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- Superseded manuals and other directives (maintained outside the office of record).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 the permanent records it generates and receives regardless of format. The records, both electronic and physical, that have been identified as permanent require special handling and storage if they are to be preserved. The continuous interaction between a physical 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. For electronic records the concerns include media decay, hardware/software obsolescence, and migration of data into the current standard: PDF-A, TIF, etc.

By imaging permanently valuable records, local governments can generate durable microfilm for preservation and disaster recovery, while also maintaining an electronic version for access. When microfilmed, processed, and maintained to archival specifications, a master negative will ensure that permanently valuable records are preserved for generations to come (microfilm has an estimated shelf life of over 500 years). Microfilm that meets the standards outlined here is eligible to be stored by the Missouri State Archives at no cost.

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](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 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.

The point at which a retention period begins is termed a cutoff, or trigger. Typically this is on a regular cycle—the end of the calendar year, the end of the fiscal year, etc. This is the period of the inactive record. A traditional example of this would be the period when records are boxed and removed from active file cabinets and work areas.

When determining cutoffs, a good rubric is outlined in DoD 5015.02 “Electronic Records Management Software Applications Design Criteria Standard”:

A. retention periods of less than 1 Year, the cutoff is equal to the retention period;
B. retention periods of 1 Year, or more, the cutoff is at the end of the fiscal or calendar year;
C. for records with a retention period based on an event or action, the cutoff is the date the action is completed;
D. for records with a retention period based on a specific time period after an event or action, apply the retention period after the action is complete.

**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

**Contents**

Administration .......................................................................................................................................................... 5  
Adult Education ...................................................................................................................................................... 8  
Buildings and Grounds ......................................................................................................................................... 9  
Business Affairs .................................................................................................................................................. 10  
Federal Programs ................................................................................................................................................ 11  
Food Services ...................................................................................................................................................... 13  
Health Records .................................................................................................................................................. 14  
Instruction .......................................................................................................................................................... 17  
Personnel ........................................................................................................................................................... 19  
Special Education .............................................................................................................................................. 20  
State Programs .................................................................................................................................................. 22  
Student Activities .............................................................................................................................................. 25  
Student Records ................................................................................................................................................ 27  
Transportation .................................................................................................................................................... 30  
Career Education ............................................................................................................................................... 30
Public School Records Retention Schedule

See also the General Records Retention Schedule.

**Administration**

<table>
<thead>
<tr>
<th>SCH001</th>
<th>Annual Secretary of the Board of Education Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Also Called:</td>
<td>ASBR</td>
</tr>
<tr>
<td>Function:</td>
<td>Financial record of the district's receipts and disbursements for the fiscal year</td>
</tr>
<tr>
<td>Content:</td>
<td></td>
</tr>
<tr>
<td>Retention:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Disposition:</td>
<td>Archive</td>
</tr>
<tr>
<td>Note:</td>
<td></td>
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<tr>
<td>Approval Date:</td>
<td></td>
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<table>
<thead>
<tr>
<th>SCH003</th>
<th>District Reorganization Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Also Called:</td>
<td></td>
</tr>
<tr>
<td>Function:</td>
<td>Verify appointment of new board members annually and included in board packet</td>
</tr>
<tr>
<td>Content:</td>
<td>Oath of office, notice of election, election results, appointment of custodian of records and MSBA delegates</td>
</tr>
<tr>
<td>Retention:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Disposition:</td>
<td>Archive</td>
</tr>
<tr>
<td>Note:</td>
<td>See RSMO 162.152; 162.171; 162.181; 162.841</td>
</tr>
<tr>
<td>Approval Date:</td>
<td></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>SCH004</th>
<th>Missouri School Improvement Program Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Also Called:</td>
<td>MSIP; Final Report; State Board of Education Summary; Notice of Classification; Annual Performance Report</td>
</tr>
<tr>
<td>Function:</td>
<td>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.</td>
</tr>
<tr>
<td>Content:</td>
<td>Report includes: academic achievement, subgroup achievement, college and career readiness, high school readiness, attendance rate, graduation rate</td>
</tr>
<tr>
<td>Retention:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Disposition:</td>
<td>Archive</td>
</tr>
<tr>
<td>Note:</td>
<td></td>
</tr>
<tr>
<td>Approval Date:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCH005</th>
<th>Post High School Status Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Also Called:</td>
<td>1 year follow-up; 5 year follow-up; 180-day follow-up</td>
</tr>
<tr>
<td>Function:</td>
<td>Core data file that tracks student activity after graduation.</td>
</tr>
<tr>
<td>Content:</td>
<td>May include: student name, what student predicted they would do after graduation, what they are doing after graduation, list of career courses taken</td>
</tr>
<tr>
<td>Retention:</td>
<td>Retain until superseded</td>
</tr>
<tr>
<td>Disposition:</td>
<td>Destroy</td>
</tr>
<tr>
<td>Note:</td>
<td>This is based on a template from DESE related to MSIP Standard 3 regarding college and career readiness.</td>
</tr>
<tr>
<td>Approval Date:</td>
<td></td>
</tr>
<tr>
<td>Document Code</td>
<td>Title</td>
</tr>
<tr>
<td>---------------</td>
<td>-------</td>
</tr>
<tr>
<td>SCH006</td>
<td>Written Curriculum Guide</td>
</tr>
<tr>
<td>SCH007</td>
<td>School Improvement Plan</td>
</tr>
<tr>
<td>SCH008</td>
<td>MSIP Supporting Documentation</td>
</tr>
<tr>
<td>SCH010</td>
<td>Core Data--Source Documents</td>
</tr>
<tr>
<td>SCH011</td>
<td>Application for Summer School Approval</td>
</tr>
</tbody>
</table>

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**  
*Application to State for Reimbursement*  

- **Function:**  
- **Retention:** 5 Years  
- **Disposition:** Destroy  
- **Note:**  
- **Approval Date:**

**SCH016**  
*Employment and Training Record of Students Follow-up*  

- **Function:**  
- **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>
</thead>
<tbody>
<tr>
<td>Also Called:</td>
<td>ADA Plan</td>
</tr>
<tr>
<td>Function:</td>
<td></td>
</tr>
<tr>
<td>Content:</td>
<td></td>
</tr>
<tr>
<td>Retention:</td>
<td>3 years, or until superseded; review for historical purposes</td>
</tr>
<tr>
<td>Disposition:</td>
<td>Destroy*</td>
</tr>
<tr>
<td>Note:</td>
<td>*If determined to be historically significant, Archive</td>
</tr>
<tr>
<td>Approval Date:</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>SCH020</th>
<th>Federal Environmental Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Also Called:</td>
<td>Asbestos Hazardous Emergency Response Act (AHERA) report</td>
</tr>
<tr>
<td>Function:</td>
<td>Documents environmental inspections of school facilities</td>
</tr>
<tr>
<td>Content:</td>
<td>Reports on asbestos, lead, radon, etc.</td>
</tr>
<tr>
<td>Retention:</td>
<td>Until Superseded + 6 Years*</td>
</tr>
<tr>
<td>Disposition:</td>
<td>Archive</td>
</tr>
<tr>
<td>Note:</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>Approval Date:</td>
<td>Revised, August 19, 2014</td>
</tr>
</tbody>
</table>
**Business Affairs**

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

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

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

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

**SCH032**  
Also Called: Surety Bonds  
Function: Performance Bonds  
Content: Official performance bonds from school officials  
Retention: Completion of Audit + 5 years  
Disposition: Destroy  
Approval Date:  

**SCH035**  
Also Called: Certification of Property Tax Rates  
Function: Documents tax rates, generated by State Auditor and sent to County Clerk  
Content: Completion of Audit  
Retention: Destroy  
Approval Date:  

This is a copy of a record kept by the County Clerk.
Federal Programs

SCH036
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

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.

SCH037
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Title I

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

SCH038
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Title II

3 years after program year
Destroy

SCH039
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Title II-D e-MINTS Grant (competitive)

5 years
Destroy

SCH040
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Title III

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

SCH041
Also Called:
Function:
Content:
Retention:
Disposition:
Note:
Approval Date:

Title IV

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

### SCH045  
**Food Application Agreements**

- **Also Called:** National School Lunch; Food Distribution; Special Milk; School Breakfast Program
- **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  
**Food Service Records**

- **Also Called:** 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
- **Function:**
- **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**

Student Health Information; Student Emergency Information; Emergency Card

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**  
**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.

Approval Date:

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

**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.

Approval Date:

**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; Sports Medicine Records

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

Approval Date: August 20, 2013; Updated August 25, 2015

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

**Medical Consents**

Medication Consents; Consents for Specialized Treatments/Procedures

Permissions granted by parent/guardian/physician

Until student reaches age 23

Destroy

Replaces SCH057, 060

Approval Date: August 20, 2013

**SCH180**  
**Also Called:**  
**Function:**  
**Content:**  
**Retention:**  
**Disposition:**  
**Note:**

**Student Physical Records**

Athletic Physicals; Extracurricular Activities Schedules

Annual physicals documenting fitness to participate in school sponsored extracurricular activities

1 Year

Destroy Securely

Confidential Records

Approval Date: August 25, 2015
SCH181

Student Drug/Alcohol Testing Records

Also Called: Drug Screening Records
Function: Documents the testing of students for controlled substances prohibited by policy, procedure or statute.
Content: Records may include but are not limited to the documentation of test results, the collection process, the random sample process.
Retention: Retain positive test results until student graduates or leaves district; retain negative test 1 Year
Disposition: Destroy Securely
Note: Confidential Records
Approval Date: August 25, 2015

Health
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.
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.
Retention: Retain until superseded
Disposition: Destroy
Note: Approval Date:

SCH071
Also Called: Teacher's grade book
Function: Content: May include: notes taken by counselor, discipline reports, record of meeting.
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
Also Called:

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:*  

**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.

**SCH182**  
*Also Called:*  
*Function:*  
*Content:*  

**Student Teacher Records**  
Documents Student-Teacher observation, supervised and independent classroom teaching during education rotation with a school  
May include: correspondence with colleges/universities, school approvals, assignments and evaluations  
3 Years after separation  
Destroy Securely  

Approval Date: August 24, 2022
Special Education

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

SCH092
Also Called: Individuals with Disabilities Education Act (IDEA) Entitlement Grants
Function: 3 years
Content: Destroy
Retention: This series consolidates SCH088, 089, 090, 091, with 092 from the previous schedule.
Disposition: Many of these applications are now done through DESE and no local records are generated.
Note: Revised, August 20, 2013

SCH093
Also Called: 619 Early Childhood Special Education Grants
Function: 619 Early Childhood Special Education Records; ECSE
Content: Reports verifying expenditures of funds
Retention: 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
Disposition: 3 years
Note: Destroy
Approval Date: Revised August 20, 2013

SCH097
Also Called: Student Special Education Record
Function: Chapter Programs; Individuals with Disabilities Education Act Data; Title Programs
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:**

**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
<table>
<thead>
<tr>
<th>SCH</th>
<th>Program Name</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>
<tbody>
<tr>
<td>SCH102</td>
<td>At Risk Student Programs</td>
<td></td>
<td></td>
<td></td>
<td>5 years</td>
<td>Destroy</td>
<td></td>
<td></td>
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<tr>
<td>SCH103</td>
<td>Career Ladder Records</td>
<td></td>
<td>Documents teachers who achieve national board certification</td>
<td>List of certified teachers and letters confirming certification</td>
<td>5 years</td>
<td>Destroy</td>
<td></td>
<td></td>
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<tr>
<td>SCH104</td>
<td>Child Care Development Fund Grant (Block Grant)</td>
<td></td>
<td></td>
<td></td>
<td>5 years</td>
<td>Destroy</td>
<td></td>
<td></td>
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<tr>
<td>SCH105</td>
<td>Drop Out Data</td>
<td></td>
<td>Documents Student drop-outs</td>
<td>Monthly report submitted to DESE.</td>
<td>5 years</td>
<td>Destroy</td>
<td>Kept as part of Core Data</td>
<td></td>
</tr>
<tr>
<td>SCH106</td>
<td>Minimum Salary Supplement</td>
<td></td>
<td></td>
<td></td>
<td>5 years</td>
<td>Destroy</td>
<td></td>
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<tr>
<td>SCH107</td>
<td>Parents as Teacher Project Records</td>
<td></td>
<td>Documents district's participation in the Parents as Teachers Program</td>
<td>May include: home visits, child screening, high needs characteristics, and data collection</td>
<td>5 years</td>
<td>Destroy</td>
<td>Generated and submitted on a DESE form, used for program funding.</td>
<td></td>
</tr>
</tbody>
</table>
**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

- **Content:** 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

- **Content:** May include: hours of training, date, name of class, and certificate.
- **Retention:** Duration of service
- **Disposition:** Destroy

**State Gifted Records**

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.

**State Grants**

Health; A+ Schools; Vocational Enhancement; etc.

- **Retention:** 5 years
- **Disposition:** Destroy
**SCH114**  
**Also Called:**  
**Function:**  
**Content:**
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:**
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

State Programs
<table>
<thead>
<tr>
<th>Reference</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>
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<tbody>
<tr>
<td>SCH117</td>
<td>Year Books</td>
<td></td>
<td></td>
<td></td>
<td>Permanent</td>
<td>Archive</td>
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<tr>
<td>SCH118</td>
<td>Student Policy Handbook</td>
<td>Board of Education Rules and Regulations</td>
<td></td>
<td></td>
<td>Until superseded + 7 Years</td>
<td>Destroy</td>
<td>Revised August 19, 2014</td>
<td></td>
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<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></td>
<td></td>
<td>1 year</td>
<td>Destroy</td>
<td>Document student eligibility to engage in extracurricular activities.</td>
<td>Revised August 19, 2014</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>
**SCH126**  
**Scholarship Awards**  
Also Called:  
Function:  
Content:  
Retention: 1 year  
Disposition: Destroy  
Note:  
Approval Date:  

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

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

**SCH130**  
**Career and Technical Student Organization Records**  
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:  

**SCH131**  
**School Club and Organization By-laws**  
Also Called:  
Function:  
Content: 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 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:*

*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:* Any non-transcript material as defined in SCH132

*Content:* 5 years after graduation or leaving school

*Retention:* 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

**SCH139**

*Also Called:* Student Accident Insurance Information

*Function:* Documents accident insurance that is available for parent purchase

*Content:* May include: flyers for program, rate information, etc.

*Retention:* Destroy in Current Area

*Disposition:* Destroy

*Note:*

**SCH140**

*Also Called:* New Student Orientation Schedules

*Function:* Activate

*Content:* Destroy in Current Area

*Disposition:* Destroy

*Note:* Revised August 19, 2014
SCH141  
School Publications Information  
Also Called:  
Function:  
Retention:  
Disposition:  
Note:  
Approval Date:  
Destroy in Current Area  
Destroy

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

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

SCH144  
Current Class Schedule of District  
Also Called:  
Function:  
Retention:  
Disposition:  
Note:  
Approval Date:  
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  
Also Called:  
Function:  
Retention:  
Disposition:  
Note:  
Approval Date:  
Destroy in Current Area  
Destroy

SCH146  
Graduation Records  
Also Called:  
Function:  
Retention:  
Disposalion:  
Note:  
Approval Date:  
Commencement Records; End of Year Activity Arrangements  
1 year  
Destroy
Graduation Records--A+ student records

10 Years
Destroy
Revised, August 20 2013

Honor Roll Lists

1 year
Destroy

Student Awards

1 year
Destroy

Letter Grade Distribution by Class

Destroy in Current Area
Destroy

Student Directory

Destroy in Current Area
Destroy

Student Registration Records

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
Destroy
These records are distinct from the student cumulative record and should be maintained as a separate file. This series replaces SCH134, 135, 136.
August 20, 2013
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

**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

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

Career Education

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

**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
<table>
<thead>
<tr>
<th>SCH167</th>
<th>Area Career Center Tuition Charges</th>
</tr>
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<tbody>
<tr>
<td>Also Called:</td>
<td></td>
</tr>
<tr>
<td>Function:</td>
<td></td>
</tr>
<tr>
<td>Retention:</td>
<td>5 years</td>
</tr>
<tr>
<td>Disposition:</td>
<td>Destroy</td>
</tr>
<tr>
<td>Note:</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>SCH168</th>
<th>Application for Reimbursement from Career-Technical Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Also Called:</td>
<td></td>
</tr>
<tr>
<td>Function:</td>
<td>Reimbursement for salaries, travel and other allowable items</td>
</tr>
<tr>
<td>Content:</td>
<td></td>
</tr>
<tr>
<td>Retention:</td>
<td>3 years (subject to federal regulations)</td>
</tr>
<tr>
<td>Disposition:</td>
<td>Destroy</td>
</tr>
<tr>
<td>Note:</td>
<td></td>
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<table>
<thead>
<tr>
<th>SCH169</th>
<th>Enrollment Report for Career-Technical Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Also Called:</td>
<td></td>
</tr>
<tr>
<td>Function:</td>
<td></td>
</tr>
<tr>
<td>Content:</td>
<td></td>
</tr>
<tr>
<td>Retention:</td>
<td>3 years</td>
</tr>
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<td>Disposition:</td>
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</table>

<table>
<thead>
<tr>
<th>SCH170</th>
<th>Grade Report Sheets--Career Center</th>
</tr>
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<tbody>
<tr>
<td>Also Called:</td>
<td></td>
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<tr>
<td>Function:</td>
<td></td>
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<tr>
<td>Content:</td>
<td></td>
</tr>
<tr>
<td>Retention:</td>
<td>2 years</td>
</tr>
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<td>Disposition:</td>
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<td>Note:</td>
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</table>

<table>
<thead>
<tr>
<th>SCH171</th>
<th>Record of Curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Also Called:</td>
<td></td>
</tr>
<tr>
<td>Function:</td>
<td>Curriculum offered in Career-Technical education program/school</td>
</tr>
<tr>
<td>Content:</td>
<td></td>
</tr>
<tr>
<td>Retention:</td>
<td>Retain until superseded</td>
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<td>Disposition:</td>
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<td>Note:</td>
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<table>
<thead>
<tr>
<th>SCH172</th>
<th>Technology Consortium Meetings</th>
</tr>
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<tr>
<td>Also Called:</td>
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<td>Function:</td>
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<tr>
<td>Content:</td>
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<tr>
<td>Retention:</td>
<td>5 years</td>
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Career Education
Early Childhood Special Education Grants, 20

Alumni Lists, 26
Americans with Disabilities Act Plan, 9
Annual Bus Driver Certification, 30
Annual Bus Route Approval Report, 30
Annual Report of Exceptional Pupil Programs, 20
Annual Secretary of the Board of Education Report, 5
Application for Authorization to Purchase Equipment/Supplies, 30
Application for Reimbursement from Career-Technical Funds, 32
Application for Summer School Approval, 6
Application to State for Reimbursement, 8
Area Career Center Tuition Charges, 32
Assessed Valuation Certification, 10
At Risk Student Programs, 22
Athletic Conference Reports, 25

Bound Book Generated by Bond Counsel, 10

Career and Technical Student Organization Records, 26
Career Ladder Records, 22
Career-Technical Building Payment Certificates, 31
Certification of Property Tax Rates, 10
Child Care Development Fund Grant (Block Grant), 22
Class Meeting Minutes, 28
Class Rosters, 28
Core Data--Source Documents, 6
Counselor Records, 17
Current Class Schedule of District, 28

Daily Clinic Log, 15
Deficiency Report, 28
District Reorganization Records, 5
District Test Assessments, 17
Driver Education, 18
Drop Out Data, 22

Eligibility Certificates, 25
Emergency Contact Record, 14
Employment and Training Record of Students Follow-up, 8
Enrollment Report for Career-Technical Program, 32
Estimate of Required Local Taxes, 11
Events Schedules, 25

Federal Discretionary Grant Programs, 12
Federal Environmental Reports, 9
Federal Title IV Financial Aid--Administrative Files, 31
Federal Title IV Financial Aid--Student Files, 31
Food Application Agreements, 13
Food Service Records, 13

Grade Report Sheets--Career Center, 32
Graduation Records, 28
Graduation Records--A+ student records, 29

Head Injury Note, 15
Health Care Plans, 14
Honor Roll Lists, 29

Immunization Records, 14
Immunization--In Progress, 14
Individuals with Disabilities Education Act (IDEA), 21
Individuals with Disabilities Education Act (IDEA) Entitlement Grants, 20

Letter Grade Distribution by Class, 29
Local Compliance Plan and Monitoring Documentation, 21

Medicaid Records/Payments, 12
Medical Consents, 15
Medical Treatments, Reports and Evaluations, 15
Minimum Salary Supplement, 22
Minutes of Career-Technical Education Committee, 31
Missouri Preschool Project Grant, 23
Missouri School Improvement Program Report, 5
MSIP Supporting Documentation, 6
Multiple Consortium Co-ops Legal, Technical, Special Ed., Professional, 7

N
New Student Orientation Schedules, 27

P
Parents as Teacher Project Records, 22
Physical Education Excuses, 26
Post High School Status Reports, 5
Professional Development Committee Records, 23

R
Record of Curriculum, 32
Records of Serious Discipline Violations, 27
Reimbursement for salaries for Career Education Programs, 30
Reimbursement Request for Approved Expenditures, 31
Ridership Lists, 30

S
Sales Tax Exemption Letters, 10
Scholarship Awards, 26
School Board Member Training Records, 23
School Club and Organization By-laws, 26
School Improvement Plan, 6
School Publications Information, 28
Scorebooks (Athletics), 25
Special Education--Pupil Test Protocols, Scores, Evaluations, 21
State Gifted Records, 23

State Grants, 23
Statement of Intention to Employ a Minor, 7
Student Accident Insurance Information, 27
Student Awards, 29
Student Cumulative Health Record, 14
Student Cumulative Record--Other, 27
Student Cumulative Record--Transcripts, 27
Student Directory, 29
Student Drug/Alcohol Testing Records, 16
Student Physical Records, 15
Student Policy Handbook, 25
Student Registration Records, 29
Student Special Education Record, 20
Student Teacher Records, 19
Substitute Teacher Record, 19
Summer School Records, 24
Surety Bonds, 10

T
Tax Exemption Certificate, 10
Teacher Education Scholarships, 23
Teacher Plans, Programs, Recommendations, 17
Teacher’s grade book, 17
Technology Consortium Meetings, 32
Technology Plans, 24
Textbook Inventory, 17
Title I, 11
Title II, 11
Title II-D e-MINTS Grant (competitive), 11
Title III, 11
Title IV, 11
Title V, 12
Tuition Reimbursement, 24

W
Written Curriculum Guide, 6

Y
Year Books, 25