Local Records Retention Schedules

Missouri Revised Statutes Chapter 109 (Public and Business Records) Section 255 authorizes the Local Records Board to establish minimum retention periods for the administrative, fiscal and legal records created by local governments.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules.

Public School Records Retention Schedule

See also the General Records Retention Schedule.

Using this Records Retention Schedule

Every day local government offices throughout Missouri produce records that document the rights of citizens, the actions of the government that serves them and the history of the community in which they live. It is the responsibility of local government to effectively maintain and manage these records and to ensure the continued preservation of those records of essential evidence that have enduring and permanent value.

The introduction to this retention schedule provides local government officials with basic information on records and the application of retention schedules.

What is a Record?
A "record" is defined as any "document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business" (109.210(5) RSMo). This definition includes those records created, used and maintained in electronic form.

Non-Records
Even though records include a broad spectrum of recorded information, not all recorded information is a record. According to Section 109.210(5) RSMo, the following are not records: "...Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records..."
Other examples of non-records include the following materials:

- Identical copies of documents maintained in the same file.
- Extra copies of printed or processed materials (official copies of which are retained by the office of record).
- Superseded manuals and other directives (maintained outside the office of record).
- Materials documenting employee fringe activities (blood donors, charitable funds, social and professional meetings, etc.)
- Work papers and drafts of reports or correspondence. Transcribed stenographic materials.
- Blank forms.
- Materials received from other activities that require no action (official copies of which are retained by the office of record).
- Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record.
- Survey forms
Non-records do not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied. Avoid filing non-record material with records.

The Value of Local Government Records
Some records, because of their enduring administrative, fiscal, legal or historical value, should be permanently retained. These records require that special care and consideration be given to their storage conditions and the feasibility of preservation microfilming. Examples of permanent records include year-end reports; minutes; property records such as deeds; and birth, death and marriage records.

Most records do not have values that warrant their permanent preservation. Those records with short-term value should, upon reaching end of the retention period, be destroyed.

Statutory Authority for Establishing Records Retention Requirements
In 1965, the Missouri General Assembly established a State Records Commission to approve retentions for records produced by state agencies. In 1972, Missouri’s Business and Public Records Law (Chapter 109) was expanded to include local government. Thus, the Missouri Local Records Board was established to set retention times for local government records. The 16-member board, chaired by the Secretary of State, consists of local government officials from all classes of counties and cities, elementary and secondary education, higher education and a person active in historical society groups.

Supplemental to the Local Records Board, the Records Management and Archives Service of the Secretary of State’s office provides assistance to local governments and implements board policy.

Application of the Records Retention Schedule
This schedule establishes minimum retention periods and authorizes dispositions for many of the administrative, fiscal and legal records common to most local governments. Retention periods are based upon federal and state mandates, record surveys, business needs, and general knowledge as to how long records should be kept. Using the schedule as a guide and without seeking further approval from the Local Records Board, any local government may regularly dispose of any of its records that appear on this schedule. The schedule is subject to the following exceptions and limitations:

A. Local government offices may retain any of their records beyond the retention periods set by the schedule, as they deem necessary. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so. Unnecessary retention of records can be expensive in space and filing equipment and may expose the office to costly litigation and discovery requirements.

B. This schedule does not relieve local governments of retention requirements mandated by other state and federal statutes and regulations. When such an obligation does exist, then the longer retention period takes precedence.

C. This schedule generally reflects audit requirements in its prescribed retention periods, but audits are not always completed in a timely fashion. Therefore, any record required for an audit must be retained until completion of that audit, regardless of its stated retention period in the schedule.

D. This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules. All schedules are available on the Secretary of State’s website at http://www.sos.mo.gov/archives/localrecs/schedules.

Destruction of Records
The records classification and retention periods in this manual constitute legal authority for retention and disposal of official records. No records can be destroyed until they meet the minimum retention period listed in this manual. In cases where there is no schedule for a particular record series, the Local Records Board must grant permission for the destruction.

The disposition of records should be recorded in a document such as the minutes of the city council or other legally constituted authority that has permanent record status. The record should include the description and
quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which destruction was accomplished.

The retention schedule does not prescribe the method of destruction (shredding, burning, landfills, etc.), however, record series with a disposition of **Destroy securely** contain confidential data. These records should be destroyed under the supervision of a competent person(s) designated (or appointed) to ensure that no records fall into unauthorized hands and that the data cannot be reconstructed.

When records, open or confidential, have been destroyed by decay, vermin, fire, water or other means making their remains illegible, the custodian of records may dispose of the remains after verification and documentation by the Local Records Program, Office of the Secretary of State.

**Preservation of Permanent Records**

A fundamental, yet often neglected obligation of local government is to care for its permanent records—some of the records that it generates and receives. The records that have been identified as permanent require special handling and storage if they are to be preserved. The continuous interaction between a record's medium—paper, magnetic tape, film, etc.—and the quality of the environment in which it is kept—temperature, humidity, light, and air—determines the severity and rate of its deterioration.

By microfilming older, deteriorating, but permanently valuable records, local governments can generate durable copies for research and prevent further damage or deterioration of the original. When filmed, processed, and maintained to archival specifications, the master negative will ensure that permanently valuable records are preserved for generations to come.

*The Missouri Local Records Grant program can provide financial assistance in the form of grants-in-aid to supplement local funds for preservation initiatives, such as archival supplies, shelving and preservation microfilming.*

**A Note about Electronic Records**

Permanent records existing solely in electronic form are in danger of becoming inaccessible through media decay and hardware/software obsolescence. Periodic migration and transfer of permanent records to stable preservation media, such as microfilm, should be considered as a best practice for local government to fulfill its statutory responsibility to maintain permanent records.

**A Note about Retention Periods**

This schedule provides minimum retentions. Local authorities may choose to keep a particular series or record for a longer period of time. It should be kept in mind, however, that a record kept beyond its listed retention must be made available for inspection upon request.

**Retention Definitions:**

*COA=Completion of Audit.* Note that COA is coupled with a lot of 5-year entries to help encourage regular audits. Not all jurisdictions are required to have audits by statute. Audits for some municipalities are governed by the level of federal financing for bonds and public improvements, and thus are governed by federal retentions. Most municipalities are governed by their local authority (alderman, council, mayor, etc.) for auditing policy. Local jurisdictions may consult RSMo 29 to review the State Auditor's chapter for petition audits (see RSMo 250 for large capital projects such as bonds for water and sewer). For general auditing explanations and advice we recommend that clerks contact the State Auditor's office at 573.751.4213.

*DCA=Destroy in Current Area/Reference.* Series with these retentions are considered “reference” records and may be destroyed when they are no longer of use.

**Modifications and Additions**

Because records reflect activities that are constantly changing, the retention requirements for them sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. Furthermore, because local governments are so large, it is impractical to consult with every office regarding specific schedule entries. There may be some retention periods and disposition requirements within this schedule that fail to account for all relevant factors and there may be some important record series not addressed here which need to be added. The Local Records Program welcomes all comments and suggestions concerned with improvement of record retention schedules through modifications and additions.
For further information on any records management or preservation issue, please contact:

Missouri Secretary of State
Local Records Preservation Program
PO Box 1747, Jefferson City, MO 65101-1747
Telephone: (573) 751-9047
local.records@sos.mo.gov

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Introduction
Public School Records Retention Schedule

See also the General Records Retention Schedule.

Administration

**SCH001**  
**Also Called:**  
**Function:**  
**Content:**  
**Retention:**  
**Disposition:**  
**Note:**  
**Approval Date:**

**Annual Secretary of the Board of Education Report**  
ASBR  
Financial record of the district's receipts and disbursements for the fiscal year  
Permanent  
Archive

**SCH003**  
**Also Called:**  
**Function:**  
**Content:**  
**Retention:**  
**Disposition:**  
**Note:**  
**Approval Date:**

**District Reorganization Records**  
Verify appointment of new board members annually and included in board packet  
Oath of office, notice of election, election results, appointment of custodian of records and MSBA delegates  
Permanent  
Archive  
See RSMO 162.152; 162.171; 162.181; 162.841

**SCH004**  
**Also Called:**  
**Function:**  
**Content:**  
**Retention:**  
**Disposition:**  
**Note:**  
**Approval Date:**

**Missouri School Improvement Program Report**  
MSIP; Final Report; State Board of Education Summary; Notice of Classification; Annual Performance Report  
Report submitted to Department of Elementary and Secondary Education documenting the district's performance on MSIP standards. Used to determine accreditation and track performance standards.  
Report includes: academic achievement, subgroup achievement, college and career readiness, high school readiness, attendance rate, graduation rate  
Permanent  
Archive

**SCH005**  
**Also Called:**  
**Function:**  
**Content:**  
**Retention:**  
**Disposition:**  
**Note:**  
**Approval Date:**

**Post High School Status Reports**  
1 year follow-up; 5 year follow-up; 180-day follow-up  
Core data file that tracks student activity after graduation.  
May include: student name, what student predicted they would do after graduation, what they are doing after graduation, list of career courses taken  
Retain until superseded  
Destroy  
This is based on a template from DESE related to MSIP Standard 3 regarding college and career readiness.
**Written Curriculum Guide**
Documents curriculum used in the district, aligned with Missouri Learning Standards
Retain until superseded
Destroy

**School Improvement Plan**
Comprehensive School Improvement Plan
Details mission, vision, goals and objectives for school district that ensure that students meet or exceed grade-level standards established by the state board of education
Retain until superseded
Destroy
See RSMo 160.514; 162.1100

**MSIP Supporting Documentation**
Data Files
Data collected to generate MSIP Annual Performance Report
Part of Core Data
1 year after completion of cycle
Destroy

**Core Data--Source Documents**
General data collected by school district and reported 6 times per year to DESE Core Data Collection System
Includes information used in producing School Directory, estimated ADA, actual summer school attendance, planned school calendar data, LEP census data, educators, courses and assignments, enrollment, gifted education, information for federal special education reports, home schooled count, free and reduced lunch count, December 31 ending fund balance, census of technology, end-of-year data, library media center, discipline, school calendar, special education exiters counts, secondary headcount, attendance, Resident II Attendance, Resident II GPA, Physical Fitness Assessment, Professional Development, Summer School Courses and Enrollment
5 years or as otherwise indicated
Destroy
The Missouri Department of Elementary and Secondary Education (DESE) maintains an historical copy of data submitted electronically as part of the Core Data Collection System. Although district staff members are encouraged to maintain copies as appropriate for immediate local use, permanent copies of these data submitted by the district are maintained by DESE and are therefore not required to be maintained by local school districts

**Application for Summer School Approval**
District application to DESE to hold summer school
Includes: School district information, summer school director information, dates of summer school, program information, estimated enrollment, dates of operation, hours of operation, superintendent certification
5 Years
Destroy

Administration
SCH012

Multiple Consortium Co-ops Legal, Technical, Special Ed., Professional Development

Also Called:
Function:
Content:
Retention: 5 Years
Disposition: Destroy
Note:
Approval Date:

SCH084

Statement of Intention to Employ a Minor
Certificate to Employ a Minor; Certificate of Age for Employment of Minors; Work Certificates

Documents permission granted or denied to a student, aged 14 to 15 years to work at any job during the school year. These permissions are issued by 1) the public school superintendent, 2) the CEO of the charter school, 3) the school principal, or 4) the designee of any of the aforesaid officials.

Content:
May contain request to work, statement of intent to employ a student setting forth the nature of work, exact hours of the day, number of hours per day and days of the week; written consent of the parent, custodian or guardian; proof of age; certificate from school documenting grades; certificate from a physician stating that work will not injure the child's health or mental development.

Retention: 5 years + audit
Disposition: Destroy
Note:
This record is mandated by the Missouri Department of Labor. The required forms are available from the Division of Labor Standards http://labor.mo.gov/DLS/YouthEmployment/work_cert_permit.asp. Please see RSMo chapter 294.

Approval Date:
Adult Education

SCH015
Also Called: Application to State for Reimbursement
Function: 
Content: 
Retention: 5 Years
Disposition: Destroy
Note: 
Approval Date:

SCH016
Also Called: Employment and Training Record of Students Follow-up
Function: 
Content: 
Retention: 5 Years
Disposition: Destroy
Note: 
Approval Date:
# Buildings and Grounds

For Other Building and Grounds Records, Please Refer to General Schedule

<table>
<thead>
<tr>
<th>SCH019</th>
<th>Americans with Disabilities Act Plan</th>
</tr>
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<tbody>
<tr>
<td><strong>Also Called:</strong></td>
<td>ADA Plan</td>
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<tr>
<td><strong>Function:</strong></td>
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<tr>
<td><strong>Content:</strong></td>
<td>3 years, or until superseded; review for historical purposes</td>
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<tr>
<td><strong>Retention:</strong></td>
<td>Destroy*</td>
</tr>
<tr>
<td><strong>Disposition:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>*If determined to be historically significant, Archive</td>
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<td><strong>Approval Date:</strong></td>
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<table>
<thead>
<tr>
<th>SCH020</th>
<th>Federal Environmental Reports</th>
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<tbody>
<tr>
<td><strong>Also Called:</strong></td>
<td>Asbestos Hazardous Emergency Response Act (AHERA) report</td>
</tr>
<tr>
<td><strong>Function:</strong></td>
<td>Documents environmental inspections of school facilities</td>
</tr>
<tr>
<td><strong>Content:</strong></td>
<td>Reports on asbestos, lead, radon, etc.</td>
</tr>
<tr>
<td><strong>Retention:</strong></td>
<td>Until Superseded + 6 Years*</td>
</tr>
<tr>
<td><strong>Disposition:</strong></td>
<td>Archive</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td>Under AHERA, triennial reinspections are required. *In the case of a final report, which will not be superseded, maintain permanently.</td>
</tr>
<tr>
<td><strong>Approval Date:</strong></td>
<td>Revised, August 19, 2014</td>
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</tbody>
</table>
Business Affairs

SCH026  Assessed Valuation Certification
- Letter from county certifying real and personal property valuation of district
- Permanent
- Archive

SCH027  Bound Book Generated by Bond Counsel
- School Bonds, general obligation bonds, leasehold revenue bonds, quality school construction bonds, Build America bonds
- Financial records documenting bond issues
- Maturity + 3 years
- Destroy
- August 24, 2010

SCH028  Sales Tax Exemption Letters
- Documents district's exemption from sales tax when making purchases
- Retain until superseded
- Destroy

SCH029  Tax Exemption Certificate
- Tax ID letter confirming exempt status
- Retain until superseded
- Destroy

SCH032  Surety Bonds
- Performance Bonds
- Official performance bonds from school officials
- Completion of Audit + 5 years
- Destroy
- Treasurer is the only official required to file bond; construction work requires contractor to file surety bond

SCH035  Certification of Property Tax Rates
- Documents tax rates, generated by State Auditor and sent to County Clerk
- Completion of Audit
- Destroy
- This is a copy of a record kept by the County Clerk.
Estimate of Required Local Taxes
Documents tax rates, generated by State Auditor and sent to County Clerk
Completion of Audit
Destroy
This is a copy of a record kept by the County Clerk.

Federal Programs

Title I
Records relating to federal programs for Educationally Deprived Children
3 years after program year
Destroy

Title II
3 years after program year
Destroy

Title II-D e-MINTS Grant (competitive)
5 years
Destroy

Title III
Records relating to federal programs for English language acquisition
3 years after program year
Destroy

Title IV
3 years after program year
Destroy
<table>
<thead>
<tr>
<th>SCH042</th>
<th>Title V</th>
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<tr>
<td>Also Called:</td>
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<td>Function:</td>
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<td>Content:</td>
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<tr>
<td>Retention: 3 years after program year</td>
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<td>Disposition: Destroy</td>
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<tr>
<th>SCH043</th>
<th>Federal Discretionary Grant Programs</th>
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<td>Function:</td>
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<td>Retention: 3 years after program year</td>
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<tr>
<th>SCH044</th>
<th>Federal Impact-aid P.L. 815 &amp; P.L. 874</th>
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<tr>
<th>SCH173</th>
<th>Medicaid Records/Payments</th>
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<td>Also Called:</td>
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<td>Function:</td>
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<td>Content:</td>
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<tr>
<td>Retention: 3 years after program year</td>
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<td>Disposition: Destroy</td>
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food services

SCH045
Also Called:
Function:

Content:
Retention:
Disposition:
Note:
Approval Date:

Food Application Agreements
National School Lunch; Food Distribution; Special Milk; School Breakfast Program
Agreement between local education agency and State Agency Coordinator, School Food
Services, detailing general and record-keeping requirements for national school lunch,
school breakfast, after-school snack, special milk and donated food programs

3 Years after fiscal year
Destroy
See: 7 CFR 210 on USDA food assistance programs
Revised August 19, 2014

SCH177
Also Called:

Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Food Service Records
Application for Free or Reduced Price Meals; Lunch, Milk, and Breakfast Claim for
Reimbursement; December 31 Commodity Inventory*; Cafeteria Records and Reports;
Cafeteria Register Tapes

3 years
Destroy
*Food Management Company Schools Only; Replaces SCH046, 047, 048, 049, 050
August 20, 2013
Health Records

SCH051
Also Called: Student Cumulative Health Record
Function: Provides verification of a student's health information
Content: May contain: student name, address, parent information, doctor's name, physician preference, medical history
Retention: 10 years, or until the student turns 23, whichever is longer
Disposition: Destroy
Note: 10 years, or until the student turns 23, whichever is longer
Approval Date: Revised August 28, 2012

SCH052
Also Called: Immunization Records
Function: Provides verification of immunizations received, or immunization exemptions (religious, medical or parental)
Content: Immunization Record; Immunization Exemption; Medical Exemption; Religious Exemption
Retention: 3 years after leaving school, or graduating
Disposition: Destroy
Note: Revisited August 25, 2009; Revised August 28, 2012
Approval Date: August 25, 2009

SCH053
Also Called: Immunization--In Progress
Function: Document verifying student is current until next scheduled immunization is due.
Content: Card submitted by doctor or health department stating what immunizations student has received and indicating when they will be up-to-date.
Retention: Until next dose is due; destroy when temporary exemption status has passed
Disposition: Destroy
Note: Information is destroyed when immunization is complete
Approval Date: August 25, 2009

SCH054
Also Called: Emergency Contact Record
Function: May contain: student name, address, parent information, doctor's name, hospital preference, medical history.
Content: 1 Year*
Retention: 1 Year*
Disposition: Destroy
Note: *Maintain only current contact information.
Approval Date: Revised August 19, 2014

SCH061
Also Called: Health Care Plans
Function: Summary of the nursing plan of care for a student with special health needs
Content: 1 year
Retention: 1 year
Disposition: Destroy
Note: Evaluate annually--may be a part of the Individual Education Plan--IEP
Approval Date: 

Health
**SCH062**
**Also Called:**
**Function:**
**Content:**
**Retention:**
**Disposition:**
**Note:**

**Head Injury Note**
Documents any head injury sustained by student at school.

1 year
Destroy
Need only be kept for the current year if the information contained within the document has been summarized and recorded onto the individual clinic record or onto the cumulative health record

**SCH063**
**Also Called:**
**Function:**
**Content:**
**Retention:**
**Disposition:**
**Note:**

**Daily Clinic Log**
List of all students seen on any given day

**SCH174**
**Also Called:**
**Function:**
**Content:**
**Retention:**
**Disposition:**
**Note:**

**Medical Treatments, Reports and Evaluations**
Clinic Record; Nursing Documentation; Medication Record; Treatment Records; Physician Orders for Specialized Treatments/Procedures; Behavioral Assessment Tool*; Accident Reports#; Child Abuse/Neglect Documentation; Screening Reports of Medical Professionals
Documents treatments, drug distribution and other services through school nurse's office
Individual documentation of each clinic visit/assessment/care provided. May include: Asthma peak flow records; seizure logs; catheterization records; G-tube feeding record; Medical reports from accidents (diagnosis, hospital records, audiology reports, etc.)
Until student reaches age 23
Destroy
*To assess drug/alcohol use; #Physician releases to return to school/sports participation or to be excluded from such. Replaces SCH055, 056, 058, 059, 064, 065, 066, 067

**SCH175**
**Also Called:**
**Function:**
**Content:**
**Retention:**
**Disposition:**
**Note:**
**Approval Date:**

**Medical Consents**
Medication Consents; Consents for Specialized Treatments/Procedures
Permissions granted by parent/guardian/physician
Until student reaches age 23
Destroy
Replaces SCH057, 060

August 20, 2013
Instruction

**SCH069**
- Also Called: Dist Test Assessments
- Function: Documents District-level performance on standardized tests, including, but not limited to: MAP, MMAT, EOC, MAPA, College and Career Readiness Assessments, ACT, SAT, ASVAB, TSA, Terra Nova, DRA, SRI.
- Content:
- Retention: 15 Years
- Disposition: Destroy
- Note: These are aggregate test scores for the district as a whole. Individual student scores will be part of the student record.
- Approval Date: Revised August 19, 2014

**SCH070**
- Also Called: Textbook Inventory
- Function: Inventory of textbooks for each school.
- Content:
- Retention: Retain until superseded
- Disposition: Destroy
- Note: Approval Date:

**SCH071**
- Also Called: Teacher's grade book
- Function: 
- Content:
- Retention: 2 years
- Disposition: Destroy
- Note: Approval Date:

**SCH074**
- Also Called: Counselor Records
- Function: Documents meetings between guidance counselors and students.
- Content: May include: notes taken by counselor, discipline reports, record of meeting.
- Retention: Destroy in Current Area
- Disposition: Destroy Securely
- Note: Confidential records
- Approval Date:

**SCH075**
- Also Called: Teacher Plans, Programs, Recommendations
- Function: 
- Content:
- Retention: Destroy in Current Area
- Disposition: Destroy
- Note: Approval Date:
SCH178

Driver Education
Application for Approval for Matching Federal Funds to Train Driver Education Teachers;
Application for Federal Matching Funds to Purchase Driver Education Simulation Equipment

- Destroy in Current Area
- Destroy
- Replaces SCH072, 073
- August 20, 2013
SCH083
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Substitute Teacher Record

Documents qualifications and performance of substitute teachers
May contain evaluations of substitute, substitute certificate, background checks, application, letters informing parents of long-term substitute assignment
3 years
Destroy
This series may be obsolete.

Personnel
For Other Personnel Records see General Schedule
Special Education

SCH087
Annual Report of Exceptional Pupil Programs

Also Called:
Function:
Content:
Retention: 3 years
Disposition: Destroy
Note: This record is now a part of the ASBR SCH001.
Approval Date: Revised August 20, 2013

SCH092
Individuals with Disabilities Education Act (IDEA) Entitlement Grants

Also Called:
Function:
Content:
Retention: 3 years
Disposition: Destroy
Note: This series consolidates SCH088, 089, 090, 091, with 092 from the previous schedule. Many of these applications are now done through DESE and no local records are generated.
Approval Date: Revised, August 20, 2013

SCH093
619 Early Childhood Special Education Grants

Also Called:
Function:
Content:
Retention: 3 years
Disposition: Destroy
Note:
Approval Date: Revised August 20, 2013

SCH097
Student Special Education Record

Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Record of Access Form; Documentation of Screening; Program Modifications; Evaluations Plans; Notice and/or Consent forms for Evaluation; Diagnostic Summaries; Individualized Education Programs (IEPs); Notice and/or Consent Forms Placement and Documentation of the Provisions of Appropriate Procedural Safeguards. Subject to Federal Requirements

This is subject to requirements of the State Compliance Plan for Part B. These Special Education records are independent of the student cumulative record and are not permanent records.

Approval Date: Revised August 19, 2014
### SCH098
**Also Called:**  
**Function:**  
**Content:**  
**Retention:**  
**Disposition:**  
**Note:**  
**Approval Date:**  

**Individuals with Disabilities Education Act (IDEA)**  
Reports Documenting expenditures and proposed expenditures.  
Final expense report, maintenance of effort, child count, amendment, budget grid, request for payment, payment grid  
Subject to Federal Requirements  
Under federal requirements, IDEA demands that destruction of records will not take place until 3 years past the time the child no longer receives IDEA services which is in most cases 3 years past graduation. However, even if the destruction is not occurring until after the 3 year minimum guideline, the school district must attempt to notify the parents or eligible student. Consult with DESE, Special Education for the most current federal regulations.

### SCH099
**Also Called:**  
**Function:**  
**Content:**  
**Retention:**  
**Disposition:**  
**Note:**  
**Approval Date:**  

**Local Compliance Plan and Monitoring Documentation**  
Documents the local school district's version of the state compliance plan  
Retain until superseded  
Destroy  
Combined with SCH100  
Revised August 20, 2013

### SCH179
**Also Called:**  
**Function:**  
**Content:**  
**Retention:**  
**Disposition:**  
**Note:**  
**Approval Date:**  

**Special Education--Pupil Test Protocols, Scores, Evaluations**  
Test Protocols  
Documents Individualized Education Program (IEP) test protocols, scores, and evaluations  
3 Years after last service  
Destroy  
This series combines former series entries SCH095 with SCH096.  
August 20, 2013; Revised August 19, 2014
State Programs

SCH102
Also Called: At Risk Student Programs
Function: Retention:
Content: Disposition:
Note: Approval Date:

5 years
Destroy

SCH103
Also Called: Career Ladder Records
Function: Documents teachers who achieve national board certification
Content: List of certified teachers and letters confirming certification
Retention: 5 years
Disposition: Destroy

SCH104
Also Called: Child Care Development Fund Grant (Block Grant)
Function: Documents district's participation in the Parents as Teachers Program
Content: May include: home visits, child screening, high needs characteristics, and data collection
Retention: 5 years
Disposition: Destroy

SCH105
Also Called: Drop Out Data
Function: Documents Student drop-outs
Content: Monthly report submitted to DESE.
Retention: 5 years
Disposition: Destroy
Note: Kept as part of Core Data

SCH106
Also Called: Minimum Salary Supplement
Function: 5 years
Content: Destroy
Retention: Approval Date:
Disposition:
Note:

SCH107
Also Called: Parents as Teacher Project Records
Function: Generated and submitted on a DESE form, used for program funding.
Content: May include: home visits, child screening, high needs characteristics, and data collection
Retention: 5 years
Disposition: Destroy
Note: Approval Date:
SCH108
Also Called: Missouri Preschool Project Grant
Function: The Missouri Preschool Program Invitation for Bid/Invitation for Grant (IFB/IFG) is for programs that will result in new or expansion of early care and education programs for children who are one or two years from kindergarten eligibility.
Content: 5 years
Retention: Destroy
Disposition: Note: Approval Date:

SCH109
Also Called: Professional Development Committee Records
Function: Records generated by district-level committee that oversees professional development of district's teachers
Content: Agendas, minutes, budget, by-laws, reports of professional development.
Retention: 5 years
Disposition: Destroy
Note: Approval Date:

SCH110
Also Called: Teacher Education Scholarships
Function: Content: Retention: 5 years
Disposition: Destroy
Note: Approval Date:

SCH111
Also Called: School Board Member Training Records
Function: Documents training of school board members
Content: May include: hours of training, date, name of class, and certificate.
Retention: Duration of service
Disposition: Destroy
Note: Approval Date:

SCH112
Also Called: State Gifted Records
Function: Documents district's gifted program, participation and requirements
Content: May include: testing protocols, test results, evaluation forms
Retention: 5 years
Disposition: Destroy
Note: May be kept as part of student record.
Approval Date:

SCH113
Also Called: State Grants
Function: Health; A+ Schools; Vocational Enhancement; etc.
Content: 5 years
Retention: Destroy
Disposition: Note: Approval Date:
**SCH114**  
Also Called:  
Function:  
Content:  
Retention:  
Disposition:  
Note:  
Approval Date:  

**Summer School Records**  
Documents summer school approvals from DESE and student enrollments  
May include: Summer School Checklist and Final Approval Form (DESE); district enrollment forms  
5 years  
Destroy  
Grades should be filed with the student transcript.

**SCH115**  
Also Called:  
Function:  
Content:  
Retention:  
Disposition:  
Note:  
Approval Date:  

**Technology Plans**  
Documents district plans for integrating and utilizing technology for both teaching and learning.  
May include: objectives and goals related to student learning; teacher preparation; administration, data management, communication processes; resource distribution; technical support  
5 years  
Destroy

**SCH116**  
Also Called:  
Function:  
Content:  
Retention:  
Disposition:  
Note:  
Approval Date:  

**Tuition Reimbursement**  
5 years  
Destroy
## Student Activities

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Also Called</th>
<th>Function</th>
<th>Content</th>
<th>Retention</th>
<th>Disposition</th>
<th>Note</th>
<th>Approval Date</th>
</tr>
</thead>
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<tr>
<td>SCH117</td>
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<td></td>
<td></td>
<td></td>
<td>Permanent</td>
<td>Archive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCH118</td>
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<td></td>
<td>Board of Education Rules and Regulations</td>
<td></td>
<td>Until superseded + 7 Years</td>
<td>Destroy</td>
<td>Revised August 19, 2014</td>
<td></td>
</tr>
<tr>
<td>SCH119</td>
<td>Scorebooks (Athletics)</td>
<td></td>
<td></td>
<td></td>
<td>5 years</td>
<td>Destroy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCH123</td>
<td>Athletic Conference Reports</td>
<td></td>
<td></td>
<td></td>
<td>1 year</td>
<td>Destroy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCH124</td>
<td>Eligibility Certificates</td>
<td></td>
<td>Document student eligibility to engage in extracurricular activities.</td>
<td></td>
<td>1 year</td>
<td>Destroy</td>
<td>These are now accessed and completed online through MSHAA</td>
<td></td>
</tr>
<tr>
<td>SCH125</td>
<td>Events Schedules</td>
<td></td>
<td></td>
<td></td>
<td>1 year</td>
<td>Destroy</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Scholarship Awards

- **Also Called:**
- **Function:**
- **Content:**
- **Retention:** 1 year
- **Disposition:** Destroy
- **Note:**
- **Approval Date:**

Physical Education Excuses

- **Also Called:**
- **Function:**
- **Content:**
- **Retention:** Destroy in Current Area
- **Disposition:** Destroy
- **Note:**
- **Approval Date:**

Alumni Lists

- **Also Called:**
- **Function:**
- **Content:**
- **Retention:** Destroy in Current Area
- **Disposition:** Destroy
- **Note:**
- **Approval Date:**

Career and Technical Student Organization Records

- **Also Called:** Future Business Leaders of America; Family, Careers and Community Leaders of America; FFA; DECA; Skills USA; Student Council; etc.
- **Function:** Document activities of district’s chapters of national organizations.
- **Content:** May include: record of expenses, rosters, meeting minutes.
- **Retention:** Destroy in Current Area
- **Disposition:** Destroy
- **Note:**
- **Approval Date:**

School Club and Organization By-laws

- **Also Called:**
- **Function:**
- **Content:** Documents organizations that operate under the school's auspices
- **Retention:** May include: by-laws, affidavits, re-authorizations, proposed budgets, officer lists, etc.
- **Disposition:** Destroy in Current Area
- **Note:**
- **Approval Date:**

Student Activities
Student Records

SCH132
Also Called: Student Cumulative Record--Transcripts
Function: May include: Grades; birth record; gpa; class rank; college prep certificates; standardized test scores
Content: 75 Years
Retention: Destroy
Disposition: If elementary, middle or junior high school records have been transferred to the Senior High Record, then the transferring school's record is considered a non-record and may be destroyed. This series also includes SCH014 Class and Grade Reports for Individual Students and SCH165 Student Folders, which were previously classified under Adult and Career Education
Note: August 25, 2009; Revised August 20, 2013; Revised August 19, 2014

SCH133
Also Called: Student Cumulative Record--Other
Function: Any non-transcript material as defined in SCH132
Content: 5 years after graduation or leaving school
Retention: Destroy
Disposition: Includes Nonresident Student Information, formerly part of SCH137
Note: August 25, 2009; Revised August 20, 2013

SCH138
Also Called: Records of Serious Discipline Violations
Function: Committee on Conduct Records
Content: Documents student violations of the school's code of conduct as well as violations of the Safe Schools Act, and actions taken.
May include: correspondence; report to superintendent; incident information; supporting documentation; guidance reports; summary of investigation; student discipline record; determination review; code of conduct meeting minutes
Retention: Until student reaches age 23
Disposition: Destroy
Note: See RSMo 167.020 subsection 7 and 160.261 subsection 9

SCH139
Also Called: Student Accident Insurance Information
Function: Documents accident insurance that is available for parent purchase
Content: May include: fliers for program, rate information, etc.
Retention: Destroy in Current Area
Disposition: Destroy

SCH140
Also Called: New Student Orientation Schedules
Function: Destroy in Current Area
Content:
Retention: Destroy
Disposition: Revised August 19, 2014
Note:
SCH141  
**School Publications Information**  
Function: 
Retention: 
Disposition: 
Note: 
Approval Date: 
Destroy in Current Area  
Destroy

SCH142  
**Class Meeting Minutes**  
Function: 
Retention: 
Disposition: 
Note: 
Approval Date: 
Destroy in Current Area  
Destroy

SCH143  
**Class Rosters**  
Function: 
Retention: 
Disposition: 
Note: 
Approval Date: 
Destroy in Current Area  
Destroy

SCH144  
**Current Class Schedule of District**  
Function: 
Content: Master schedule of all classes in all schools in the district  
May include: school, class, teacher name, student names, student IDs  
Retention: Destroy in Current Area  
Disposition: Destroy  
Note: 
Approval Date:

SCH145  
**Deficiency Report**  
Function: 
Retention: 
Disposition: 
Note: 
Approval Date: 
Destroy in Current Area  
Destroy

SCH146  
**Graduation Records**  
Function: 
Content: Commencement Records; End of Year Activity Arrangements  
Retention: 1 year  
Disposition: Destroy  
Note: 
Approval Date:
Graduation Records—A+ student records

- Also Called:
- Function:
- Content:
- Retention: 10 Years
- Disposition: Destroy
- Note: Revised, August 20 2013

Honor Roll Lists

- Also Called:
- Function:
- Content:
- Retention: 1 year
- Disposition: Destroy
- Note:

Student Awards

- Also Called:
- Function:
- Content:
- Retention: 1 year
- Disposition: Destroy
- Note:

Letter Grade Distribution by Class

- Also Called:
- Function:
- Content:
- Retention:
- Disposition: Destroy in Current Area Destroy
- Note:

Student Directory

- Also Called:
- Function:
- Content:
- Retention:
- Disposition: Destroy in Current Area Destroy
- Note:

Student Registration Records

- Also Called:
- Function:
- Content: Records regarding student enrollment, including application to enter school district and career education, drop out and transfer information not part of the cumulative transcript.
- Retention: 10 Years after leaving school
- Disposition: Destroy
- Note: These records are distinct from the student cumulative record and should be maintained as a separate file. This series replaces SCH134, 135, 136.
- Approval Date: August 20, 2013

Student Records
Transportation
For Vehicle Maintenance and Ownership Records see General Schedule

SCH153
Also Called: Annual Bus Route Approval Report
Function: Transportation Route Approval
Content: Records submitted for approval of bus routes
Retention: May include: driver names, routes and time, mileage, school name, anticipated rider counts
Disposition: 3 years
Note: Destroy
Approval Date:

SCH154
Also Called: Ridership Lists
Function: Ridership counts
Content: Documents verification of students riding school-provided transportation.
Retention: May include: route, driver name, bus number, list of riders by schools and route number, student name, grade, ID number, distance transported, bus stop location, report generated from preceding data
Disposition: 3 years
Note: Destroy
Approval Date:

SCH156
Also Called: Annual Bus Driver Certification
Function: Annual Physical Examination; Copy of Drivers' CDL
Content: 1 year
Retention: Destroy
Disposition: Approval Date:

SCH159
Also Called: Reimbursement for salaries for Career Education Programs
Function: 5 years
Content: Destroy
Retention: Approval Date:
Disposition:
Note:

SCH160
Also Called: Application for Authorization to Purchase Equipment/Supplies
Function: Application to spend federal Perkins fund money for equipment and/or supplies for use in technical schools.
Content: May include: DESE forms FV2, FV4; enhancement application for grant money
Retention: 5 years
Disposition: Destroy
Note: Funding made available through "Carl D. Perkins Vocational and Technical Education Act, Public Law 105-332"
Approval Date:
SCH161  
Also Called:  
Function:  
Content:  
Retention:  
Disposition:  
Note:  
Approval Date:

**Reimbursement Request for Approved Expenditures**

Application to reimbursement for equipment and/or supplies for use in technical schools.

5 years  
Destroy

SCH162  
Also Called:  
Function:  
Content:  
Retention:  
Disposition:  
Note:  
Approval Date:

**Federal Title IV Financial Aid--Administrative Files**

PELL grant student payment summary; Federal PELL grant payment voucher; IPS batch report; Recipient data exchange summary report

5 years  
Destroy

SCH163  
Also Called:  
Function:  
Content:  
Retention:  
Disposition:  
Note:  
Approval Date:

**Federal Title IV Financial Aid--Student Files**

SAR; ESAR; ISAR; Stafford Loan

Verification worksheet and documentation including 1040s, Social Security printouts, Family Services printouts, etc.; Acknowledgment of funds; Enrollment Agreement; Promissory note; Entrance interview acknowledgment; Exit interview acknowledgment; Financial aid transcript from other post-secondary schools (if other were attended); first year students who receive funds and leave before completing 60% of the program will have, in their file: Refund calculation worksheet; new perspectives intake form

5 years  
Destroy  
For students who receive funds but leave before 60% of the programs is completed--the 5 year clock begins after the second year or the 180 day follow-up

SCH164  
Also Called:  
Function:  
Content:  
Retention:  
Disposition:  
Note:  
Approval Date:

**Minutes of Career-Technical Education Committee**

2 years  
Destroy

SCH166  
Also Called:  
Function:  
Content:  
Retention:  
Disposition:  
Note:  
Approval Date:

**Career-Technical Building Payment Certificates**

Permanent and update  
Archive
SCH167
Also Called: Area Career Center Tuition Charges
Function: 5 years
Content: Destroy
Retention: Destroy
Disposition: Note:
Approval Date:

SCH168
Also Called: Application for Reimbursement from Career-Technical Funds
Function: Reimbursement for salaries, travel and other allowable items
Content: 3 years (subject to federal regulations)
Retention: Destroy
Disposition: Note:
Approval Date:

SCH169
Also Called: Enrollment Report for Career-Technical Program
Function: 3 years
Content: Destroy
Retention: Destroy
Disposition: Note:
Approval Date:

SCH170
Also Called: Grade Report Sheets--Career Center
Function: 2 years
Content: Destroy
Retention: Destroy
Disposition: Note:
Approval Date:

SCH171
Also Called: Record of Curriculum
Function: Curriculum offered in Career-Technical education program/school
Content: Retain until superseded
Retention: Destroy
Disposition: Note:
Approval Date:

SCH172
Also Called: Technology Consortium Meetings
Function: 5 years
Content: Destroy
Retention: Destroy
Disposition: Note:
Approval Date:
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