inter-local Cooperation Agreement (V)**	This record series documents inter-local agreements 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain Permanently.
L4453	**Family Resource Center Local Resource List**	This record series documents information sheets which provide information on resources in the community which may be used to help students and family served by Family Resource and Youth Services Centers. It provides a convenient and ready reference to services and reduces confusion as to services provided and the person to contact.
	Access Restrictions	None
	Contents	This record series may contain: Type of service, name of agency, address, phone, fax, contact person, contact person's supervisor, description of resource provided.
	Retention and Disposition	Destroy when superseded, obsolete or outdated.

Series	Records Title and Description	Function and Use
L4457	**Family Resource Center Individual Student Case File**	This record series documents information relating to services provided at a Family Resource and Youth Services Center (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.
	Access Restrictions	KRS 61.878
	Contents	This record series may contain: 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.
	Retention and Disposition	Destroy one (1) year after graduation or after student reaches age twenty-two (22).
L4458	**Family Resource Center Family Case File**	This record series documents the resources of communities to address the individualized needs of families eligible for services provided by a school Family Resource and Youth Services Center (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.
	Access Restrictions	KRS 61.878
	Contents	This record series may contain: 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.
	Retention and Disposition	Destroy one (1) year after family member graduation or student reaches age of twenty-two (22).
L6198	**Family Resource Center New Program Plan (V)**	This records series documents the original application submitted by the local district to the Cabinet for Helath and Family Services, 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 156.4977 and 156. 496.
	Access Restrictions	None
	Contents	This record series may contain: Name of the school district, address and the core components described in KRS 156.496 and how those core components are to be implemented.
	Retention and Disposition	Retain Permanently.
L6199	**Family Resource Center Continuation Program Plan**	This records series documents Continuation Program Plan and is submitted annually by each currently funded Family Resource and Youth Services Center to detail changes in budget, center operations plans and action component plans. This document, once approved, is incorporated into the contract between the Cabinet for Health and Family Services.
	Access Restrictions	None
	Contents	This record series may contain: 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).
	Retention and Disposition	Retain for five (5) years, then destroy.

Series	Records Title and Description	Function and Use
L6200	**Family Resource Center Advisory Council Amendments**	This records series documents changes to the local Family Resource and Youth 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.
	Access Restrictions	None
	Contents	This record series may contain: A list of members currently serving on the advisory council, the agency or group they represent, their appointment dates and minutes which capture the proceedings.
	Retention and Disposition	Retain for three (3) years, then destroy.

Series	Records Title and Description	Function and Use
L1803	**District Receipt and Expenditure Summary**	This record series documents the district receipt and expenditure summary. This is a reconciliation of receipts and disbursements for each month, by each fund and for each school. It is informational for the Board of Education.
	Access Restrictions	None
	Contents	This record series may contain: Date, school, balance, receipts, total expenditures and balance.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L1807	**Annual Financial Report (Annual Approved Audit)**	This record series documents the complete accounting of receipts and disbursements during the current school year. This summary is reported to the Department of Education.
	Access Restrictions	None
	Contents	This record series may contain: 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..
	Retention and Disposition	Retain Permanently.
L1915	**Material/Supply Distribution Form or List Change Date: 9/11/2003**	This record series documents the dispersal of 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.
	Access Restrictions	None
	Contents	This record series may contain: Quantity, item, received, driver/delivery person name, signature of receiving party, and date of delivery.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2816	**Monthly Return of Utility Gross Receipts License Tax for Schools (V)**	This record series documents a utility company's monthly receipts within a county. The utility company may include cable and multichannel video programming services, 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.
	Access Restrictions	None
	Contents	This record series may contain: 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 and total due.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.

Series	Records Title and Description	Function and Use
L2817	**Utility Gross Receipts License Tax for Schools Tax Collection Audit (V)**	This record 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.
	Access Restrictions	None
	Contents	This record series may contain: 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 and balance due or overpayment.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L2951	**Employer's Quarterly Return of Occupational License Tax For Schools**	This record 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. State statutes authorize the levy of an occupational license tax for school on salaries, wages, commissions and other compensation of individuals performed or rendered in the county.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L2952	**Annual Reconciliation of Occupational License Tax Withheld for Schools**	This record series documents the employer's annual 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.
	Access Restrictions	None
	Contents	This record series may contain: Employer's 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.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L2953	**Resident Individual License Tax for Schools Return**	This record 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.
	Access Restrictions	None
	Contents	This record series may contain: 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 and signature and date.
	Retention and Disposition	Retain for five (5) years. Destroy after audit.

Series	Records Title and Description	Function and Use
L2954	**Net Profits Occupational License Tax Return**	This record series documents the payment by a business, profession or occupation of the occupational license tax for schools based on their net profits. State statute authorizes levying of this net profits occupational license tax for schools. 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.
	Access Restrictions	None
	Contents	This record series may contain: Name and address of business, account no., FY covered, nature of business, employer I.D. or S.S. no., date business started in co., if discontinued when, successor, employees, 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.
	Retention and Disposition	Retain for five (5) years. Destroy after audit.
L4468	**General Fund Reports (V)**	This record series documents periodic accounting of receipts and disbursements during the current school year and serves the school as a working budget document for the next year.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L4469	**Budgetary Control Summary**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: Approved annual school budget, paid Invoices/vouchers and receipts.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L4470	**Capital Improvement Requests**	This record series documents the formal request from the principal to the school superintendent for grounds and facilities improvements allocations.
	Access Restrictions	None
	Contents	This record series may contain: List of all school projects needed to improve the grounds and/or the facilities at the principal's school.
	Retention and Disposition	Retain for two (2) years, then destroy.
L4471	**Tuition Reimbursement Records**	This record series documents 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.

Series	Records Title and Description	Function and Use
L4472	**Building, Grounds, and Facilities Usage and Rental Application File (V)**	This record series 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 local 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for two (2) years. Destroy after audit.
L5274	**Journals (V)**	This record series documents 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.
	Access Restrictions	None
	Contents	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.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L5275	**Audit Trail Lists**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: Document reference #, journal #, starting date, ending date, posting date, vendor description, debit amount, credit amount and totals.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L5276	**Funds Ledger (V)**	This record series documents 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 school district. This is the final financial statement to the governing body.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain Permanently.

Series	Records Title and Description	Function and Use
L5277	**Trial Balance**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: Debits and credits of each account and reconciled amounts, date and time.
	Retention and Disposition	Retain for one (1) year, then destroy.
L5278	**Periodic Financial Statements/Reports**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: Financial balance for each account and the entries that go into calculating those amounts. All transactions are posted.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L5279	**Asset/Equipment Inventory File**	This record series documents 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. This is used to track each item (location, etc.) and for the annual audit.
	Access Restrictions	None
	Contents	This record series may contain: Name of the asset, a #, description of asset, equipment #, location of asset, purchase date, serial number, purchase order #, acquisition cost, current value and totals.
	Retention and Disposition	Destroy three (3) years after update and audit are completed.
L5281	**Periodic Audits (Daily, Monthly or Quarterly)**	This record series documents the reconciliation of accounts and to verify postings. This record is a reconciliation of receipts and disbursements for all school funds that is sent to the superintendent from the principal, to insure that this account is handled in a fiscally responsible manner.
	Access Restrictions	None
	Contents	This record series may contain: Ending balance, amounts deposited, debits to the account, and the reconciliation of outstanding checks and deposits to balance these records.
	Retention and Disposition	Retain for one (1) year, then destroy.
L5282	**Accounts Receivable File (V)**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: Receipts, billing data and supporting documentation.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.

Series	Records Title and Description	Function and Use
L5283	**Banking Records File**	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 as a reference.
	Access Restrictions	None
	Contents	This record series may contain: Cancelled check and warrants, bank reconciliation, bank statement, check stubs, duplicate copies of checks and deposit ticket.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L5284	**Charitable Gaming Organization Application/Notification File**	This record series documents notification and or license of an organization conducting charitable gaming pursuant to KRS Chapter 238. In order to qualify for licensure, a charitable organization must possess a tax exempt status under 26 U.S.C. secs. 501(c)(3), 501(c)(4), 501(c)(8), 501(c)(10), or 501(c)(19), or be covered under a group ruling issued by the Internal Revenue Service under authority of those sections or be organized within the State as a common school as defined in KRS 158.030, as an institution of higher education as defined in KRS 164A.305, or as a state college or university as provided for in KRS 164.290. Pursuant to KRS 238. 535, if an organization is exempt, notification and other documentation must be provided to the State Department of Charitable Gaming.
	Access Restrictions	None
	Contents	This record series may contain: Name of organization, address, telephone number, type of organization (religious, charitable, fraternal), type of charitable gaming activity, signature of person responsible for registration, date, type of filing (initial, quarterly, or termination).
	Retention and Disposition	Retain for five (5) years. Destroy after audit.
L5285	**Charitable Gaming Organization Quarterly/Annual Accounting Report**	This record series documents all moneys received for gaming activities with totals for prizes paid out, all expenses paid, and all moneys retained for charitable purposes. State statutes require the submission of this information on a quarterly basis or on an annual basis depending on status of organization to the State Department of Charitable Gaming.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for five (5) years, then destroy.
L5286	**Budget Draft/Proposal (V)**	This record series documents a reference tool for the working budget process. It is used only to verify amounts, details, etc., until the final budget is approved. May be known as close estimate or working budget.
	Access Restrictions	None
	Contents	This record series may contain: Executive budget proposal, each fund & agency's proposed budget, agency requests, budget estimates, 3 previous years' expenses, budget summary, current year expenses and estimated expenses for current year.
	Retention and Disposition	Destroy at the current fiscal year end and audit.
L5287	**Budget Work papers (V)**	This record series documents the budget process and helps in the preparation of the proposed budget for submission to the approving legislative body.
	Access Restrictions	KRS. 68.178 (i)(j)
	Contents	This record series may contain: budget worksheets, financial statements, correspondence, working budget requests from each department, computations, previous budget totals, estimated revenues and comparisons of previous years receipts and disbursements.
	Retention and Disposition	Destroy at the current fiscal year end and audit.

Series	Records Title and Description	Function and Use
L5288	**Annual Approved Budget (V)**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: Projected revenues and expenditures for each agency, date, narrative, reconciliation and signature.
	Retention and Disposition	Retain one (1) copy Permanently.
L5289	**Bond Record File (V)**	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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain Permanently.
L5290	**Cancelled Bonds and Coupons**	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.
	Access Restrictions	None
	Contents	This record series may contain: Issuer, purpose, amount, interest rate, trustee, date of issue, payable date, description, certification, the coupon statement, date number and amount.
	Retention and Disposition	Destroy three (3) years after maturity and audit.
L5294	**Accounts Payable File**	This record series documents the requisitioning, purchasing and remitting process. The process is usually started by requisitioning items, material and or services. 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.
	Access Restrictions	None
	Contents	This record series may contain: Order of the treasurer, list of claims, claims, claim stub book, requisition, purchase order, vendor invoice, receipts, travel requests, travel vouchers, voucher copies, check copies, receiving orders, receiving reports, cash receipt register, treasurers receipt book and supporting documents.
	Retention and Disposition	Retain for three (3) years. Destroy after audit
L5295	**Voucher Register**	This record series documents the issuance of a voucher for the purpose of payment for a purchase. The voucher is the authorization to pay.
	Access Restrictions	None
	Contents	This record series may contain: Date, voucher #, purchase order #, invoice #, and amount.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.

Series	Records Title and Description	Function and Use
L5296	Purchase Order/Requisition Reference and Tracking Instruments	This record series documents 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 given time.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L5298	Bid Files - Successful (V)	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: 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).
	Retention and Disposition	Destroy three (3) years after specifications met or completion of contract or agreement and audit.
L5299	Bid File - Unsuccessful	This record series documents those bids by vendors which were unsuccessful. This includes the invitation to bid, the bid specifications and the bid submitted/returned by the vendor.
	Access Restrictions	None
	Contents	This record series may contain: Invitation to bid, bid specifications, vendor bid, notice of rejection, recommendations and correspondence.
	Retention and Disposition	Retain for one (1) year. Destroy after audit.
L5300	List of Bidders	This record series documents a reference to see who has bid on specific projects and as a tool for the future bidding process.
	Access Restrictions	None
	Contents	This record series may contain: Name of bidder, project description, date and whether successful or unsuccessful.
	Retention and Disposition	Retain for two (2) years, then destroy.
L5341	Student Activity Fund File	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: Central ledger, individual activity ledger, standard invoices, periodic reports, annual report, banking records, inter-fund transfer slips, treasurers receipts and other documentation.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.

Series	Records Title and Description	Function and Use
L1876	**Free and Reduced Meals Eligibility File (V)**	This record series documents the eligibility of families for free and reduced meals in public schools.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years, Destroy after audit.
L1877	**Monthly Allocation of Food Costs**	This record series documents the monthly allocation of food costs and supports the school lunch report and claim filed with the Kentucky Department of Education. This is a report of financial expenditures and allocations by school, under the national school lunch program.
	Access Restrictions	None
	Contents	This record series may contain: Month and year, school or school fund authority, calculation of standard cost of food used.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L1878	**Daily Goods and Services Received**	This records series documents daily goods and services received, it supports the school lunch report and claim to the Kentucky Department of Education. This reports financial expenditures and participation in the Food Services program.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L1879	**Non-Expendable Equipment Depreciation Schedule**	This record series documents the financial depreciation of equipment used in food services.
	Access Restrictions	None
	Contents	This record series may contain: 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 and monthly depreciation to be claimed.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.

Series	Records Title and Description	Function and Use
L1880	**Purchased Food and Milk Inventory**	This record series documents the monthly inventory report sent to the Kentucky Department of Education. Reports financial expenditures and participation in the program.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L1881	**USDA Commodity Perpetual Inventory**	This record series documents the Commodity Perpetual Inventory (USDA). This inventory reports financial expenditures and participation in the commodities program.
	Access Restrictions	None
	Contents	This record series may contain: 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 and value of commodities used.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L1882	**List of Food Suppliers/Bid List**	This record series documents the ordering of food by food services managers. The list indicates the bid price so managers know that the price they are paying is accurate. The manager signs all invoices as food is received before the bill is paid. The managers order food from vendors listed on the bid list.
	Access Restrictions	None
	Contents	This record series may contain: Name and address of food vendors, who won bids, commodity, and purchase price.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L1883	**School Menu**	This record series documents school menus. This is the food to be served school children in school lunchrooms daily. Lunches served must meet the requirements of the 2010 Healthy Hunger Free Act.
	Access Restrictions	None
	Contents	This record series may contain: Daily listing of meal components served and the date.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L1884	**USDA Quarterly Food Inventory**	This record series documents the school food inventory report to the Kentucky Department of Agriculture. Food reported is either in 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. The Food Service Fund accounts for school food service activities, including the National School Lunch Program, which is conducted in cooperation with the U.S. Department of Agriculture ("USDA"). Amounts have been recorded for in-kind contribution of commodities from the USDA.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.

Series	Records Title and Description	Function and Use
L1885	**Notice of Delivery of Donated Foods to Schools and Other Recipient Agencies**	This record series documents the delivery of donated foods. It also serves as a receipt of the school district's acceptance of the commodities from the distributor.
	Access Restrictions	None
	Contents	This record series may contain: Name of the 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 and by school districts the total cases, cases for delivery-week beginning, signed by school representative and date.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L1886	**Notice of Allocated Donated Food**	This record series documents notification of 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.
	Access Restrictions	None
	Contents	This record series may contain: 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, and the school district name and address.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L1887	**Notice of Arrival-Donated Food at Distributor's Warehouse**	This record series documents the notification of the school district that donated commodities have arrived at the distributor's warehouse.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L1888	**Report and Claim for Reimbursement**	This record series documents the reimbursement claim for food provided in the school lunch program. The federal school lunch program reimburses the Kentucky Department of Education and the local school district. This series includes all associated documentation required by federal and state regulations.
	Access Restrictions	None
	Contents	This record series may contain: School district name and address, claim period, statistical data concerning food products served students in several categories, total reimbursement requested, inancial accounting. And related auditable documentation.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.

Series	Records Title and Description	Function and Use
L1889	**Breakfast Participation Report**	This record series documents the report and claim for reimbursement to the Kentucky Department of Education. It reports financial expenditure, participation and includes all supporting documentation.
	Access Restrictions	None
	Contents	This record series may contain: Name of school or school food authority, month and year, and statistics which show participation, income for the month, the two main categories; reimbursable breakfasts (reduced, free, paid) and miscellaneous/ala carte sales-extra sales, paid today, pre-paid or tickets, charges, totals, paid, charges, milk, ala carte prices and other sales.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L1890	**Lunch Participation Report**	This record series documents the Lunch Participation Report and supports the claim for reimbursement to the Kentucky Department of Education. It reports financial expenditure and participation.
	Access Restrictions	None
	Contents	This record series may contain: Name of school or school food authority, month and year, and statistics which show participation and income for the month. Two main categories; reimbursable lunches and misc./ala carte sales-extra sales, paid today, pre-paid or tickets, charges, totals, paid, charges, milk, ala carte prices and sales, non-employee lunches, contract lunches, totals.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L1891	**Daily Program Invoice**	This record series documents daily program invoices which support the report and claim for reimbursement to the Kentucky Department of Education. It reports financial income from daily food sales for the purposes of obtaining federal government reimbursement.
	Access Restrictions	None
	Contents	This record series may contain: Reports program daily income in areas of: student lunches, student breakfasts, miscellaneous/ala carte, federal reimbursement for both and grand totals.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L1916	**Inter-School Transfer Sheet for USDA Commodities**	This record series documents requests and authorizations for the transfer of USDA commodities foods from one school to another.
	Access Restrictions	None
	Contents	This record series may contain: Name of school from, name of school to, commodity, date and signature of manager releasing commodity, and signature of manager receiving commodity.
	Retention and Disposition	Retain for one (1) year. Destroy after audit.
L2307	**Application for Free and Reduced Price School Meals (V)**	This record series documents the application process for free or reduced school meals. It is completed by the parent/guardian 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. If applications are maintained at the school food authority level, they must be readily retrievable by the central district office.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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 of approval or disapproval.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.

Series	Records Title and Description	Function and Use
L2361	**Lunch Menu and Production Record (V)**	This record series documents the planning of meals each day and the statistics on meals served, both for food groups and numbers served. This report is audited by the Department of Education's Division of School and Community Nutrition for compliance with regulations for school meals. Some schools may file these as two separate records.
	Access Restrictions	None
	Contents	This record series may contain: Date meal served, offer vs. serve (yes/no), each menu components (milk, meat/meat alternate, vegetables/fruit, bread/bread alternate, other), foods used, USDA foods, planned 3 portions/size portions (K5, 6-8, 9-12), amount prepared, extra sales, amount left over and comments. Reimbursable Meals Served: (K-5); (6-8); (9-12) 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.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L2362	**Food Establishment Inspection File**	This record series documents 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 two (2) times per year by the county health department.
	Access Restrictions	None
	Contents	This record series may contain: 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 & utensils; water; sewage; plumbing; toilet and hand washing facilities; garbage & 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.
	Retention and Disposition	Retain for one (1) year, then destroy.
L4494	**Lunchroom Reports - Monthly**	This record series documents the lunchroom report. This serves as documentation for school food services accounts within the school. It is prepared monthly and filed with the central office.
	Access Restrictions	None
	Contents	This record series may contain: All receipts and disbursements and an accounting of all outstanding invoices or receipts.
	Retention and Disposition	Retain for one (1) year. Destroy after audit.
L5367	**Pest Control Service Record**	This record series documents 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.
	Access Restrictions	None
	Contents	This records series may contain: Date of service, time of service, person providing the service and what was done.
	Retention and Disposition	Retain for three (3) years, then destroy.
L6694	**Procurement Certification**	This record series documents the procurement certification by the school district. School districts must certify annually to the State Department of Education that federal regulations of the USDA's Child Nutrition Program have been followed.
	Access Restrictions	None
	Contents	This record series may contain: School district name and signatures of the food service director, financial officer and superintendent.
	Retention and Disposition	Retain for three (3) years, then destroy.

Series	Records Title and Description	Function and Use
L2057	**Gifted and Talented Education Committee Minutes (V)**	This record series documents the official acts and transactions of the gifted education committee. This committee is charged with selecting the students for the gifted program based on test scores, teacher recommendation and is based on general intellectual aptitude, specific academic aptitude, creative or divergent thinking, leadership, and the visual or performing arts.
	Access Restrictions	None
	Contents	This record series may contain: Name of district, address, phone number, date of meeting, the deliberations, and when submitted.
	Retention and Disposition	Retain Permanently
L2058	**Gifted and Talented Education Program Annual Report**	This record series documents the evaluation of the gifted and talented education program for the district for the school year. This data is compiled and submitted to the superintendent and ultimately to the State Department of Education (KDE). This is used by KDE to verify that the program was implemented correctly and also what benefits resulted from the program.
	Access Restrictions	None
	Contents	This record series may contain: Evaluation of local gifted program, staff, number of students, budget, and questions concerning the implementation of the program.
	Retention and Disposition	Retain Permanently
L2061	**Gifted and Talented Education Program Report (Each District)**	This record series documents the program report provided to the State Department of Education (KDE), This is used by the KDE in producing a publication called Kentucky's Gifted Education Programs and is done annually.
	Access Restrictions	None
	Contents	This record series may contain: Name of the district, gifted education coordinator, address, phone, total pupil population, gifted program information, organizational arrangements, areas of emphasis, and academic competitions.
	Retention and Disposition	Retain for three (3) years, then destroy.
L5339	**Gifted and Talented Program File (V)**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: KDE guidelines, KARs, district policies and procedures and placement data.
	Retention and Disposition	Retain for three (3) years, then destroy.
L5354	**Gifted and Talented Student File**	This record series documents 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.
	Access Restrictions	20 USC Section1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Name of student, address, phone, ID #, testing information, performance measurements, classes attended, accomplishments and classroom work.
	Retention and Disposition	Destroy one (1) year after graduation or after withdrawal.

Series	Records Title and Description	Function and Use
L1849	**Annual Project Evaluation and Report File**	This record series documents the evaluations of regular and summer projects that are funded under federal guidelines. The report and evaluations are completed by June 30th. These include handicapped, migrant children and low income families.
	Access Restrictions	None
	Contents	This record series may contain: State, agency, school, address, project number, project title, project status, funds budgeted, project duration, date, public/private, number of children participating, children served by grade level, number by race and gender, name of person completing form, phone, number of personnel paid from project funds and equivalency assignment, personnel, no. of staff who received funded training, project summary, goals and objectives, activities used to meet objectives and results.
	Retention and Disposition	Retain for three (3) years, then destroy.
L1994	**Approval Letter - EHA**	This record series documents the notification of the board of education that the fiscal year application for funding under the education for all handicapped children act (EHA) Part B has been approved.
	Access Restrictions	None
	Contents	This record series may contain: Fiscal year amount, grant number, reporting procedures and deadlines.
	Retention and Disposition	Retain for one (1) year, then destroy.
L5249	**Government Grant Program Files (V)**	This record series documents 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 State Department of Education.
	Access Restrictions	None
	Contents	This record series may contain: 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 & expenditure reports, referrals, equipment inventories, test forms, homeroom directories, loss and gains test form along with correspondence).
	Retention and Disposition	Destroy three (3) years after submission of final expenditure report and audit.
L5293	**Regional Assessment Center File**	This record series documents assessments made and grants administered by the regional assessment centers. These are multi-county cooperatives that identify, evaluate and complete assessments of all appropriately referred students.
	Access Restrictions	None
	Contents	This record series may contain: Name of school district, proposal (programmatic/budget), staffing, statistical data, quarterly reports, annual data report, and other data reports.
	Retention and Disposition	Retain for three (3) years, then destroy.

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 State 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: Application, income level survey forms, working papers, engineering drawings, reports, correspondence, reference material, financial and statistical data.
	Retention and Disposition	Destroy three (3) years after all grant requirements and final audit are completed.

Series	Records Title and Description	Function and Use
L1892	**Head Start - Student Folder**	This record series documents a 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Application, program & attendance record, AML behavior rating scale, social work home visitation record, correspondence to & from parents, permit & 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 & reduced price school meals, tuberculin skin test certificate, immunization certificate, dental health record, medical examination form, height & weight chart, Learning Accomplishment Profile (LAP) scoring booklet, learning accomplishment profile, Individual Education, Plan (IEP), parental consent forms, child health record and parental consent for release of information.
	Retention and Disposition	Retain for three (3) years, then destroy.
L1896	**Head-Start - Performance Standards Self-Assessment/Validation Instrument SAVI**	This record series documents an aid to Head-Start grantees and delegated agencies in conducting an annual assessment of their activities and aid 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. It is used 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.
	Access Restrictions	None
	Contents	This record series may contain: Findings of the self-assessment of validation for each component, findings on assess. Of written plan, findings on assess. Of program operations, no. of the Performance Standards for each corresponding, individual specific policy, delegate, agency or grantee, reasons for non-compliance., designated by the appropriate code #, review and validation of the grantee's findings, compliance, self-assessment/validation follow-up sheets for each component, 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.
	Retention and Disposition	Retain Permanently
L1899	**Head Start - Personal Services Agreements (V)**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: Names of parties, date of agreement, coverage dates, obligations of both parties, and signatures.
	Retention and Disposition	Destroy three (3) years after expiration of agreement and audit.
L1900	**Head Start - Annual Program Information Report (V)**	This record series documents the submission of the Head-Start Annual Program Information Report to Health and Human Services. This report documents 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.
	Access Restrictions	None
	Contents	This record series may contain: Name and address of grantee (delegate agency or PCC-Parent Child Center), and statistical program data which measure program performance, services rendered and children served.
	Retention and Disposition	Retain Permanently

Series	Records Title and Description	Function and Use
L1901	**Head Start - Staff Meeting Minutes**	This record series documents staff meeting discussions and activity.
	Access Restrictions	None
	Contents	This record series may contain: Date, members in attendance, agenda and record of proceedings.
	Retention and Disposition	Retain for two (2) years, then destroy.
L1906	**Head Start - Change in Status of Children (V)**	This record series documents the determination, on a monthly basis, and changes in the status of children participating in Head Start Programs.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for one (1) year, then destroy.
L1907	**Head Start - Daily Attendance Record (V)**	This record series documents head start daily attendance totals for use in compilation of federal cash transaction report and also to determine the number of free and reduced lunch users.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2007	**Head Start - Agreement to Safeguard**	This record series documents that the signatory is aware of state and federal laws regarding the confidentiality of information regarding applicants for, or recipients of, public assistance. This is to be signed by all staff.
	Access Restrictions	None
	Contents	This record series may contain: Name of agreeing party, title, agency or organization, signature, date, approved or disapproved, signature of income maintenance supervisor, approved or disapproved by state authorities.
	Retention and Disposition	Destroy after staff member leaves program or school district employment.
L5322	**Head Start Administrative File**	This record series documents the local head start program in the school district. Documents the application process, maintenance of the program and the status of the program.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Application, periodic status reports, financial summaries, and supporting documentation.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.

Series	Records Title and Description	Function and Use
L1910	**Impact Aid Application for School Assistance in Federally Affected Areas (V)**	This record series documents the application for Impact Aid. This application is prepared yearly. Public Law 81-374 funds reimburse the local school district 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for one (1) year, then destroy.
L1911	**Impact Aid Student List**	This record series documents the total number of students living in government housing for impact aid applications purposes.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Parent or guardians name, address, resident (yes), student name, grade and school, certification of housing authority manager and school superintendent.
	Retention and Disposition	Retain for one (1) year, then destroy.

Series	Records Title and Description	Function and Use
L1780	**Family Resource Center Adult Education Program Assessment Report**	This record series documents the requirement 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 compliance with the Department of Education guidelines and that the program is being maintained according to the rules and regulations of the Department.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain Permanently.
L1781	**Adult Education Basic Program Evaluation**	This record series documents the evaluation and the effectiveness of an individual teacher's performance in a classroom setting. This record is completed by the students and is used by the Adult Learning Center in evaluating each teacher's performance and how it relates to the overall program.
	Access Restrictions	None
	Contents	This record series may contain: Name of teacher, rating categories, and remark spaces.
	Retention and Disposition	Retain for two (2) years, then destroy.
L1782	**Adult Education Kentucky Literacy Commission Financial Report**	This record series 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for (3) years. Destroy after audit.
L1784	**Adult Education Monthly Student Enrollment List**	This record series documents new enrollees in the adult learning program. This data is transferred monthly to the individual's adult education enrollment sheet and both are submitted to the Department of Education. Copies are retained in the district.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Name of school district/project, month, instructor's name. List of student names in alphabetical order with computer enrollment identification number for each student.
	Retention and Disposition	Retain for two (2) years, then destroy.

Series	Records Title and Description	Function and Use
L1785	**Adult Education Staff Information Report**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for one (1) year, then destroy.
L1786	**Adult Education Student Folder (V)**	This record series documents student program progress, work completed, GED practice tests, applications and prescription sheet.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years, then destroy.
L1787	**Adult Education Student Roster**	This record series documents the roster of individuals who are formally enrolled in adult learning programs. It functions as a register of students involved in Adult Basic Education (ABE) programs.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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).
	Retention and Disposition	Retain for one (1) year, then destroy.
L1791	**Adult Education Enrollment and Separation Report**	This record series documents the enrollment and separation of students. This document functions as the application to the adult learning program, a record of accomplishments, entrance and exit scores and personal goals. The data forms are used for the request for federal funds. An enrollment and separation form is completed for each student.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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. The separation portion may contain the 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.
	Retention and Disposition	Retain for tw (2) years, then destroy.

Series	Records Title and Description	Function and Use
L1796	**Adult Education Monthly Record of Training and Wages - U.S. Veterans Administration**	This record series documents information provided to the United States 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 of the total hours of training earned by an individual so the VA can provide pay benefits for the training received.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Name of trainee, VA file number, type of benefit, name of establishment, report for the month of the 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.
	Retention and Disposition	Retain for two (2) years, then destroy.
L1797	**Adult Education Teacher Number Record List**	This record series documents individual numbers assigned to 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.
	Access Restrictions	None
	Contents	This record series may contain: Name and address of staff member, assigned teacher number, project number, and school district.
	Retention and Disposition	Retain for two (2) years, then destroy.
L1799	**Adult Education Weekly Schedule**	This record series documents the visitations made to the homes of students who cannot attend classes due to health or other issues.
	Access Restrictions	None
	Contents	This record series may contain: Name of the person submitting the schedule, week covered, date of week, time of visit, and persons visited with their address.
	Retention and Disposition	Retain for one (1) year, then destroy.
L1801	**Adult Education Student Attendance File**	This record series documents individual student program attendance at Adult Learning Centers within the district.
	Access Restrictions	None
	Contents	This record series may contain: Name of the program participant, the date, the time in and the time out.
	Retention and Disposition	Retain for three (3) years, then destroy.
L2050	**Student Teacher Placement Request**	This record series documents the request from a college or university to place 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.
	Access Restrictions	None
	Contents	This record series may contain: Name and address of supervisor and principal, the request, principal's approval, semester, student, class, supervising teacher, other information about student, date.
	Retention and Disposition	Retain for one (1) year, then destroy.

Series	Records Title and Description	Function and Use
L2051	**Student Teacher Placement**	This record series documents the 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.
	Access Restrictions	None
	Contents	This record series may contain: Student name and address, date, age, sex, marital status, phone, home address, placement school and address, grade or subject, cooperating teacher, and principal.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2054	**Code of Ethics (State Testing Program)**	This record series documents that all ethical standards have been met by the school in preparing students for testing assessment and all testing guidelines set forth by the State Department of Education have been met. This includes all testing preparations.
	Access Restrictions	None
	Contents	This record series may contain: Guidelines, name of district, administrator's signature, date, student name, school and location.
	Retention and Disposition	Retain for three (3) years, then destroy.
L2055	**Equal Employment Opportunity (EEO) School Compliance & District Report File**	This record series documents compliance 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 for the collection of employment data of public elementary and secondary school systems or districts, schools, and annexes. 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.
	Access Restrictions	None
	Contents	This record series may contain: 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).
	Retention and Disposition	Retain for three (3) years, then destroy.
L2064	**Textbook Committee Minutes**	This record series documents the deliberations and decisions of the committee adopting textbooks for use in the district. The committee will meet as needed. The school council has this responsibility.
	Access Restrictions	None
	Contents	This record series may contain: Date, members present, record of deliberations and decisions.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2065	**Textbook Committee Agenda**	This record series documents 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 school-based decision making council approve it.
	Access Restrictions	None
	Contents	This record series may contain: Committee name, meeting date, schedule of topics for discussion.
	Retention and Disposition	Retain for one (1) year, then destroy.

Series	Records Title and Description	Function and Use
L2066	**Textbooks - State Multiple List**	This record series documents 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 Department of Education for approval. Upon state approval, a copy is returned to the district. Since the adoption of KERA, school-based decision making councils have this responsibility.
	Access Restrictions	None
	Contents	This record series may contain: Name of the school district, district number, superintendent, phone, address, elementary & high school supervisors names & phone numbers, list of approved textbooks by elementary/high school, subject category, vendor, district adoption indicator, textbook code, grade range, title, author name, copyright date, list price, wholesale price, retail price, and exchange 6 years.
	Retention and Disposition	Retain for six (6) years, then destroy.
L2067	**Textbook Adoption and Purchase Schedule**	This record series documents the 6-year adopted cycle schedule for textbook adoption. The schedule is approved by the State Department of Education as an indication or reference to the school districts as to when textbooks in the various category will be up for adoption.
	Access Restrictions	None
	Contents	This record series may contain: 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, and school year.
	Retention and Disposition	Destroy when superseded.
L2068	**Textbook Inventory**	This record series documents the inventory of books held by the school district. Some districts may maintain district-wide inventories, while many other districts maintain a school level inventory only.
	Access Restrictions	None
	Contents	This record series may contain: School year, grades, school, principal, group, grade, group subject and title, books on hand, books received, books unfit for use or lost, total usable copies on hand.
	Retention and Disposition	Retain for three (3) years, then destroy.
L2069	**Textbook Evaluation Instrument (V)**	This record series documents the evaluation of textbooks being considered for adoption by the district.
	Access Restrictions	None
	Contents	This record series may contain: Subject, text/series title, author(s), publisher, copyright date, reviewer's name, indication of recommendation or not recommendation, evaluation, rating, specific criteria, total ratings, total points, and general impression categories.
	Retention and Disposition	Retain for one (1) year, then destroy.

Series	Records Title and Description	Function and Use
L2412	**Evaluations of Tenured/Non-tenured Teachers and Administrators (Principal's Copy)**	This record series documents the evaluation of 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.
	Access Restrictions	None
	Contents	This record series may contain: 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 and recommendations.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2420	**Substitute Teachers File (Principal's Copy)**	This record series documents the information provided to a sustitute teacher to aid them in preparing for a 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.
	Access Restrictions	None
	Contents	This record series may contain: Teacher, room number, schedule (period and room number). Location of: lesson plans, grade book, seating chart, homeroom roll, supplies, teacher handbook, contacts such as principal, asst. principal, teacher near by, secretary, dept. head, librarian, counselor, custodian-name filled in for each and students who may be of assistance.
	Retention and Disposition	Destroy when no longer useful.
L2441	**Schedule of Classes (V)**	This record series documents the uniform system of classes. It is done after students have pre-registered and all classes are set.
	Access Restrictions	None
	Contents	This record series may contain: Teacher's name, homeroom, room number, class for each period and name of the department.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2636	**Teacher Plan Book (V)**	This record series documents 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 statewide from different educational publishers so that data elements covered may slightly differ. This is a pre KERA record.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for two (2) years, then destroy.

Series	Records Title and Description	Function and Use
L2637	**Class Record Book (V)**	This record series documents 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 given 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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, and grade distribution by semester.
	Retention and Disposition	Retain for two (2) years, then destroy.
L5348	**Kentucky Teacher Internship Program File (K-TIP)**	This record series documents 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 must 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 one (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.
	Access Restrictions	None
	Contents	This record series may contain: Resource Teacher Time Sheet, intern Performance Record, Confirmation of Employment along with supporting documentation.
	Retention and Disposition	Retain for two (2) years, then destroy.
L5355	**Teachers' Aides File (V)**	This record series documents that persons have met all qualifications to be a teacher's aide in preschool, kindergarten, elementary school, middle school and high school. This file 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 official personnel file.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.

Series	Records Title and Description	Function and Use
L6658	**Local Educator Assignment Data (LEAD) Report**	This record series documents that educators assigned to positions in Kentucky's local school districts have appropriate certification. The Local Educator Assignment Data (LEAD) report is a semiannual report submitted each fall and spring by local school districts to the Education Professional Standards Board (EPSB) to help ensure there is a properly certified educator in every position. The Report provides information on all courses and compares staff and course information for all teachers to the EPSB's teacher certification database. School districts submit data and receive a preliminary audit report back. That report is used to make corrections.The full data report is the final report, which is returned to the school.
	Access Restrictions	KRS 61.878 (1)(a)
	Contents	This record series may contain: Name of town, county, school (including school code, grade range and comments); teacher EPSB name, social security #, Teacher #, employee type, SIS name, job classification number and description, comments; credential code, name, status, effective and expiration dates; course number, KDE number, description, content, population, grade level, comments;
	Retention and Disposition	Retain for four (4) years, then destroy.

Series	Records Title and Description	Function and Use
L2401	**Overdue Fine File**	This record series documents over-due student fines. This record may not have been created in many schools. The record series documents those who have paid.
	Access Restrictions	None
	Contents	This record series may contain: 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 and received payment.
	Retention and Disposition	Retain for one (1) year, then destroy.
L4459	**School District Staff Net User Agreement**	This record series documents staff agreement with the network 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.
	Access Restrictions	None
	Contents	This record series may contain: Signature of employee, date, full name, work location, job title, date of birth, home address, home telephone number, daytime telephone number.
	Retention and Disposition	Destroy when superseded or after termination or retirement of employee.
L4460	**Student Net User Agreement and Parent Permissions**	This record series documents the agreement between the student and the school district that the student will abide by the rules and responsibilities for network 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 network use in the event of any conflict or violation.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Destroy when superseded or when student withdraws or graduates from district.
L4477	**School Library Report**	This record series documents 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 documents the school's compliance with the State Department of Education's guidelines for the operation, staffing, facilities and equipment, and program organization of the library/media center.
	Access Restrictions	None
	Contents	This record series may contain: School, district, superintendent, principal names, school enrollment including kindergarten, county, district, school, library/school phone, fax nos., e-mail address, media specialist, name, duties, experience, school technology coordinator duties, financial information on per pupil expenditures and appropriations, print volumes, books per pupil, non print materials including digital and electronic media, inventory of media equipment including audio/visual, copiers, computers (KETS and others) and digital equipment and information about the center's organization and program.
	Retention and Disposition	Retain five (5) years. Destroy after audit.
L5349	**User File/Log (Computer)**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: Name of user, date and time, ID information, and whether a student, faculty member or administrator.
	Retention and Disposition	Retain for one (1) year, then destroy.

Series	Records Title and Description	Function and Use
L1921	**Payroll Personnel File (certified and classified) (V)**	This record series documents the preparation of 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 such as office and maintenance personnel (classified).
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Destroy five (5) years after termination of employment.
L1923	**Salary Schedule (V)**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: 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 and extended employment.
	Retention and Disposition	Retain three (3) years. Destroy after audit.
L1926	**Payroll Worksheet**	This record series documents the final payroll checks.The final payroll worksheet is then produced showing all deductions and that the payroll checks have been posted.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L1928	**Payroll Check List**	This record series documents that all time sheets have been received from all locations for each pay period on time. Payroll check lists are created each year.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for one (1) year, then destroy.
L1930	**Payroll Check Copies**	This record series documents a reference tool for the payroll checks and statements issued. 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, but may be maintained as an electronic file.
	Access Restrictions	None
	Contents	This record series may contain: Statement showing the 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 and the check which as the name, address, phone of school district, social security number, date, check number, amount, payee name and address, fund, signature of treasurer and superintendent.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.

Series	Records Title and Description	Function and Use
L1932	**Unemployment Compensation Quarterly Contribution Report**	This record series documents the school district's 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.
	Access Restrictions	None
	Contents	This record series may contain: 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 paid in excess to each employee, total year to date taxable wages subject to contributions, year to date contribution due the trust and amount due this quarter, check #, received, deposited and amount.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L2755	**Leave Requests Change Date:**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L3119	**Notification of Change of Employment Status**	This record series documents 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 master personnel folder, duplicates may be maintained in human resources, payroll, employee benefits and with the employee.
	Access Restrictions	KRS 61.878(1)(a)
	Contents	This record series may contain: 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.
	Retention and Disposition	Destroy when no longer useful.

Series	Records Title and Description	Function and Use
L3120	**Notification of Classified/Professional Employment-Duplicate**	This record series documentst the hiring of a classified or professional staff member in a school district. While the original is filed in the master personnel folder, duplicates may be maintained in human resources, payroll, employee benefits and with the employee.
	Access Restrictions	KRS 61.878(1)(a)
	Contents	This record series may contain: 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.
	Retention and Disposition	Destroy when no longer useful.
L4473	**Worker's Compensation and Insurance Claims and Report File**	This record series 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.
	Access Restrictions	KRS 61.878 (1)(a)
	Contents	This record series may contain: Copies of the actual insurance or worker's compensation claims. Also, Confidential information such as social security numbers, addresses, and phone numbers may be included.
	Retention and Disposition	Destroy five (5) years after termination of case or settlement and audit.
L5118	**Payroll Deduction Waiver Form**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: Employee/contributor information (name, social security number, position title, position location, phone number, signature); agency/contributor name; deduction information (method of contribution, amount of deduction, amount per paycheck, deduction procedures); further information or instructions.
	Retention and Disposition	Destroy if superseded or one (1) year after termination of employment and after audit.
L5119	**Payroll Update Forms**	This record series documents individual employee payroll updates. These include any changes to an individuals payroll including deductions, insurance, and other.
	Access Restrictions	None
	Contents	This record series may contain: Date, employee name, location, social security number, new information (type, amount, date).
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L5120	**Kentucky Retirement Systems Forms**	This record series documents an employee's membership in the Kentucky Retirement System and the employee's designation of a beneficiary. The information on these forms are found in the employees personnel file.
	Access Restrictions	None
	Contents	This record series may contain: Employee name, social security number, address, dob, phone, sex, marital status, date of employment, type/name of agency, previous county, city or state employment, military service, signature and date. Principal Beneficiary(ies) information, contingent beneficiary(ies) information and signature section.
	Retention and Disposition	Retain until superseded or until one (1) year after termination of employee.

Series	Records Title and Description	Function and Use
L5121	**Pay Plan/Payment Method Forms**	This record series documents 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).
	Access Restrictions	None
	Contents	This record series may contain: Employee's name, social security number, location, plan options, and explanation of plans.
	Retention and Disposition	Retain three (3) years. Destroy after audit.
L5122	**Request for Stop Payment**	This record series documents employees' requests to stop payment of their paychecks.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain three (3) years. Destroy after audit.
L5237	**Payroll Deduction Reports (Monthly & Pay Period) (V)**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: Deductions for retirement, medical and life insurance, state deferred compensation credit union, garnishments, investments, annuities and others as added.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L5257	**Payroll Register - Year End Change Date: 6/14/2012 (V)**	This record series documents 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 may contain: 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 for sixty (60) years, then destroy.

Series	Records Title and Description	Function and Use
L5258	**Monthly Summary of Wages Earned**	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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L5260	**Time and Attendance Record File (V)**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L5261	**Individual Payroll Authority File (V)**	This record series documents 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 is all authorizations needed in order to produce the payroll.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Destroy three (3) years after termination of employment or three (3) years after superseded and audit.
L5262	**Wage and Tax Statements/W-2 (V)**	This record series documents 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 their federal and state tax return. The local government maintains a copy in its file.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for five (5) years. Destroy after audit.

Series	Records Title and Description	Function and Use
L5263	**Tax Payment Report Worksheet**	This record series documents the authorization and payment of all federal withholding from the bank. This is done electronically with the payment sent 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for five (5) years. Destroy after audit.
L5264	**Employee Direct Deposit Authorization**	This record series documents the employee's authorization for direct deposit of their pay to their bank account by the school district.
	Access Restrictions	None
	Contents	This record series may contain: Name of employee, name of bank, bank routing number, bank account number and signature of employee.
	Retention and Disposition	Destroy when superseded or termination of employment.
L5265	**Transmittal Register of Direct Deposits**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: Originating point, receiving point, date of transfer, time, type of service, name, entry count, amount, credits, debits, savings credits and file totals.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L5266	**Annual Return of Withheld Federal Income Tax (Form 945)**	This record series documents income tax withheld from non-payroll payments. This includes pension, annuities, 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,
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for seven (7) years. Destroy after audit.

Series	Records Title and Description	Function and Use
L5267	**Income Tax Forms 1099**	This record series documents forms 1099-Miscellaneous and 1099-G. Form 1099 - Miscellaneous documents the income earned by vendors for supplies, services, equipment, office building rentals, etc. City property tax and income tax and city license refunds received by these vendors is also documented here. The IRS uses this information to garnishee wages. Form 1099-G documents unemployment compensation and state or local income tax refunds, credits, or offsets earned by vendors of the city.
	Access Restrictions	None
	Contents	This record series may contain: Payer's name, street address city, state and zip, account #, 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, 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.
	Retention and Disposition	Retain for four (4) years. Destroy after audit.
L5268	**Employer's Monthly Return of Income Tax Withheld**	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 State Revenue Department and a check with the total amount due is a attached to the return. This return provides only grand totals for all employees and does not list individual employee names and individual withholding amounts.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for five (5) years. Destroy after audit.
L5269	**Employer's Annual Return of Income Tax Withheld**	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.
	Access Restrictions	None
	Contents	This record series may contain: Employer name and address, period beginning, period ending, return due, account number, total number of employees this period, total withholding payments, 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).
	Retention and Disposition	Retain for seven (7) years. Destroy after audit.
L5270	**Employer's Quarterly Federal Income Tax Return**	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 is the payment.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for five (5) years. Destroy after audit.

Series	Records Title and Description	Function and Use
L5271	**Reimbursing Employer's Quarterly Unemployment Wage Report**	This record series documents the quarterly payment of unemployment insurance contributions by a local government to the Division of Unemployment Insurance. Payment may or may not be attached to the report depending on whether the local government decides to file it with the report or separately.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L5800	**Family and Medical Leave Record File (V)**	This record series documents 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 and job protection 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.
	Access Restrictions	KRS 61.878 (1)(a)
	Contents	This record series may contain: Application, approval or denial letter, doctor's statements, payroll information and leave records.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L5801	**New Hire Report**	This record series documents 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.
	Access Restrictions	KRS 61.878(1)(a)
	Contents	This record series may contain: Employee's name, address, SS#, employer's name, payroll address, federal id #, date of hire, date of birth, and other information.
	Retention and Disposition	Retain for three (3) years, then destroy.
L5802	**Disability Leave Files (V)**	This record series documents those who apply for leave due to 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.
	Access Restrictions	KRS 61.878(1)(a)
	Contents	This record series may contain: Leave request, doctor's statements, P1 to restore the time missed and employee directory information.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L5806	**Payroll Register - Pay Period Change Date: 12/9/2004 (V)**	This record series documents the earnings and withholdings of employees for each pay period. This is used to compile the year end payroll register.
	Access Restrictions	61.878 (1)(a)
	Contents	This record series may contain: Run date, name of employee, gross pay, withholdings, rate of pay, year to date totals, total deductions and payroll vouchers.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.

Series	Records Title and Description	Function and Use
L6466	**Substitute Teacher Sign-in/Sign-out Form**	This record series documents 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: Name of the substitute teacher, date, time entering the building, time leaving the building and other directory information.
	Retention and Disposition	Retain for three (3) years, then destroy after audit.
L6638	**Leave Affidavit**	This record series documents that the leave taken by employees is for sick, personal, jury duty, military duty, maternity/adoption or emergency leave. This document is signed after the leave is taken and describes what the type of leave and the details of the leave.
	Access Restrictions	None
	Contents	This record series may contain: Name of name of employee, type of leave, principal's signature, date, employee's signature, and date.
	Retention and Disposition	Retain for three (3) years, then destroy.
L6655	**Sick Leave Sharing File**	This record series documents the operation of a district's sick leave bank or bank system (KRS 161.155) for the purpose of sharing donated sick leave among employees. It includes records necessary to verify eligibility for the program. The records series is used to provide supporting documentation for approval or denial of requests for leave from the bank or banks and the transfer of sick leave from one employee to another.
	Access Restrictions	KRS 61.878(1) a
	Contents	This record series may contain: Sick leave donation forms; applications for sick leave from the bank or banks; medical documentation; records which track sick leave donated, requested, and used; and any related correspondence.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.

Series	Records Title and Description	Function and Use
L1800	**Employee Intention Slips**	This record series documents 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 each school year.
	Access Restrictions	None
	Contents	This record series may contain: Check sheet listing the request for reassignment, transfer, or other plans and an employee signature line.
	Retention and Disposition	Retain for one (1) year, then destroy.
L1846	**Employers First Report of Injury or Illness File**	This record series documents all work-related injuries, fatal or non- fatal, suffered by employees in the course of their employment, for which no claim or compensation was filed. Pursuant to KRS 342.038, an employer is required to file a first report of injury with the Department of Workers' Claims 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for ten (10) years, then destroy.
L1847	**Labor Statistics Log and Summary of Occupational Illnesses and Injuries**	This record series documents the report to OSHA of 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. 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 (listing of 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 payroll records.
	Access Restrictions	None
	Contents	This record series may contain: Date of incident, name, occupation, department, illness or injury days off work, etc.
	Retention and Disposition	Retain for five (5) years, then destroy.
L2023	**Personnel Service Information File (Classified) (V)**	This record series documents the cumulative record of service of classified personnel. It is used as a quick reference file for all employees other than certified employees (teachers and administrators). This is not the official personnel file which has a longer retention.
	Access Restrictions	KRS 61.878 (1)(a)
	Contents	This record series may contain: 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.
	Retention and Disposition	Destroy three (3) years after termination of employment.

Series	Records Title and Description	Function and Use
L2024	**Personnel Service Information File (Certified) (V)**	This record series documents the cumulative record of the certified (teachers and administrators) employee's service. It is used for quick reference. This is not the official personnel file which has a longer retention.
	Access Restrictions	KRS 61.878 (1)(a)
	Contents	This record series may contain: 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 and skin test.
	Retention and Disposition	Destroy three (3) years after termination of employment
L2025	**Applications - Persons Not Hired**	This record series documents the process of applying for employment in the school district. When the application is not acted upon, it is put in an inactive file for future reference. This is either an electronic or paper record and is only applicable for a short period of time.
	Access Restrictions	KRS 61.878 (1)(a) - personally identifying information. Agencies should consult legal counsel regarding open records matters
	Contents	This record series may contain: Name, address, social security number, telephone number, birthdates, physical defects, academic record, certification, position applied for, experience, and references.
	Retention and Disposition	Retain for two (2) years, then destroy. Retain incomplete applications for thirty (30) days, then destroy.
L2102	**Employee's Weekly Work Schedule**	This record series documents the employee's working activities during a given week. These reports are used by the employee's supervisor in evaluating the performance of said employee. It also helps the administrators stay abreast of what has taken place during the given week.
	Access Restrictions	None
	Contents	This record series may contain: Name of the person submitting the schedule, week covered, date of week, activity.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2639	**Complaints Against Staff - Substantiated Change Date: 3/15/2012 (V)**	This record series documents substantiated complaints against staff members. These may be complaints from the public, students or school staff. These records initiate an investigation and are 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.
	Access Restrictions	KRS 61.878 (1)(a), 20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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 for five (5) years after termination of employment, then destroy.

Series	Records Title and Description	Function and Use
L3117	**Application Screening Profile**	This record 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.
	Access Restrictions	KRS 61.878 (1)(a)
	Contents	This record series may contain: 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 & checks the applicants response to the question. Remarks and overall recommendation follows in narrative form. .
	Retention and Disposition	Retain for three (3) years, then destroy.
L3118	**Applicants Recommended for Employment (V)**	This record series documents the interview committee's listing of applicants recommended for employment for a position and are listed in numeric order based on preference score. 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 local board of education.
	Access Restrictions	KRS 61.878 (1)(a)
	Contents	This record series may contain: Position title, interview date, job salary/grade, names, race/sex, and committee recommendation in rank order, attachments, committee member names, signature of committee chairperson and date.
	Retention and Disposition	Retain for three (3) years, then destroy.
L3137	**Superintendent Evaluation by Local School Board Change Date: 6/9/2005 (V)**	This record series documents the evaluation of the superintendent's job performance and is used to determine retention. The school district superintendent is hired by the local board of education and is the chief executive and administrative officer of the district. Pursuant to KRS 156.557 (6)(a) and 704 KAR 3:370, each district superintendent will be evaluated according to a policy and procedures developed by the local board of education and approved by the State Department of Education.
	Access Restrictions	None
	Contents	This record series may contain: 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 and personal qualities.
	Retention and Disposition	Destroy thirty (30) years after termination of employment.
L4466	**Personnel Files - School/Department Copy**	This record series documents copies of 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.
	Access Restrictions	KRS 61.878 (1)(a) Personal Information
	Contents	This record series may contain: Correspondence, evaluations and copies of personnel information.
	Retention and Disposition	Destroy three (3) years after termination of school employment.

Series	Records Title and Description	Function and Use
L5235	**Employee Grievance File**	This record series documents 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 and 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 Equal Employment Opportunity complaints which may be appealed to the State Personnel Board.
	Access Restrictions	None
	Contents	This record series may contain: Written complaint, conference summary, administrative decision, date , name, address, job title, investigative documents, exhibits, related correspondence, withdrawal notices and decisions.
	Retention and Disposition	Retain for three (3) years after resolution, then destroy.
L5236	**Application for Reemployment-Classified (V)**	This record series documents 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.
	Access Restrictions	KRS 61.878 (1)(a)
	Contents	This record series may contain: Name of the school, name of person reapplying, address, phone number, position, recommendations, supervisor's signature and deadline information.
	Retention and Disposition	Retain for one (1) year, then destroy.
L5272	**Personnel Medical File Change Date: 6/9/2005**	This record series documents 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. This record series is used to document the health status of an employee.
	Access Restrictions	KRS 61.878 (1)(a)
	Contents	This record series may contain: 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.
	Retention and Disposition	Destroy thirty (30) years after termination of employment. With the following exceptions: A. Health insurance claims maintained separately *Destroy three (3) years after termination of employment 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 three (3) years after termination of employment C. Employees who have worked less than one (1) 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.

Series	Records Title and Description	Function and Use
L5273	**Hiring Procedures File**	This record series documents the 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 may also 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.
	Access Restrictions	KRS 61.878 (k)(3)
	Contents	This record series may contain: Name of person , address, social security #, previous employer, reference confirmation, test scores, hiring information. May include postings of available jobs, a list of persons applying for available positions, name of person applying, address, social security #, previous employer, test scores, and hiring information. Documents information used in reporting to the EEOC. This file may contain a listing of those people (principal/director/superintendent) who have accessed the applicants information.
	Retention and Disposition	Destroy three (3) years from the creation date of the record or after litigation is resolved, whichever comes later.
L5343	**Personnel File (V)**	This record series documents 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 of the employment history which is deemed significant in determining job performance.
	Access Restrictions	KRS 61.878 (1)(a) Exceptions include, but are not limited to, an employee's resume, test score(s), social security number, transcript(s), military record, home address and pho
	Contents	This record series may contain: Application, resume, criminal background checks; positions held, job descriptions; term of employment; letters of intent and resignation; education and experience verification; copies of immigration forms, W-4, birth certificate, and driver's license; Social Security number; complaints and disciplinary action; attendance and leave records; insurance records; copies of contracts; worker's compensation; general correspondence and memos; commendations; addresses; policy and procedure acknowledgements; pension reports; and evaluations.
	Retention and Disposition	DESTROY THE FOLLOWING SIXTY (60) YEARS FROM DATE OF HIRE: 1) Applications for positions 2) Name 3) Last known address 4) Social security number 5) Letters of resignation 6) Starting and ending dates of employment 7) Retirement information 8) Verification of positions held 9) Disciplinary actions 10) Job descriptions. DESTROY FIVE (5) YEARS AFTER TERMINATION OF EMPLOYMENT: 1) Employee evaluations 2) Letters of intent 3) Policies/procedures acknowledgement 4) Health/life insurance membership 5) W-4 6) Copies of contracts 7) Leave records 8) Criminal background checks 9) Experience verification forms 10) Copies of driver license and birth certificates 11) Resumes 12) General correspondence/memos 13) Complaints 14) Commendations.
L5827	**Personnel Hazardous Materials Exposure File**	This record series documents school district personnel exposure to hazardous materials, lead, chemicals, toxic substances, blood borne pathogens, biological agents, bacteria, virus, fungus, radiation, or other related conditions.
	Access Restrictions	KRS 61.878(1)(a)
	Contents	This record series may contain: 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.
	Retention and Disposition	Destroy thirty (30) years from date of each exposure.
L5865	**Position Classification Documents File (V)**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: Title of each job classification, qualifications, minimum requirements, educational requirements, type of testing needed and certifications requested.
	Retention and Disposition	Maintain one (1) copy of each position classification Permanently, including documentation of any changes, revisions or updates.

Series	Records Title and Description	Function and Use
L6353	**Random Drug Testing File**	This record series documents 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.
	Access Restrictions	KRS 61.878 (1)a
	Contents	This record series may contain: Name of employee, address, ss#, directory information, test results and actions taken.
	Retention and Disposition	Retain for five (5) years then destroy, Positive test results and refusals to take test. Retain for two (2) years then destroy, Records related to the collection process. Retain for one (1) year then destroy, Negative test results.
L6439	**Student Employment Record File**	This record 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: Applications, evaluations , work assignments, and termination documents completed by student employees and their supervisors.
	Retention and Disposition	Retain for five (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 work.
	Access Restrictions	None
	Contents	This record series may contain: Name of employee, 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 for one (1) year, then destroy.
L6454	**Complaints Against Staff - Unsubstantiated**	This record series documents 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 contain: 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 for two (2) years, then destroy.
L6471	**Employment Verification Form**	This record series documents 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 the entity requesting employment 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: Name of employee, date, work title, date employed, positions held and other information.
	Retention and Disposition	Retain for one (1) year, then destroy.

Series	Records Title and Description	Function and Use
L6472	**Criminal Background Checks**	This record series documents 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: 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 for one (1) year, then destroy.
L6473	**Employment Eligibility Verification Form (I-9 Form)**	This record series documents the verification 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 for three (3) years after termination of employment.
L6888	**Employee Disciplinary File (V)**	This record series is used to document personnel actions taken by the Superintendent or supervisor. This may also be found in the employee's personnel file. This includes both certified and classified personnel. There are personnel action procedures in place that are to be followed. These actions may be taken in response to allegations of misconduct, disrupting the educational process, harassment/discrimination and possible criminal acts. Written notification of personnel actions shall be provided to the employee with discipline being but not limited to a public reprimand, suspension without pay, nonrenewal, reduction in force, sanctions and termination.
	Access Restrictions	None
	Contents	This record series may contain the notice of action, possible violations, parties involved, allegations, actions taken, evaluations and investigation information.
	Retention and Disposition	Retain 60 years from the first date of hire. Then destroy.

Series	Records Title and Description	Function and Use
L4422	**Preschool Parents Needs Assessment**	This record series documents a guided questionnaire covering parent training topics, parent education and needs and social and health needs of the child or family. This information is used to track non-instructional components of the preschool program, profiling parents and their educational interests and needs for program planning purposes. Preschool programs are available to 4-year-old children who are "at risk," meaning they are eligible for the federal School Lunch Program. Preschool is also available for 3- and 4-year-old children with disabilities. Enrollment of a child in the preschool program is at the discretion of the parent or legal guardian. This information aids in the determination of eligibility.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for four (4) years, then destroy.
L4423	**Preschool Family Component Parent Training and Education Plan**	This record series documents a monthly work plan based on the parent survey outlining what training and educational activities are planned by the preschool teacher. This information is used to monitor participation in parent training and which topics are of interest.
	Access Restrictions	None
	Contents	This record series may contain: Teacher name, school, date, date/time, topic and presenter of parent training, name of adult needing education, enrolled and not enrolled.
	Retention and Disposition	Retain for four (4) years, then destroy.
L4425	**Preschool Parent Meeting Sign-In Sheet**	This record series documents parent attendance at meetings. Statistical data gathered from the series is used in preparing grant applications. The series documents parental interest in their children's preschool program.
	Access Restrictions	None
	Contents	This record series may contain: Date, name of school, parent name, address and phone number.
	Retention and Disposition	Retain for one (1) year, then destroy.
L4426	**Preschool Family Component-Social Service and Health Needs**	This record series documents the 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for four (4) years, then destroy.

Series	Records Title and Description	Function and Use
L4427	**Preschool Screening Log for Referrals**	This record series documents children referred for medical and other screenings at the time of registration. This 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 this information.
	Access Restrictions	None
	Contents	This record series may contain: Name of child, date of birth, plus check off list for a variety of medical and psychological tests.
	Retention and Disposition	Retain for four (4) years, then destroy.
L4428	**Preschool Student Information Form**	This record series documents 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. This information can be used as a monitoring document assuring all services and requirements have been met.
	Access Restrictions	KRS 61.878(a)
	Contents	This record series may contain: School, name of student, social security #, birth certificate, physical, immunization, tuberculin test, disability screen, vision, hearing and medical card.
	Retention and Disposition	Retain for four (4) years, then destroy.
L4429	**Preschool Student Vision/Hearing Referral**	This record series documents children needing follow-up for vision/hearing problems. It is used as a reminder that a referral has taken place. This information may be used to protect district from any claims regarding failure to provide services or adequate treatment.
	Access Restrictions	None
	Contents	This record series may contain: Teacher, session, student name, vision pass or fail, hearing pass or fail, date letter sent and date of treatment.
	Retention and Disposition	Retain for four (4) years, then destroy.
L5324	**Preschool Administrative File**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: Program application, periodic reports, transportation records, free lunch information, curriculum information, program comparison data and supporting documentation.
	Retention and Disposition	Retain for four (4) years, then destroy.
L5326	**Preschool Student File**	This record series documents activities of the student enrolled in the district's preschool program. This also applies to the Jump Start and Even Start programs. 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Student assessments, evaluations and performance gauges.
	Retention and Disposition	Retain for four (4) years, then destroy.

Series	Records Title and Description	Function and Use
L1934	**Professional Staff Development Data File (V)**	This record series documents 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 a 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.
	Access Restrictions	None
	Contents	This record series may contain: 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 & date.
	Retention and Disposition	Retain for two (2) years, then destroy.
L2038	**Performance Evaluation Plan for District Certified Personnel/Administrators (V)**	This record series documents the process of assessing or determining the effectiveness/performance of certified employees 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years, then destroy.
L2040	**Professional Development Committee Minutes**	This record series documents the record of the discussions and decisions of the In-service committee which meets to plan teacher in-service activities.
	Access Restrictions	None
	Contents	This record series may contain: Agenda for the meeting, date of meeting, those present, record of discussions and actions.
	Retention and Disposition	Retain for four (4) years, then destroy.

Series	Records Title and Description	Function and Use
L2041	**Professional Development Teacher Registration**	This record series documents 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 professional development 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2042	**Teacher Evaluation of Professional Development Activity**	This record series documents the participating teacher's evaluation of the in-service workshop or activity. It is used by the professional development coordinator in his evaluation of the workshop or activity.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2410	**Request for Permission to Attend Professional Meeting**	This record series documents the request to attend professional meetings which are necessary for professional development.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2411	**Request for Approval of Equivalent Credit for Professional Growth**	This record series documents the professional growth of teachers within the school. his documentation is sent to the Southern Association. Each teacher must have a minimum amount of hours.
	Access Restrictions	None
	Contents	This record series may contain: Name of the teacher, school, address, telephone number, description of training or activity, number credit hours, principal and superintendents signature.
	Retention and Disposition	Retain for six (6) years, then destroy.

Series	Records Title and Description	Function and Use
L4412	**Professional Staff Development Program File**	This record series documents the district Professional Staff Development Program. This record identifies areas for school-based professional development, activities and sources for funding development (tied to planning) outlines the entire planning process for both regulatory requirements and staff responsibilities. This series identifies those professional development workshops which the district provides for staff to fulfill the state requirement and shows district compliance with state regulatory and statutory requirements. Additionally, the professional needs of school staff are identified and documented. This record is useful 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.
	Access Restrictions	None
	Contents	This record series may contain: 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 and session code.
	Retention and Disposition	Retain for five (5) years, then destroy.
L4413	**Professional Staff Development Credit File (Includes Travel)**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years, then destroy.
L5232	**Effective Instructional Leadership Act (EILA) File (V)**	This record series documents that 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 State Department of Education (KDE). This file includes verification statements and certificates. Effective Instructional Leadership Act (EILA) is 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 KDE 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 KDE. A separate file may be kept for each participant which would include certification of attendance.
	Access Restrictions	KRS 61.878 (a)
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for six (6) years, then destroy.
L5823	**Individual Professional Growth Plan (IGP)**	This record series documents the performance of individual certified personnel and administrators and is mandated by 704 KAR 3:370. 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.
	Access Restrictions	KRS61.878 (1)(a)
	Contents	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.
	Retention and Disposition	Retain for three (3) years, then destroy.

Series	Records Title and Description	Function and Use
L5824	**Personnel Evaluation (Certified/Administrator)**	This record series documents the annual evaluation of non-tenured 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. The State Department of Education (KDE) sets the training through a cooperative agreement with the Kentucky Association 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.
	Access Restrictions	KRS61.878 (1)(a)
	Contents	This record series may contain: Name of the person being evaluated, date, name of evaluator, list of performance criteria, specific descriptors or indicators.
	Retention and Disposition	Destroy for five (5) years after termination of employment.
L6451	**Classified Personnel Training File**	This record series documents the required training taken by classified staff. Certain classified personnel must complete initial training and training on an annual basis. This may include district staff in transportaion, food services, administration, fiscal, personnel, payroll, etc..
	Access Restrictions	Agencies should consult legal counsel regarding open records matters.
	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 for three (3) years, then destroy.

Series	Records Title and Description	Function and Use
L4418	**On-Site Service Request**	This record series documents service requests/work orders from individual schools. It is used as a planning and scheduling tool to ensure prompt and effective responses to service requests. This series also is used to identify problem areas that may need additional time and resources.
	Access Restrictions	None
	Contents	This record series may contain: Name, school, type of equipment, date, room, phone, location, does machine contain critical data, if yes what?, description of problem and checklist for technology department.
	Retention and Disposition	Retain for one (1) year, then destroy.
L4419	**Repair Statement**	This record series documents repairs made to computers, other digital technologies and electronic records keeping media at a school. This outlines work done and the cost of the repair. It can be used for decision making whether replacement is needed.
	Access Restrictions	None
	Contents	This record series may contain: Equipment inventory number, teacher, school, room, model or brand, serial #, date sent out, date returned, repair problem, part used and cost and evaluation.
	Retention and Disposition	Retain for two (2) years, then destroy.
L4420	**Request for Service/Work Order**	This record series documents a service request/work order for repair work to be completed for all audio/video, electronic devices, and digital technologies at the school level. The information gathered can be used in decisions regarding replacement.
	Access Restrictions	None
	Contents	This record series may contain: Name of the school, charge to, type of equipment, serial #, date and description of trouble with equipment.
	Retention and Disposition	Retain for one (1) year, then destroy.
L4421	**KETS Accounts File**	This record series documents expenditures of The Kentucky Education Technology Systems (KETS) funds based on district technology needs as noted in the State Board Master Plan. It is used to determine where accounts balances may be at a given period of time. The Kentucky Education Technology Systems (KETS) is a direct result of the Kentucky Education Reform Act of 1990. Within the work of KETS, a Master Plan was developed along with the KETS Implementation Plan. A Master Plan is developed every 5 years.
	Access Restrictions	None
	Contents	This record series may contain: Fund ledger sheets, purchase orders, invoice, KETS regional coordinator approval form, memo from school, KETS price contract and correspondence.
	Retention and Disposition	Retain for five (5) years, then destroy.
L4431	**Vendor Files (KETS)**	This record series documents purchases from a particular vendor for easy retrieval for Kentucky Educational Technology System 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.
	Access Restrictions	None
	Contents	This record series may contain: Purchase order, standard invoice and KETS price contract.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.

Series	Records Title and Description	Function and Use
L3002	**School-Based Decision Making Council Minutes (V)**	This record 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. Establishment of the councils is a part of the Kentucky Educational Reform Act.
	Access Restrictions	None
	Contents	This record series may contain: Date of meeting, members present, quorum, narrative description of actions taken, vote or consensus, formation of subsequent agendas, time and place of meeting.
	Retention and Disposition	Retain Permanently.
L3003	**School-Based Decision Making Council Committee Minutes (V)**	This record 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain Permanently.
L3004	**Teacher Council Member Election Records (V)**	This record 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.
	Access Restrictions	None
	Contents	This record series may contain: Nomination forms, ballots, absentee ballots, tally sheets, voter registration sheet, and signatures of those who tallied votes.
	Retention and Disposition	Retain for three (3) years, then destroy.
L3005	**Parent Representative Council Member Election Records (V)**	This record 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 be eligible to vote and to serve as council members.
	Access Restrictions	None
	Contents	This record series may contain: Nomination forms, ballots, absentee ballots, tally sheets, signatures of those who tallied votes with results.
	Retention and Disposition	Retain for three (3) years, then destroy.

Series	Records Title and Description	Function and Use
L3008	**School-Based Decision Making Council/Committee Meeting Notification**	This record series documents notification of special meetings and emergency meetings of the School-Based Decision Making Council, its committees and/or sub-committees. Pursuant to KRS 61.823, notice is provided to every member of the public agency and each media organization which has filed a written request to receive notice of special and emergency called meetings. Furthermore, a public notice is posted at the main office of the public agency
	Access Restrictions	None
	Contents	This record series may contain: Date and time of meeting, place where meeting is to be held and the meeting agenda.
	Retention and Disposition	Retain for one (1) year, then destroy.
L3011	**School-Based Decision Making Council Annual Budget(Allocation) (V)**	This record 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.
	Access Restrictions	None
	Contents	This record series may contain: Letter or memorandum to school council delineating the amount of dollars allocated to it for staffing and instructional supplies.
	Retention and Disposition	Retain Permanently.
L3012	**School-Based Decision Making Council Budget Expenditure Report (V)**	This record 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.
	Access Restrictions	None
	Contents	This record series may contain: A 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.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L3013	**School-Based Decision Making Council By-Laws**	This record 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.
	Access Restrictions	None
	Contents	This record series may contain: Narrative outlining the by-laws of a School-Based Decision Making Council.
	Retention and Disposition	Retain Permanently.

Series	Records Title and Description	Function and Use
L3014	**School-Based Decision Making Council Annual Transformation Plan (V)**	This record series documents an annual plan of action provided to the district superintendent 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.
	Access Restrictions	None
	Contents	This record series may contain: Narrative account of annual goals, objectives, actions and costs expected by the school council to be accomplished with a plan of action.
	Retention and Disposition	Retain for five (5) years, then destroy.
L3015	**School-Based Decision Making Council Policy Appeals (V)**	This record 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.
	Access Restrictions	None
	Contents	This record series may contain: Narrative communication supporting the appeal from the complainant and narrative communication from the School Council upholding or overturning past policy.
	Retention and Disposition	Retain for five (5) years, then destroy.
L3016	**School-Based Decision Making Council Request for Waiver of Board Policy (V)**	This record 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.
	Access Restrictions	None
	Contents	This record series may contain: Narrative request addressed to the local school board requesting waiver of a certain board policy.
	Retention and Disposition	Retain for five (5) years, then destroy.
L3017	**School-Based Decision Making Council Policy (V)**	This record series documents policies established by the School-Based Decision Making Council for its activities and decisions. The policies covered are required by KRS 160.345 which may 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.
	Access Restrictions	None
	Contents	This record series may contain: Narrative statement of policies of a School-Based Decision Making Council.
	Retention and Disposition	Retain Permanently.

Series	Records Title and Description	Function and Use
L3018	**School-Based Decision Making Council Request for Professional Development (V)**	This record 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.
	Access Restrictions	None
	Contents	This record series may contain: Teacher name, date, type of training requested, when training availability became known, cost, area/grade to benefit, approval and denial check-off box.
	Retention and Disposition	Retain for three (3) years, then destroy.
L3019	**School-Based Decision Making Council Annual School Report (V)**	This record series documents an individual schools objectives, outcomes and task accomplishments. The report will distributed to all parents affiliated with the school and will include at least a three year comparison of dropout rate, retention rate, attendance, achievement scores, percent of free and reduced lunches and the number of transfer students. The series is used to track annual progress taking place at an individual school.
	Access Restrictions	None
	Contents	This record series may contain: Statement as to what the council set out to accomplish, to what extent it was accomplished, changes made in the school and other accomplishments.
	Retention and Disposition	Retain Permanently.
L3020	**School-Based Decision Making Council Annual Financial Audit Report**	This record 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.
	Access Restrictions	None
	Contents	This record series may contain: Combination of narrative and numerical data relating to the audit of a School-Based Decision Making Council.
	Retention and Disposition	Retain Permanently.
L6351	**Council Members Training Record File**	This record series documents that school-based council members have completed the required training. Pursuant to KRS 160.345, both parent and teacher members who are newly-elected are required 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 State 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.
	Access Restrictions	KRS 61.878 (1)a
	Contents	This record series may contain: Person's name, ss#, address, school district, school-based council, and training taken.
	Retention and Disposition	Retain for three (3) years, then destroy.

Series	Records Title and Description	Function and Use
L1973	**Attendance and Accounting for Special Education Student Services.**	This record series documents the delivery of services by the school district to handicapped children. It is used for monitoring and compliance purposes.
	Access Restrictions	None
	Contents	This record series may contain: Name of the school district, district number, date of report, number of children by age group, disabilities including mentally handicapped educable, mentally handicapped trainable, mentally handicapped severely & 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, certification, signature, and date.
	Retention and Disposition	Retain for two (2) years, then destroy.
L2001	**Special Education Due Process Student Folder (V)**	This record series documents a student's special education placement, any due process that occurs and the student activity in the special education program. Included are the dates of procedures, parental permissions, test results, psychological evaluations, etc. It may contain the Individual Education Program (IEP) for the student. This file, including 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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 & social history, permission for individual evaluation, re-evaluation notice, record of disclosures, learning disabilities written report, notice of admission & release committee meetings, short-term objectives.
	Retention and Disposition	Destroy three (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)**	This record series documents the request for federal funds to assist in educational programs for handicapped children. Children who qualify must be provided a free and appropriate education in the least restrictive environment with an individual education designed specifically for that child.
	Access Restrictions	None
	Contents	This record series may contain: Assurances, fiscal effort, implementation of procedures, annual program plan and evaluation and data requirements.
	Retention and Disposition	Retain for three (3) years, then destroy.
L2003	**Quarterly Summary Report (V)**	This record series documents expenditure of funds for education of handicapped children.
	Access Restrictions	None
	Contents	This record series may contain: Name of the 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, and financial summary.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.

Series	Records Title and Description	Function and Use
L2004	**Annual Data Report**	This record series documents the education of the handicapped as authorized by federal department of education. The local school district completes the appropriate forms and provides narrative and statistical data on education of the handicapped.
	Access Restrictions	None
	Contents	This record series may contain: Persons employed, additional personnel needed, least restrictive environment, existing and anticipated services, funds expended, need for improved services, related services and private school handicapped.
	Retention and Disposition	Retain Permanently.
L2005	**Application for Tentative Approval for Classroom Units for Exceptional Children (V)**	This record series documents the process whereby a request for approval of classroom units for exceptional children is submitted, approved and created. Exceptional children include those suffering from a particular handicap (physical, emotional or mental).
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for two (2) years, then destroy.
L2006	**Request for Approval of Replacement Teacher (V)**	This record series documents the request for a replacement special education teacher. Replacements may be used when approved by the state department of education.
	Access Restrictions	None
	Contents	This record series may contain: Name of the 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 authorized official.
	Retention and Disposition	Retain for two (2) years, then destroy.
L3121	**Follow-up File for Emotionally and Behaviorally Disabled Students (V)**	This record 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. Note: This may be a separate file or maintained as L2001, Due Process Student Folder.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years, then destroy.

Series	Records Title and Description	Function and Use
L5238	**Excess Costs, Maintenance of Fiscal Effort & Non-Supplanting Report**	This record series documents 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 form 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 of children ages 3, 4, 5, 18, 19, 20 the excess cost requirement applies to children with disabilities in these age categories.
	Access Restrictions	None
	Contents	This record series may contain: 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 & Non-Supplanting information. Included is the amount of the districts basic allocation, state and local funds actually spent, state and local funds budgeted.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L5239	**Student Medicaid & Health Services File**	This record series documents 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Notice that services are available, date notified, standard invoice, list of students, list of service providers, release of information.
	Retention and Disposition	Retain for seven (7) years, then destroy.
L5576	**Student Application for Program -- Student Not Accepted**	This record series documents applications for any non-traditional programs. In these cases, the student has not been accepted into the program to which they applied.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years, then destroy.
L5828	**Psychology Report for Non-qualifying Students**	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 the Family Educational Rights and Privacy Act.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Evaluation protocols and name of student, address, date of birth, and school.
	Retention and Disposition	Retain for three (3) years, then destroy.

Series	Records Title and Description	Function and Use
L5829	**Kentucky Continuous Monitoring Process (KCMP) Documentation**	This record series documents the 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. 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 Kentucky Continuous Monitoring Process reporting instrument is submitted electronically and is part of the Comprehensive Improvement Plan. This series is the supporting documentation.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for five (5) years, then destroy.
L5844	**Test Protocols (Special Education Student) (V)**	This record series documents 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. This is considered an educational record under the Family Educational Rights and Privacy Act.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	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.
	Retention and Disposition	Retain for three (3) years, then destroy after notification of student and parent or guardian.
L6385	**Office of Civil Rights Compliance Report - District Summary**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years, then destroy.
L6386	**Exiting Reports Related to Discipline and Disability**	This record series documents 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 State 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.
	Access Restrictions	None
	Contents	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.
	Retention and Disposition	Retain for three (3) years, then destroy.

Series	Records Title and Description	Function and Use
L6470	**Child Count Report**	This record series documents 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: Name of the district, number of special ed students, disability of student, date and other.
	Retention and Disposition	Retain for three (3) years, then destroy.

Series	Records Title and Description	Function and Use
L2372	**Student Cumulative Health Record**	This record series documents 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for six (6) years after the student leaves the school district, then destroy.
L3021	**Authorization to Give Medicine (V)**	This record 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.
	Access Restrictions	KRS 61.878 (1)(a)
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for one (1) year, then destroy.
L3160	**Teenage Parent Program (TAPP) Medical Records**	This record series documents the medical services provided under the Teenage Parent Program (TAPP) 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 the Kentucky Educational Reform Act, 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 data collected.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for six (6) years after the student leaves the school district, then destroy.
L5372	**Student Health Education Data Survey Forms**	This record series documents surveys to determine whether the students are participating in certain at-risk activities (tobacco use, alcohol, etc.). 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.
	Access Restrictions	20 USC Section 1232g et seq.
	Contents	This record series may contain: Test date; gender, race, location, and grade of student; student responses, student name, identifier and class section.
	Retention and Disposition	Retain for one (1) year, then destroy.

Series	Records Title and Description	Function and Use
L5776	**Vision, Hearing and/or Scoliosis Screening Records**	This record series documents school-based testing of students in the areas of vision, hearing and scoliosis. Generally, students are tested at the schools by technicians. The local districts 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 may occur for vision in grades 1, 2, 3, and 5, with referrals to parents in grade 5; testing for hearing may occur 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.
	Access Restrictions	20 USC Sec 1232g et.seq. & KRS 160.700 et.seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for one (1) year, then destroy.
L5841	**Parent Notification of Pupil Visit to School Nurse**	This record series documents 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Student name, school, teacher, date and message to the parent/guardian.
	Retention and Disposition	Retain for one (1) year, then destroy.
L6905	**Program Plan of Care File**	This record series documents a student's program plan of care. Students which require medicine and/or medical care during school hours will have a care plan which documents specifically what medicine and/or medical procedures are to be administered and when they are to be administered.
	Access Restrictions	20 USC Section 1232g et seq.
	Contents	This record series may contain: Student name, student date of birth, school name, date, health need/medication and description, medication logs, times/dosage administered logs, physician name, signatures of parents, guardians, school nurse, physician, and related information.
	Retention and Disposition	Retain until student reaches age twenty-four (24) years, then destroy.
L6906	**Eating and Feeding Evaluation - Special Needs Form**	This record series documents a student's dietary requirements and restrictions. Eating and Feeding Evaluations document dietary restrictions, special nutritional needs, special feeding needs, allergies, etc.
	Access Restrictions	20 USC Section 1232g et seq.
	Contents	This record series may contain: Student name/age, school name, specific dietary restrictions, allergies, substitute foods, food preparation instructions, special equipment needs, parent's signature, physician's signature and related information.
	Retention and Disposition	Retain for one (1) year, then destroy.
L6907	**Completed Medication Administration Checklist**	This record series documents that a school employee has completed medication administration skill competency training. Specific training is required for school employees to administer certain medications and this series serves as a quick reference tool to check if employee has completed training.
	Access Restrictions	None
	Contents	This record series may contain: School name, school year, employee name, employee position, date competency completed, trainer's initials, list of skills, trainer's signature, employee signature and related information.
	Retention and Disposition	Retain for one (1) year, then destroy.

Series	Records Title and Description	Function and Use
L6908	**Health Office Visit File**	This record series documents general first aid provided to students and visits by students to the school health office for common ailments such as fevers, minor injuries, and upset stomach.
	Access Restrictions	20 USC Section 1232g et seq.
	Contents	This record series may contain: Consent forms, health room visits, teacher/staff referrals, copies of health care plans, parent and physician correspondence and related information.
	Retention and Disposition	Retain for one (1) year, then destroy.

Series	Records Title and Description	Function and Use
L1852	**Referral to Special Programs (Federal, State and Other)**	This record series documents students entrance into special programs including, state and federal programs operated by the schools. The students must meet certain criteria to be eligible.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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 and the signature of the teacher.
	Retention and Disposition	Retain for one (1) year, then destroy.
L1974	**Pupil Personnel Services Application**	This record series documents requests for services (home visit, conference with student, petition for student for: truancy, illness, parental indifference, behavior, etc.). This is generally a matter of student absenteeism, but other issues may be addressed.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain 2 years, then destroy.
L1975	**Final Notices, Petitions, Court Actions for Truancy Violations**	This record series documents 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. This record series may not be in all districts.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Name of student, grade, final notice, petition, court case, disposition and judge.
	Retention and Disposition	Retain for five (5) years, then destroy.
L1976	**Final Notice to Parent/Guardian (Student Absenteeism)**	This record series documents that a letter, or notice to parents is prepared based on data maintained and collected by the DPP. Its purpose is to inform parents that their child is 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 complaint with a court designated worker before going to court against the parent(s)/guardian(s) to require attendance of the student. This represents the final notice.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Name of school district, parent name and address, name of children, age of children), monthly record of number of absences, notification that this is final notice & 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.
	Retention and Disposition	Retain for two (2) years, then destroy.

Series	Records Title and Description	Function and Use
L1987	**Request for Transfer of Pupil Within the School District**	This record series documents the request and 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.
	Access Restrictions	None
	Contents	This record series may contain: 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, and record of notice being sent to parent of approval/disapproval.
	Retention and Disposition	Retain for one (1) year, then destroy.
L1992	**Primary Work Book**	This record series documents the assignments of primary students by subject. Books were 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.
	Access Restrictions	None
	Contents	This record series may contain: Name of school, date of work, name of student, date of birth, subject, and work done.
	Retention and Disposition	Retain Permanently
L2363	**Student Cumulative Record File Change Date: 12/8/2011 (V)**	This record series documents 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.The records in this file varies.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Student transcripts; student test records; copies of birth certificate; student activity participation sheet; senior check sheet; permission for release of school records; family rights privacy sheet; transfer certificate of credits; summary sheet of personal characteristics; program planning guide; disciplinary documents; reading record; permission or recommendation records; information data sheet; counseling referral form and informational and reference materials.
	Retention and Disposition	Retain Permanently: Transcripts with the student's name, date, address, phone, GPA, classes taken, grades, and years completed. Destroy all other records three (3) years after student graduates or leaves the district.
L2366	**Student Withdrawal Checklist and Clearance Sheet**	This record series documents 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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 and signature of counselor.
	Retention and Disposition	Retain Permanently

Series	Records Title and Description	Function and Use
L2367	**Parent Notification to School for Student Withdrawal**	This record series documents students who 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 (1) hour counseling session to view a State Department of Education media presentation showing economic statistics and other information on potential problems of non-graduates.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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 & date). Signature of witness (Principal or Designee).
	Retention and Disposition	Retain Permanently
L2369	**Student Activity Participation Sheet Closed Date: 7/13/1990**	This record series documents each student's curricular and extra-curricular activities and honors received. This is used to reference information about the student's activities during time spent in the school system. The list may include authorized clubs, sports, authorized activities outside the normal academic process, special activities such as arts, theatre and academic processes.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Student name, homeroom teacher, grade, list of co-curricular and extra-curricular activities and awards received.
	Retention and Disposition	Destroy one (1) year after graduation.
L2370	**Student Transfer Document Closed Date: 7/13/1990**	This record series documents the certification of a student's attendance in the school system, 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 and is maintained in the student information system.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Name of student, address, birth date, school attended, dates attended, graduation date, number of semesters completed, rank in class, subjects studied, grade achieved and credits earned.
	Retention and Disposition	Destroy when obsolete.
L2376	**Counseling Referral**	This record series documents the referral of a student, by the teacher or other certified employees to the guidance counselor, or school psychologist for counseling and evaluation.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Name of student, name of person referring, date, grade of student, reason for referral and comments.
	Retention and Disposition	Destroy one (1) year after graduation.
L2377	**Student Request for Change in Schedule**	This record series documents the request by students to change a class schedule.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Name of student, date, homeroom teacher, classification, reason for request, student signature, parent signature and counselor.
	Retention and Disposition	Destroy when new schedule is created.

Series	Records Title and Description	Function and Use
L2378	**Student Parental Permissions, Requests and Consents**	This record series documents that the parent or guardian has given permission for a student to particiapate 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.
	Access Restrictions	None
	Contents	This record series may contain: Name of student, activity, dates of activity, place of activity, reason parent/student permission/consent is requested and signature of parent/student or guardian.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2380	**Waiver of Student Attendance in Any Federal/State Funded Class**	This record series documents the certification 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Certification statement, signature of parent or guardian, and the name of student.
	Retention and Disposition	Retain for five (5) years, then destroy.
L2383	**Student Academic Deficiency Report**	This record series documents the 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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 and comments.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2384	**Student Application for Vocational School Class Closed Date: 7/13/1990**	This record series documents the application process for students who want to attend vocational school.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Student name, age, present grade; homeroom teacher; home address; phone; parent/guardian name; presently taking class at voc. School & 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 and counselor's signature.
	Retention and Disposition	Retain for one (1) year, then destroy.

Series	Records Title and Description	Function and Use
L2385	**Student Entry (Sign-In) and Exit (Sign-Out) Log**	This record series documents students daily leaving and entering school. Daily attendance of pupils in middle and high school is determined by taking attendance by class period and maintaining a student entry and exit log at each school. The log records the reasons for students leaving and departing early and any permissions 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.
	Access Restrictions	None
	Contents	This record series may contain: Grade or homeroom, student name, time in, time out, reason, other required information and the signature of the parent/guardian.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2390	**Student Scholarship and Senior Awards Closed Date: 7/13/1998**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: Name of student, scholarship or award received, agency making the award.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2393	**Student Class Schedule (V)**	This record series documents student class schedules. This includes what specific classes students are taking and provides personal information used in case of emergency.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2398	**Teacher Class Schedule/Worksheet**	This record series documents the teacher class schedule. This worksheet is used by the teachers in setting up class schedules for the upcoming school year. This is done by department.
	Access Restrictions	None
	Contents	This record series may contain: Name of department, teacher and class period, and room number.
	Retention and Disposition	Retain for one (1) year, then destroy.

Series	Records Title and Description	Function and Use
L2399	**Graduate Nonacademic Data Survey**	This record series documents the transition to adult life data which provides detailed information on the status of Kentucky graduates. The transition data is collected in the fall of each year when school personnel survey prior year's graduates. Successful measures for graduates include full-time college, vocational or technical school, military, work, and a combination of work/school. 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.
	Access Restrictions	None
	Contents	This record series may contain: 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. Also, may contain questions with answers by the graduate.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2461	**Student Discipline Record**	This record series documents disciplinary actions 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Name of the student, offense, date, teacher/disciplinarian, action taken. Also may contain parent information and phone numbers.
	Retention and Disposition	Destroy one (1) year after student leaves the District.
L2759	**Achievement/Aptitude Test Answer Sheets**	This record series documents the answers to questions provided in aptitude and achievement tests administered by a school district to its students.Test results are used to determine student academic achievement and aptitude and assist in student placement.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Student name, school, grade, current date and student answers to question.
	Retention and Disposition	Retain for two (2) years, then destroy.
L2813	**Student's Application for Optional Programs (V)**	This record series documents the application process of a student to attend a special optional program offered by a school district. The optional programs are tailored to a student's interest and frequently build upon skills and abilities while others respond to individual students' learning needs. Examples of programs would be those related to the performing arts, science and technology, international studies, foreign language, or traditional studies.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for two (2) years, then destroy.

Series	Records Title and Description	Function and Use
L2924	**Student Suspensions, Expulsions and Dismissal File (V)**	This record series documents the process whereby students are suspended or expelled. State statutes and district policy requires that all pupils comply with the lawful regulations for school government. Any willful disobedience or defiance may lead to suspension. This may document through due process procedures including the report to the superintendent and the parent or guardian of the pupil. The appropriate information and records are distributed to the parent, superintendent, and school principal.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Student 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, student handicapped information. 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.
	Retention and Disposition	Retain for five (5) years, then destroy.
L4462	**Emergency Cards for Students (V)**	This record series documents emergency cards for students completed by the parent/guardian upon a child's entry into school and updated annually. It provides specific contact information for use in cases emergency.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Destroy when the card has been replaced with an updated one.
L5082	**Student Test Grades, 9-12, All Subjects**	This record series documents a special program that offers individuals who have not earned a high school diploma a chance to do so. These students can 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. This program may not be available in all school districts.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Student name, teacher and grades.
	Retention and Disposition	Retain for one (1) year, then destroy.
L5135	**Student Behavior Statistics (Removed From Classroom)**	This record series documents incidents in which a student must be taken to a special area/room/center because of behavioral problems in the classroom. These statistics reflect those students who must have special attention for their behavior.
	Access Restrictions	None
	Contents	This record series may contain: Student's name, location in center, reason for assignation to detention and length of stay.
	Retention and Disposition	Retain for ten (10) years, then destroy.
L5136	**Student Behavior Log**	This record series documents daily student behavior at behavioral centers, rooms or areas in the schools and district. This is usually 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. This record series may assist in creating the student's Individual Education Plan (IEP).
	Access Restrictions	None
	Contents	This record series may contain: Observations of individual students by staff.
	Retention and Disposition	Retain for then (10) years, then destroy.

Series	Records Title and Description	Function and Use
L5233	**Juvenile Justice Student Record File (Day Treatment Center) (V)**	This record series documents 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Immunization records, test scores, transcripts(copies), birth certificate(copy), grades, attendance and other documents concerning activities and deportment of students.
	Retention and Disposition	Destroy three (3) years after student is discharged. NOTE: A record of the students name, his or her grades, classes attended, grade level completed, and year must be kept PERMANENTLY. This information may be kept by the Day Treatment Center or returned to the student's home school district.
L5234	**Individual Student Graduation Plan**	This record series documents 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 StateDepartment of Education. These records identify areas where the student may be deficient or proficient through testing and questionnaires.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Copies of student abilities questionnaires, list of possible jobs & 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.
	Retention and Disposition	Return to student at time of graduation. If not returned destroy one (1) year after graduation or withdrawal.
L5327	**Student Census Record (V)**	This record series documents student enrollment in the school district and is updated three (3) times per year to ensure that all student activities concerning enrollment are kept up to date. This record is used extensively by the district 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 the State Department of Education.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Student name, school grade date, sex, birth date, student address, home phone, parent and guardian.
	Retention and Disposition	Retain Permanently.
L5371	**Day Care Enrollment Records**	This record series documents the day care of infants and toddlers who are the children of Teenage Parent Program (TAPP) enrollees. These 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Destroy for three (3) years after child's withdrawal from the day care center.

Series	Records Title and Description	Function and Use
L5774	**Non-Traditional Services and Programs Student Folder**	This record series documents student services and programs that are beyond the traditional academic curriculum. Such programs may be directed toward 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.
	Access Restrictions	20 USC Sec 1232g et.seq. & KRS 160.700 et.seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Destroy one (1) year after graduation.
L5775	**English-as-a-Second-Language Program Student File**	This record series documents Title III of the No Child Left Behind Act (NCLB) and state and local educational agencies that are accountable for increases in English proficiency and core academic content knowledge. Schools are given flexibility to implement language instruction educational programs to ensure English proficiency. This record series documents language education provided in English as a Second Language Program to Limited English Proficiency students.
	Access Restrictions	20 USC Sec 1232g et.seq. & KRS 160.700 et.seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Destroy three (3) years after student leaves district.
L5807	**Section 504 Record File (504 Plan) (V)**	This record series documents 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Referral form, eligibility report, accommodation plan, termination of status, grievance form, evaluations, and other information.
	Retention and Disposition	Destroy four (4) years after either of the following: (1) Termination of 504 Plan (2) Graduation of Student (3) Withdrawal of Student
L5825	**Kentucky Elementary Student Learning Profile (KELP)**	This record series documents 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 must 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Upon completion of the fourth (4th) grade this record may be returned to the parent/guardian of the student. If not, it is to be destroyed.

Series	Records Title and Description	Function and Use
L6469	**Student Report Card**	This record series documents the student's grades and comments by the teacher. Report cards are issued to the students at times throughout the school year. These series represents those report cards that were not given to students for various reasons. They may also 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: 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 for two (2) years, then destroy.
L6676	**Physical Restraint and Seclusion File (Student)**	This record series documents a physical restraint or seclusion of a student. This is a personal restriction that immobilizes or reduces the ability of a student to move his/her torso, arms, legs or head freely. Seclusion means the involuntary confinement of a student alone in a room or area from which the student is prevented from leaving. This does not mean classroom timeouts, supervised in-school detentions or out of school suspensions. According to 704 KAR 7:160, all physical restraints and seclusions must be documented by a written record of each occurrence and placed in the education record of the student.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Student's name, a description of the restraint and seclusion, date of incident, beginning and ending time of incident. A description of the events leading up to the incident, student's behavior, interventions used prior to the incident, any injuries, how the student's behavior posed a threat, date of notification of parent, effectiveness of the restraint, and a complete description of the whole process. Referral for Section 504 or IDEA special education services. May include notification of parent, principal, director of special education and director of pupil personnel.
	Retention and Disposition	Destroy three (3) years after student graduates or leaves the district.
L6706	**Suicide Prevention Awareness Program Student Form**	This record series documenst compliance with provisions of KRS 156.095 which requires Kentucky public school district administrators to annually disseminate suicide prevention awareness information to all middle and high school students. This information must be disseminated by September 1st of each school year.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Signed documentation by students to show that they attended awareness program and were provided with the required information.
	Retention and Disposition	Retain for one (1) year, then destroy.
L6911	**Daily Progress Report**	This record series documents teacher or school communication to parent/guardian regarding the daily behavior of the student
	Access Restrictions	20 USC Section 1232g et seq.
	Contents	This record series may contain: Notes documenting student's daily behavior.
	Retention and Disposition	Retain for one (1) year, then destroy.

Series	Records Title and Description	Function and Use
L5350	**Title IX Policies, Procedures & Compliance File**	This record series documents 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.
	Access Restrictions	None
	Contents	This record series may contain: Compliance reports, self assessment audit, annual verification of procedures, grievance procedures and policy statement.
	Retention and Disposition	Retain Permanently.
L5351	**Title IX Complaint File (V)**	This record series documents complaints from persons that there has been a violation(s) of Title IX provisions concerning gender bias and or sexual harassment. The complaint may be presented by a student or by staff.
	Access Restrictions	20 USC Section 1232g et seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Destroy five (5) years after student graduates or withdraws.

Series	Records Title and Description	Function and Use
L2087	**Vehicle Maintenance and Inspection File (V)**	This record series documents maintenance and inspections performed and completed on a specific bus. Work orders and pre-trip inspections are maintained in the folder. This information is used as a reference and tracking tool for a district's bus fleet.
	Access Restrictions	None
	Contents	This record series may contain: Monthly lube and inspection, maintenance, date, work order number, meter reading, description of work, labor, downtime, parts/service, and total. Also, the Preventive Maintenance Inspection Reports A, B, C, D, and Work Orders may be included.
	Retention and Disposition	Destroy one (1) year after vehicle has been removed from district service.
L2088	**Monthly Fuel and Mileage Record**	This record series documents the daily consumption of fuel and the mileage 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2090	**Annual Bus Fuel Consumption Report File**	This record series documents the consumption of fuel for the year of each bus and the total of the buses. It is prepared from the monthly reports and is broken down into months. This data is used for yearly comparison and is submitted to the local board of education.
	Access Restrictions	None
	Contents	This record series may contain: Bus number, oil quantity, month, total gallons, odometer ending, odometer previous, miles traveled, miles per gallon, year, and board of education.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L2091	**Bus Driver Extra Trip Pay Voucher**	This record series documents the pay for bus drivers who work extra trips. It is completed by the driver and turned in by him to the transportation garage. It is submitted to the central office for payment.
	Access Restrictions	None
	Contents	This record series may contain: 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 and the bus driver's compensation amount.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L2093	**Extra Curricular Trip Mileage Monthly Report**	This record series documents the report of total miles traveled by all school buses for extra curricular trip activities during each calendar month. It is submitted to the State Department of Education at the end of the school year.
	Access Restrictions	None
	Contents	This record series may contain: Name of the school district, district number, total miles traveled by month, total annual miles, superintendent signature and date.
	Retention and Disposition	Retain for one (1) year, then destroy.

Series	Records Title and Description	Function and Use
L2094	**School Bus Driver Evaluation File**	This record series documents the evaluation of school bus driver performance. This is to ensure that the bus driver is adequately trained and continuers to adhere to performance guidelines.
	Access Restrictions	KRS 61.878 (1)(a)
	Contents	This record series may contain: 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.
	Retention and Disposition	Destroy five (5) years after last entry.
L2095	**Medical Examination Report for School Bus Drivers (V)**	This record series documents the medical examinations of bus drivers and drivers of a special vehicles. All local school districts are required by 702 KAR 5:080 to have school bus driver and drivers of special vehicles used to transport children to and from any school and such events related to schools to have a medical examination. 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.
	Access Restrictions	None
	Contents	This record series may contain: Name of the 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.
	Retention and Disposition	Destroy five (5) years after last entry.
L2096	**School Bus Driver's Physical Fitness Certificate (V)**	This record series documents that a school bus driver or special vehicle driver has successfully undergone the required annual medical examination. This is filed with the central office.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Destroy five (5) years after last entry.
L2097	**School Bus Evacuation Drill Report**	This record series documents the requirement that each school district conduct four bus evacuation fire drills each year, at each school.
	Access Restrictions	None
	Contents	This record series may contain: Name of the school, bus, evaluation checklist, comments, principal signature and date.
	Retention and Disposition	Retain for two (2) years, then destroy.
L2098	**Extra Curricular Trips Monthly Summary**	This record series documents bus usage and financial expenditures for extra curricular transportation activities. It is prepared monthly and is used for budget monitoring and planning.
	Access Restrictions	None
	Contents	This record series may contain: Month and year, bus number, number of trips, number of miles, cost of fuel, driver's wage, and totals.
	Retention and Disposition	Retain for three (3) years, then destroy.

Series	Records Title and Description	Function and Use
L2099	Yearly Bus Repair Summary Report	This record series documents the annual labor and parts costs for each of the school buses in the fleet and total cost for the year. It has background information needed for budget planning.
	Access Restrictions	None
	Contents	This record series may contain: School year, bus number, labor cost, parts cost, total cost per bus and totals.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2100	Annual Summary of Bus Transportation Report	This record series documents the annual maintenance and gasoline consumption costs for the previous year's operations. It is background information needed for budget planning.
	Access Restrictions	None
	Contents	This record series may contain: School year, bus number, total number trip miles, total trip miles, total miles, total gallons fuel, total cost fuel, total cost repairs, and total cost.
	Retention and Disposition	Retain for one (1) year, then destroy.
L2101	Kentucky School Bus Accident Report	This record series documents any accident involving a school bus. This record reports the details of an accident to the State Department of Education. A copy may go to the insurance company.
	Access Restrictions	None
	Contents	This record series may contain: 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, the school bus physically involved, loading/unloading zone accidents, injury tally for students and school personnel, signature of person submitting the report, date, name printed, and position.
	Retention and Disposition	Retain for four (4) years, then destroy.
L2309	School Bus Route and Schedule (V)	This record series documents the 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 the central office. This may be changed during the year as pupil pick-ups change.
	Access Restrictions	
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for two (2) years, then destroy.

Series	Records Title and Description	Function and Use
L2310	**School Bus Route and Schedule - Exceptional Children (V)**	This record series documents bus schedules, 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series 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 & return time to bus compound; mid-day runs & 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.
	Retention and Disposition	Retain for two (2) years, then destroy.
L3116	**Standard Bus Route Time Determination Record (V)**	This record 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L6456	**School Bus Surveillance Video/Audio Recordings Change Date: 9/12/2013**	This record series documents 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 and audio recordings may be viewed or heard. This time period is usually between 7 and 10 days. Recordings of students are considered educational records under the Family Educational Rights and Privacy Act.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Videos/audios of students and driver while being transported by school bus.
	Retention and Disposition	Retain Master Copy one (1) Week. Destroy if there is no recording that includes, or allegedly includes, injury to students or school employees. Retain Master Copy one (1) month for those recordings that include, or allegedly include, injury to students or school employees. Then destroy. The Master Copy shall not be edited, altered, or any portion destroyed. If there is an incident being investigated, retain until investigation and legal activity is complete, then destroy.
L6901	**Bus Rider Change Notification**	This record series documents notification from parents/guardian to the school that a student will not be using assigned form of transportation at the end of the school day.
	Access Restrictions	KRS 61.878 (1)(a)
	Contents	This record series may contain: Name of student, parent name, bus number, date, signature and related documents.
	Retention and Disposition	Retain for one (1) year, then destroy.

Series	Records Title and Description	Function and Use
L6925	**Navigational and Tracking Data**	This record series documents navigational and tracking data collected by vehicle tracking systems (including Global Positioning (GPS)) for district school buses and other district vehicles. The information gathered from these tracking systems support efficient and safe operation of district vehicles by verifying the location and time of operation and verifies that personnel are following planned routes and schedules. Tracking software can include student information such as when and where students get on and get off district school buses.
	Access Restrictions	KRS 61.878 (1)(a)
	Contents	This record series may contain: Vehicle license plate number; bus number; date and time of vehicle usage; speeds; starting and stopping time; student information (name and ID) and locations by coordinates.
	Retention and Disposition	Retain for one (1) year, then destroy unless litigation is pending. Evidentiary data used in any investigation, pending investigation, litigation or open records request must be kept until all investigations or legal activity is completed.

Series	Records Title and Description	Function and Use
L2992	**Student Enrollment in Vocational Education Program Summary Roster (Initial Gainful) (V)**	This record 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 submitted to the appropriate offices and agencies. The data is verified and corrected, if necessary, and then reimbursement is made to the school district.
	Access Restrictions	None
	Contents	This record series may contain: 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, non-resident alien, student termination status, degree/diploma/certificate, name of contact person, phone, and address
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L2993	**Student Enrollment in Vocational Education Program Summary Roster (Initial Non-Gainful) (V)**	This record 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 State Department of Education each October.
	Access Restrictions	None
	Contents	This record series may contain: Vocational. Reg., school code & name, cur. School yr., progress. Name, area, sec., level, class, type, date & time start & 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 progress. Level, grade level, # of students in ea. Category: white, African-American, Asian, Hispanic & Native Amer. Males & females, #. Of disadvantaged, handicapped, race, gender; total disadvantaged, handicapped & LEP, total # of students by each type of handicapping condition, total enrollment by grade level and total secondary enrollment.
	Retention and Disposition	Retain for three (3) years. Destroy after audit.
L2994	**Vocational Education Enrollment Data**	This record series documents the enrollment information submitted on the summary roster and the initial non-gainful program summary roster. The summary reflects district-wide enrollment in vocational programs by sex, race, and school.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Retain for four (4) years, then destroy.

Series	Records Title and Description	Function and Use
L2995	**Vocational/Technical Education Student Folder (V)**	This record series documents the educational history of the student while 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Destroy one (1)year after graduation, separation or withdrawal. Permanent information is found in Student Cumulative Folder.
L2996	**Insurance Form-Verification/Release (V)**	This record series documents the school district's 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.
	Access Restrictions	None
	Contents	This record series may contain: 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 and parent/guardian signature.
	Retention and Disposition	Destroy one (1) year after graduation, separation or withdrawal.
L2997	**Cooperative Vocational Education Student Agreement (V)**	This record series documents the responsibilities that a student agrees to carry out while enrolled in a school district cooperative vocational education program.
	Access Restrictions	None
	Contents	This record series may contain: A list of student responsibilities with signature line for student, parent/guardian, employer and teacher coordinator plus date.
	Retention and Disposition	Destroy one (1) year after graduation, separation or withdrawal.
L2998	**Vocational/Technical Titles VII and IX Compliance Form (V)**	This record series documents the compliance of a company or firm placing students on cooperative work assignments with the requirements of Titles VII and IX of 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.
	Access Restrictions	None
	Contents	This record series may contain: A standard letter sent to employers stating their compliance with the requirements of Title VII and IX with signature and date line.
	Retention and Disposition	Destroy one (1) year after graduation, separation or withdrawal.

Series	Records Title and Description	Function and Use
L2999	**Parental Approval and Release of Claim for Damages (V)**	This record series documents parental approval for student to accept employment and provides documentation in 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.
	Access Restrictions	None
	Contents	This record series may contain: 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.
	Retention and Disposition	Destroy one (1) year after graduation, separation or withdrawal.
L3000	**Student Working Hours and Evaluation Sheet (V)**	This record series documents the verification of the hours worked by a vocational education student and to evaluate the student in the areas of appearance, cooperation, initiative, performance, attitude and attendance.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Destroy one (1) year after graduation, separation or withdrawal.
L3001	**Training Plan Agreement (V)**	This record series documents the training plan and agreement with the employer, student-trainee, school coordinator and parent/guardian as it 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.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: 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.
	Retention and Disposition	Destroy one (1) year after graduation, separation or withdrawal.
L5165	**Individual Learning Plan (ILP) Closed Date: 6/30/2001 (V)**	This record series documents students enrolled in a vocational-technical classroom (grades 6-12) receiving Carl D. Perkins funding. This plan is completed detailing students who are moving from high school to college or private sector. The Individual Graduation Plan, required by the State, replaces this document.
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain: Student's name; SS# (SSID); home address, birth date, gender ethnic code, participants in planning process, parent/guardian name, teacher(s), instructional supervisor/principal, vocational education representative, guidance counselor, social worker, college representative, vocational school representative, assessments, career level, list of courses to be taken, action plan, work experience, school and community activities, and interests and hobbies.
	Retention and Disposition	Destroy one (1) year after graduation, separation or withdrawal.