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- Superseded manuals and other directives (maintained outside the office of record).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
Introduction

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-in this case, 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.

Reformatting Standards
In accordance with RSMo 109.241.4, the Local Records Board has adopted the following standards for microfilm and digitized records. To be in compliance for image permanence, microfilm must conform to the technical standards outlined in the Guidelines for Microfilming Public Records, drafted by the Local Records Program and available on the Secretary of State’s website at: http://www.sos.mo.gov/archives/pubs/mfmg. To ensure the permanence of electronic records and digitized records, electronic records management systems must meet the standards outlined in the most current version of ISO 15489. Certification that records have been reformatted in accordance with these standards should be maintained locally and classified under General Records Retention Schedule “GS 018 Records Management Records.”

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.

Introduction
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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Public School Records Retention Schedule

See also the General Records Retention Schedule.

Administration

SCH001
Also Called: Annual Secretary of the Board of Education Report
Function: ASBR
Content: Financial record of the district's receipts and disbursements for the fiscal year
Retention: Permanent
Disposition: Archive
Note: Approval Date:

SCH003
Also Called: District Reorganization Records
Function: Verify appointment of new board members annually and included in board packet
Content: Oath of office, notice of election, election results, appointment of custodian of records and MSBA delegates
Retention: Permanent
Disposition: Archive
Note: See RSMO 162.152; 162.171; 162.181; 162.841
Approval Date:

SCH004
Also Called: Missouri School Improvement Program Report
Function: MSIP; Final Report; State Board of Education Summary; Notice of Classification; Annual Performance Report
Content: 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
Retention: Permanent
Disposition: Archive
Note: Approval Date:

SCH005
Also Called: Post High School Status Reports
Function: 1 year follow-up; 5 year follow-up; 180-day follow-up
Content: 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
Retention: Retain until superseded
Disposition: Destroy
Note: This is based on a template from DESE related to MSIP Standard 3 regarding college and career readiness.
Approval Date:
SCH006
Written Curriculum Guide
Documents curriculum used in the district, aligned with Missouri Learning Standards
Retain until superseded
Destroy

SCH007
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

SCH008
MSIP Supporting Documentation
Data Files
Data collected to generate MSIP Annual Performance Report
Part of Core Data
1 year after completion of cycle
Destroy

SCH010
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

SCH011
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
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

Also Called: Certificate to Employ a Minor; Certificate of Age for Employment of Minors; Work Certificates

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

**Application to State for Reimbursement**

- 5 Years  
- Destroy

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**SCH016**  
*Also Called:*  
*Function:*  
*Content:*  
*Retention:*  
*Disposition:*  
*Note:*  
*Approval Date:*  

**Employment and Training Record of Students Follow-up**

- 5 Years  
- Destroy
Buildings and Grounds
For Other Building and Grounds Records, Please Refer to General Schedule

SCH019  Americans with Disabilities Act Plan
Also Called:  ADA Plan
Function:
Content:
Retention:  3 years, or until superseded; review for historical purposes
Disposition:  Destroy*
Note:  *If determined to be historically significant, Archive
Approval Date:

SCH020  Federal Environmental Reports
Also Called:  Asbestos Hazardous Emergency Response Act (AHERA) report
Function:  Documents environmental inspections of school facilities
Content:  Reports on asbestos, lead, radon, etc.
Retention:  Until Superseded + 6 Years*
Disposition:  Archive
Note:  Under AHERA, triennial reinspections are required.  *In the case of a final report, which will not be superseded, maintain permanently.
Approval Date:  Revised, August 19, 2014
Business Affairs

SCH026
Also Called:
Function: Assessed Valuation Certification
Content: Letter from county certifying real and personal property valuation of district
Retention: Permanent
Disposition: Archive
Note: Approval Date:

SCH027
Also Called:
Function: Bound Book Generated by Bond Counsel
Content: School Bonds, general obligation bonds, leasehold revenue bonds, quality school construction bonds, Build America bonds
Retention: Maturity + 3 years
Disposition: Destroy
Note: Approval Date: August 24, 2010

SCH028
Also Called:
Function: Sales Tax Exemption Letters
Content: Documents district's exemption from sales tax when making purchases
Retention: Retain until superseded
Disposition: Destroy
Note: Approval Date:

SCH029
Also Called:
Function: Tax Exemption Certificate
Content: Tax ID letter confirming exempt status
Retention: Retain until superseded
Disposition: Destroy
Note: Approval Date:

SCH032
Also Called:
Function: Surety Bonds
Content: Performance Bonds
Official performance bonds from school officials
Retention: Completion of Audit + 5 years
Disposition: Destroy
Note: Treasurer is the only official required to file bond; construction work requires contractor to file surety bond
Approval Date:

SCH035
Also Called:
Function: Certification of Property Tax Rates
Content: Documents tax rates, generated by State Auditor and sent to County Clerk
Retention: Completion of Audit
Disposition: Destroy
Note: This is a copy of a record kept by the County Clerk.
Approval Date:

Federal Programs
**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.

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**Federal Programs**

**Title I**

Records relating to federal programs for Educationally Deprived Children

3 years after program year

Destroy

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**Title II**

3 years after program year

Destroy

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**Title II-D e-MINTS Grant (competitive)**

5 years

Destroy

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**Title III**

Records relating to federal programs for English language acquisition

3 years after program year

Destroy

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**Title IV**

3 years after program year

Destroy
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<th>Title V</th>
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<td>3 years after program year</td>
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<td>Content:</td>
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<td>Retention:</td>
<td>3 years after program year</td>
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<td>Disposition:</td>
<td>Destroy</td>
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<td>Note:</td>
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</table>
Food Services

**SCH045**

**Also Called:**
Food Application Agreements

**Function:**
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.

**Content:**

**Retention:**
3 Years after fiscal year

**Disposition:**
Destroy

**Note:**
See: 7 CFR 210 on USDA food assistance programs

**Approval Date:**
Revised August 19, 2014

**SCH177**

**Also Called:**
Food Service Records

**Function:**
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

**Content:**

**Retention:**
3 years

**Disposition:**
Destroy

**Note:**
*Food Management Company Schools Only; Replaces SCH046, 047, 048, 049, 050

**Approval Date:**
August 20, 2013
# Health Records

## SCH051
**Also Called:**

**Function:**

**Content:**

**Retention:**

**Disposition:**

**Note:**

**Approval Date:**

**Student Cumulative Health Record**

- 10 years, or until the student turns 23, whichever is longer
- Destroy

Revised August 28, 2012

## SCH052
**Also Called:**

**Function:**

**Content:**

**Retention:**

**Disposition:**

**Note:**

**Approval Date:**

**Immunization Records**

- Immunization Record; Immunization Exemption; Medical Exemption; Religious
- Provides verification of immunizations received, or immunization exemptions (religious, medical or parental)
- 3 years after leaving school, or graduating
- Destroy

August 25, 2009; Revised August 28, 2012

## SCH053
**Also Called:**

**Function:**

**Content:**

**Retention:**

**Disposition:**

**Note:**

**Approval Date:**

**Immunization--In Progress**

- Document verifying student is current until next scheduled immunization is due.
- Card submitted by doctor or health department stating what immunizations student has received and indicating when they will be up-to-date.
- Until next dose is due; destroy when temporary exemption status has passed
- Destroy
- Information is destroyed when immunization is complete

August 25, 2009

## SCH054
**Also Called:**

**Function:**

**Content:**

**Retention:**

**Disposition:**

**Note:**

**Approval Date:**

**Emergency Contact Record**

- May contain: student name, address, parent information, doctor's name, hospital preference, medical history.
- 1 Year*
- Destroy

*Maintain only current contact information.

Revised August 19, 2014

## SCH061
**Also Called:**

**Function:**

**Content:**

**Retention:**

**Disposition:**

**Note:**

**Approval Date:**

**Health Care Plans**

- Summary of the nursing plan of care for a student with special health needs
- 1 year
- Destroy

Evaluate annually--may be a part of the Individual Education Plan--IEP
**SCH062**

**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**

**Daily Clinic Log**

List of all students seen on any given day

1 year  
Destroy  
This record is not considered to be adequate to document individualized care. 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

**SCH174**

**Medical Treatments, Reports and Evaluations**

Documents treatments, drug distribution and other services through school nurse's office

1 year  
Destroy  
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.)

**SCH175**

**Medical Consents**

Permissions granted by parent/guardian/physician

1 year  
Destroy  
Until student reaches age 23  
Replaces SCH055, 056, 058, 059, 064, 065, 066, 067

**SCH180**

**Student Physical Records**

Annual physicals documenting fitness to participate in school sponsored extracurricular activities

1 year  
Destroy Securely  
Confidential Records

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Health
<table>
<thead>
<tr>
<th>SCH181</th>
<th><strong>Student Drug/Alcohol Testing Records</strong></th>
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<tbody>
<tr>
<td>Also Called:</td>
<td>Drug Screening Records</td>
</tr>
<tr>
<td>Function:</td>
<td>Documents the testing of students for controlled substances prohibited by policy, procedure or statute.</td>
</tr>
<tr>
<td>Content:</td>
<td>Records may include but are not limited to the documentation of test results, the collection process, the random sample process.</td>
</tr>
<tr>
<td>Retention:</td>
<td>Retain positive test results until student graduates or leaves district; retain negative test 1 Year</td>
</tr>
<tr>
<td>Disposition:</td>
<td>Destroy Securely</td>
</tr>
<tr>
<td>Note:</td>
<td>Confidential Records</td>
</tr>
<tr>
<td>Approval Date:</td>
<td>August 25, 2015</td>
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</table>
Instruction

SCH069
Also Called: District 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: 15 Years
Retention: Destroy
Disposition: 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: Retain until superseded
Retention: Destroy
Disposition: Note: Approval Date:

SCH071
Also Called: Teacher's grade book
Function: Content: 2 years
Retention: Destroy
Disposition: 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: Destroy in Current Area
Retention: Destroy
Disposition: Note: Approval Date:
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
Personnel

For Other Personnel Records see General Schedule

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.
Special Education

SCH087
Also Called: Annual Report of Exceptional Pupil Programs
Function:
Retention: 3 years
Disposition: Destroy
Note: This record is now a part of the ASBR SCH001.
Approval Date: Revised August 20, 2013

SCH092
Also Called: Individuals with Disabilities Education Act (IDEA) Entitlement Grants
Applications for Special Education Programs; Application for Exceptional Pupil Programs; Remedial Speech and Hearing Class Applications; Applications for Home Teaching for Home-bound Instruction; Applications Report of Exceptional Pupil Programs
Function:
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
Also Called: 619 Early Childhood Special Education Grants
619 Early Childhood Special Education Records; ECSE
Function: Reports verifying expenditures of funds
Content: ECSE Final Expenditure Report--expenditure detail, contact information core data personnel, equipment expenditures, third-party contracts, extended school year, operation of plant, staff mileage, supplies, transportation, personnel development, child
Retention: 3 years
Disposition: Destroy
Note: Approval Date: Revised August 20, 2013

SCH097
Also Called: Student Special Education Record
Chapter Programs; Individuals with Disabilities Education Act Data; Title Programs
Function:
Content: 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.
Retention: 3 Years from date of last service
Disposition: Destroy
Note: 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; Revised August 24, 2016
**SCH098**

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

**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

**Approval Date:**

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**SCH099**

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

**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

**Approval Date:**

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**SCH179**

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

**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

**Approval Date:**
## State Programs

### SCH102
- **Also Called:** At Risk Student Programs
- **Function:**
- **Content:**
- **Retention:** 5 years
- **Disposition:** Destroy
- **Note:**
- **Approval Date:**

### 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
- **Note:**
- **Approval Date:**

### SCH104
- **Also Called:** Child Care Development Fund Grant (Block Grant)
- **Function:**
- **Content:**
- **Retention:** 5 years
- **Disposition:** Destroy
- **Note:**
- **Approval Date:**

### 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
- **Approval Date:**

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

### SCH107
- **Also Called:** Parents as Teacher Project Records
- **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
- **Note:** Generated and submitted on a DESE form, used for program funding.
- **Approval Date:**
**Missouri Preschool Project Grant**

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.

Retention: 5 years
Disposition: Destroy

**Professional Development Committee Records**

Records generated by district-level committee that oversees professional development of district's teachers

Agendas, minutes, budget, by-laws, reports of professional development.

Retention: 5 years
Disposition: Destroy

**Teacher Education Scholarships**

Retention: 5 years
Disposition: Destroy

**School Board Member Training Records**

Documents training of school board members
May include: hours of training, date, name of class, and certificate.

Duration of service

Retention: Duration of service
Disposition: Destroy

**State Gifted Records**

Documents district's gifted program, participation and requirements
May include: testing protocols, test results, evaluation forms

Retention: 5 years
Disposition: Destroy
May be kept as part of student record.

**State Grants**

Health; A+ Schools; Vocational Enhancement; etc.

Retention: 5 years
Disposition: Destroy
**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.
- Retention: 5 years
- Disposition: Destroy
- Note: Grades should be filed with the student transcript.

**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.
- Retention: 5 years
- Disposition: Destroy

**Tuition Reimbursement**

- 5 years
- Disposition: Destroy
# Student Activities

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<tr>
<th>SCH117</th>
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<td>Board of Education Rules and Regulations</td>
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<td>Also Called:</td>
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<tr>
<td>Function:</td>
<td>Document student eligibility to engage in extracurricular activities.</td>
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<td>Note:</td>
<td>These are now accessed and completed online through MSHAA</td>
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<td>Disposition:</td>
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</table>
**SCH126**
Also Called: Scholarship Awards
Function: 
Retention: 1 year
Disposition: Destroy
Note: Approval Date:

**SCH128**
Also Called: Physical Education Excuses
Function: 
Retention: Destroy in Current Area
Disposition: Destroy
Note: Approval Date:

**SCH129**
Also Called: Alumni Lists
Function: 
Retention: Destroy in Current Area
Disposition: Destroy
Note: Approval Date:

**SCH130**
Also Called: Career and Technical Student Organization Records
Function: Document activities of district's chapters of national organizations. May include: record of expenses, rosters, meeting minutes.
Retention: Destroy in Current Area
Disposition: Destroy
Note: Approval Date:

**SCH131**
Also Called: School Club and Organization By-laws
Function: Documents organizations that operate under the school's auspices May include: by-laws, affidavits, re-authorizations, proposed budgets, officer lists, etc.
Retention: Destroy in Current Area
Disposition: Destroy
Note: Approval Date:
Student Records

SCH132
Also Called: Student Cumulative Record--Transcripts
Function: Student Cumulative Record--Transcripts
Content:
May include: Grades; birth record; gpa; class rank; college prep certificates; standardized test scores
Retention: 75 Years
Disposition: Destroy
Note:
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
Approval Date: August 25, 2009; Revised August 20, 2013; Revised August 19, 2014

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

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
Note:
Approval Date: August 25, 2009

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

**School Publications Information**

- Destroy in Current Area
- Destroy

**SCH142**

**Class Meeting Minutes**

- Destroy in Current Area
- Destroy

**SCH143**

**Class Rosters**

- Destroy in Current Area
- Destroy

**SCH144**

**Current Class Schedule of District**

- Master schedule of all classes in all schools in the district
- May include: school, class, teacher name, student names, student IDs
- Destroy in Current Area
- Destroy

**SCH145**

**Deficiency Report**

- Destroy in Current Area
- Destroy

**SCH146**

**Graduation Records**

- Commencement Records; End of Year Activity Arrangements
- 1 year
- Destroy
Graduation Records--A+ student records

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

Honor Roll Lists

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

Student Awards

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

Letter Grade Distribution by Class

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

Student Directory

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

Student Registration Records

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

Student Enrollment Records; Student Drop-Out Records; Student Transfer-in/Transfer-out Records; Application for Admission
Records regarding student enrollment, including application to enter school district and career education, drop out and transfer information not part of the cumulative transcript.

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

**SCH154**  
Ridership Lists  
Also Called: Ridership counts  
Function: Documents verification of students riding school-provided transportation.  
Content: 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  
Retention: 3 years  
Disposition: Destroy  
Note: Approval Date:

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

Career Education

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

**SCH160**  
Application for Authorization to Purchase Equipment/Supplies  
Also Called:  
Function:  
Content: Application to spend federal Perkins fund money for equipment and/or supplies for use in technical schools. 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
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<th>Area Career Center Tuition Charges</th>
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<tr>
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<td>Content:</td>
<td>Reimbursement for salaries, travel and other allowable items</td>
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<th>Grade Report Sheets--Career Center</th>
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<td>Curriculum offered in Career-Technical education program/school</td>
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