

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS**

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

APPROVED: Conley L. Edwards

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 1 OF 37 PAGES

POLICIES FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, § 42.1-76, et seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the Certificate of Records Destruction (RM-3 Form). A signed RM-3 Form must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 Form must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from LVA. A copy of the offer must be attached to the RM-3 Form when it is submitted to LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations, or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with 17VAC15-20-10, et seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy-protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Ultimate destruction is accomplished through shredding, pulping, burning, and overwriting or physically destroying media. Deletion of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Records containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
9. Under the *Virginia Public Records Act*, § 42.1-79, LVA is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. LVA may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS**

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 2 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Academic Progress Records</u> This series consists of samples of individual student schoolwork such as essays and projects.	008125	Retain until after the end of the current academic year then destroy. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>Accreditation Records</u> This series documents school accreditation by the Virginia Department of Education (VDOE) and the Southern Association of Colleges and Schools. This series may include, but is not limited to: accreditation reports and certificates of accreditation.	008095	Retain 10 years from date of accreditation then destroy.
<u>Accreditation Records: Supporting Documentation</u> This series consists of working papers and other supporting documentation used to produce various accreditation studies and reports.	008096	Retain 5 years from date of accreditation then destroy
<u>Acknowledgements of Receipt</u> This series documents parental receipt of information required to be submitted to parents each school year, such as the Student Rights and Responsibilities and the Family Educational Rights and Privacy Act (FERPA)—mandated annual notice.	009536	Retain until after the end of the current academic year then destroy in compliance with No. 8 on the schedule cover page. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>Anecdotal Notes on Students</u> This series consists of teacher, administrator, principal, and/or guidance counselor notes on conversations and meetings with individual students and parents.	008126	Retain until after the end of the current academic year then destroy in compliance with No. 8 on the schedule cover page.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 3 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Applications: National Honor Societies</u> This series consists of school copies of student applications to various national honor societies.	008127	Retain until after the end of the current academic year then destroy in compliance with No. 8 on the schedule cover page. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>Approval/Permission Records</u> This series documents parent or legal guardian approval for students to participate in such activities as after-school projects.	008128	Retain until after the end of the current academic year then destroy in compliance with No. 8 on the schedule cover page.
<u>Asbestos Records</u> This series documents the presence and/or removal of asbestos from individual schools and school district buildings.		Refer to records series 005183, "Building Maintenance/Management: Asbestos Records" in <i>General Records Retention & Disposition Schedule No. GS-16, General Services Records</i> for retention period.
<u>Athletic Activity Records</u> This series documents student participation in various school athletic programs. This series may include, but is not limited to: team photographs, athletic event programs, score books, individual/team statistics, and films/videotapes of athletic events.	008129	Retain 1 year after the end of the current academic year. School library or appropriate school department may selectively retain all or part of the records for permanent preservation. Destroy balance of records.
<u>Athletic Physical Examination Records</u> This series documents athletic physical examinations.	008194	Retain 5 years after the end of the current academic year then destroy in compliance with No. 8 on the schedule cover page.
<u>Attendance Records</u> This series documents student absence/tardiness. This series may include, but is not limited to: absentee/tardy passes, signed notes from parent/guardian, and other supporting documentation.	008130	Retain until information is recorded in series 008160 "Pupil Accounting Records" then destroy in compliance with No. 8 on the schedule cover page. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 4 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Automobile Registration Records</u> This series documents student automobile registrations and the issuance of campus parking decals/passes.	008131	Retain until after the end of the current academic year then destroy in compliance with No. 8 on the schedule cover page. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>Award Records: List of Recipients</u> This series documents awards received by individual students and/or student groups.	008132	Retain 1 year after the end of the current academic year. School library or appropriate school department may selectively retain all or part of the records for permanent preservation. Destroy balance of records.
<u>Award Records: Supporting Documentation</u> This series consists of scholarship or other applications, correspondence, and supporting documentation used to make determinations on various student awards.	008133	Retain until after the end of the current academic year then destroy in compliance with No. 8 on the schedule cover page. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>Civil Rights Complaints and Resolution Records</u> This series consists of all documentation or correspondence relating to any civil rights complaints and the resolution of such complaints.	008201	Retain 3 years after closure, investigation, or resolution then destroy in compliance with No. 8 on the schedule cover page.
<u>Class Rank Lists</u> This series consists of lists of students by class in order of rank by their grade point average.	008134	Retain 2 years after information is posted to series 008223, "Student Cumulative File: Long-Term Documentation" for each individual student then destroy in compliance with No. 8 on the schedule cover page.
<u>Clinic Records: Non-Treatment Related</u> This series consists of student emergency/health information sheets, which are updated annually, and clinic sign-in sheets containing no medical information.	008195	Retain 1 year after the end of the current academic year then destroy in compliance with No. 8 on the schedule cover page.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 5 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>College Acceptance/Rejection Letters</u> This series consists of school copies of student college acceptance/rejection letters.	008135	Retain until after the end of the current academic year then destroy in compliance with No. 8 on the schedule cover page. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>College Fair/Exhibition Records</u> This series documents college fairs and exhibitions held by various schools.	008136	Retain until no longer administratively necessary then destroy. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>Committee Records</u> This series documents the activities of various school district-wide committees, boards, and foundations.		Refer to <i>General Records Retention & Disposition Schedule No. 19, Administrative Records</i> for retention periods.
<u>Computer Input Documents</u> This series consists of computer input documents such as scan sheets and data correction sheets, which are used to record and transmit a variety of information such as test scores, grades, survey data, teacher, and course evaluations.	008137	Retain until information is recorded and verified then destroy. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>Confidential Medical File</u> This series consists of individual student medical records. This series may include, but is not limited to: documentation on the administration of prescribed and over-the-counter medications; medical treatment, including lab work, performed in the school health office; nurses' notes; and any medical information needed for eligibility and the writing of the Individualized Education Program (IEP).	008196	Retain 2 years after student reaches 18 th birthday then destroy in compliance with No. 8 on the schedule cover page. NOTE: School divisions must make a reasonable effort to notify parents prior to the destruction of any records of children with disabilities in accordance with 34 CFR300.624.

**LIBRARY OF VIRGINIA**ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS**

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 6 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Contracts and Agreements</u> This series consists of various contracts and agreements at both the school district and individual school-level, including teachers' contracts for employment.		Refer to records series 010159, "Contracts" in <i>General Records Retention & Disposition Schedule No. GS-02, Fiscal Records</i> for retention period.
<u>Cooperative Education: Enrollment Records</u> This series documents enrollment in various cooperative education programs offered at individual schools.	008138	Retain 1 year after the end of the current academic year then destroy in compliance with No. 8 on the schedule cover page.
<u>Cooperative Education: Evaluation Records</u> This series documents the evaluation of student progress in cooperative education programs.	008139	Retain 3 years after the end of the current academic year then destroy in compliance with No. 8 on the schedule cover page.
<u>Copyrighted Material Records</u> This series documents permission to use copyrighted material as part of an educational course or program. 17USC507	008174	Retain 5 years after permission is granted or after last use, whichever is longer, then destroy.
<u>Course Catalogs</u> This series consists of the annual printed course catalog of an individual school.	008140	Retain one copy for 5 years after the end of the current academic year then destroy.
<u>Course Selection Records</u> This series consists of student sign-up sheets to select various courses of study in individual schools.	008141	Retain until after the end of the current academic year then destroy in compliance with No. 8 on the schedule cover page. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>Cumulative Health Folder</u> This series consists of the 12-year record of all health-related screening for an individual student. <i>Code of Virginia</i> § 22.1-273		Refer to series 008224, "Student Cumulative File: Shorter-Term Documentation."

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 7 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Curriculum and Program Development Records</u> This series documents the development of various curricula and programs of study for primary/secondary, adult, cooperative, drug, and driver education; General Educational Development (GED); and Head Start programs. This series may include, but is not limited to: curriculum development guides, program development files, and other supporting documentation.	008175	Retain until no longer administratively necessary then destroy.
<u>Debt Service Payment Records</u> This series documents debt service payments.	008097	Retain 5 years after final payment of debt then destroy.
<i>Defunct Series</i> <u>Desegregation Records (1952 – 1978)</u> This series documents the desegregation of public schools in the Commonwealth of Virginia between 1952 and 1978. Files documenting desegregation may also be found in Series 008111, "School System Studies and Reports: Final Record Copy - Historically Significant", Series 008117, "Superintendent's Administrative Records: Policy and Program Development", and Series 008118, "Superintendent's Legal Opinions File."	008098	Transfer accumulation to the Archives, Library of Virginia for permanent retention.
<u>Driver Education Records</u> This series documents completion of a driver education program by an individual student.	008218	Retain 1 year after a report of "pass" or "fail" is entered on series 008223, "Student Cumulative File: Long-Term Documentation – Post 1935" for each individual student then destroy in compliance with No. 8 on the schedule cover page.

**RECORDS RETENTION AND DISPOSITION SCHEDULE
 GENERAL SCHEDULE NO. 21
 ALL PUBLIC SCHOOL SYSTEMS
 PUBLIC SCHOOL RECORDS**

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 8 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Election Records: Student—Lists of Officers</u> This series consists of lists of officers elected in school student elections.	008142	Retain 1 year after the end of the current academic year. School library or appropriate school department may selectively retain all or part of the records for permanent preservation. Destroy balance of records.
<u>Election Records: Student—Supporting Documentation</u> This series documents the process and results of school student elections. May include, but is not limited to, lists of students eligible to vote, register of those who voted, ballots, and election results.	008143	Retain until after the end of the current academic year or after the expiration of any appeal process for contested elections, whichever is longer, then destroy in compliance with No. 8 on the schedule cover page. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>Employment Certificates: Student</u> This series consists of employment certificate forms which students under age 16 must have in order to be hired for paid jobs.	008144	Retain until student's 16th birthday then destroy in compliance with No. 8 on the schedule cover page.
<u>English as a Second Language (ESL) Records: Enrollment</u> This series documents student enrollment in an ESL program.	008219	Retain until after student withdraws or exits program, or completes 11-semester rule then destroy in compliance with No. 8 on the schedule cover page. 8VAC20-131-280D.
<u>English as a Second Language (ESL) Records: Exit Papers</u> This series consists of exit papers from an ESL program.	008220	Retain 1 year after student withdraws or exits program, then destroy in compliance with No. 8 on the schedule cover page.
<u>Examination Records: Documentation of Student Responses</u> This series consists of student responses to state standardized tests and local standardized examinations. This series may include, but is not limited to: audio and video tapes, Braille responses, and transcriptions.	000232	Retain until students' final score reports are verified then destroy in compliance with No. 8 on the schedule cover page. NOTE: School divisions must make a reasonable effort to notify parents prior to the destruction of any records of children with disabilities in accordance with 34CFR300.624.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS**

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 9 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Examination Records: Implementation Documentation</u> This series documents operations of state standardized tests and local standardized examinations. This series may include, but is not limited to: directions for test administration, signed confidentially/security agreements, test review security procedures, affidavits, Authorization to Proceed (ATP) forms, test irregularity records, and locally created documents such as accommodation verification forms.	000233	Retain 1 year after test administration then destroy in compliance with No. 8 on the schedule cover page.
<u>Examination Records: Irregularities in Graduation-Associated Testing</u> This series documents testing irregularities for state standardized tests and local examinations associated with graduation requirements that are resolved locally.	000234	Retain 5 years after test administration then destroy in compliance with No. 8 on the schedule cover page. NOTE: School divisions must make a reasonable effort to notify parents prior to the destruction of any records of children with disabilities in accordance with 34CFR300.624.
<u>Examination Records: Irregularities in Nongraduation-Associated Testing</u> This series documents testing irregularities for state standardized tests and local examinations not associated with graduation requirements that are resolved locally.	000235	Retain 1 year after test administration then destroy in compliance with No. 8 on the schedule cover page. NOTE: School divisions must make a reasonable effort to notify parents prior to the destruction of any records of children with disabilities in accordance with 34CFR300.624.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS**

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 10 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Examination Records: Local Examination Development Documentation</u> This series consists of materials related to the development of standardized division- and school-level examination questions and answer keys.	000236	Retain 1 year after last test administration then destroy in compliance with No. 8 on the schedule cover page.
<u>Examination Records: Locally Developed Training Materials for Standardized Testing</u> This series consists of locally developed training materials for qualifying readers of student papers and other information needed to score written answers for local assessments. This series may include, but is not limited to: anchor papers, reader reports, inter-rater reliability statistics, and appeals.	000237	Retain 1 year after test administration then destroy.
<u>Examination Records: Non-Standardized – Final Exams</u> This series documents the administration and grading of final exams in various subject areas given by individual teachers. This series may include, but is not limited to: directions for administering the test, examination booklets for recording essay/short answer questions, manual and computer-graded answer sheets, answer sheets/keys, grading scales, and other testing materials.	008179	Retain 1 year after test administration then destroy in compliance with No. 8 on the schedule cover page.
<u>Examination Records: Non-Standardized – Other Exams</u> This series documents the administration and grading of routine examinations in various subject areas given by individual teachers over the course of the academic year. This series may include, but is not limited to: directions for administering the test, examination booklets for recording essay/short answer questions, manual and computer-graded answer sheets, answer sheets/keys, grading scales, and other testing materials.	008180	Retain until after the end of the current academic year, or after the expiration of any grading appeal process, whichever is longer, then destroy in compliance with No. 8 on the schedule cover page.

**LIBRARY OF VIRGINIA**ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS**

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 11 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<i>Defunct Series</i>		
<u>Examination Records: Standardized</u> This series consists of documentation used to grade and produce results from standardized examinations given to students at regular intervals during their public school career to measure performance or level of knowledge acquired. This records series includes the Standards of Learning (SOL) tests, Virginia Literacy Passport Test, Virginia Alternative Assessment Test, and other standardized tests administered by the teacher. May include, but is not limited to, student work samples used in state assessments such as the SOL Writing tests (Student writing samples) and Virginia Alternative Assessment Program (Collections of Evidence).	008181	Retain 5 years after test administration then destroy in compliance with No. 8 on schedule cover page.
<u>Examination Records: Published Training Materials for Standardized Testing</u> This series consists of training materials published by VDOE or another entity for qualifying readers of student papers and other information needed to score written answers for local assessments. This series may include, but is not limited to: anchor papers, reader reports, inter-rater reliability statistics, and appeals.		Non-records per <i>Virginia Public Records Act</i> ; disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>Examination Records: Reconciliation Documentation</u> This series consists of records pertaining to the delivery, receipt, and return of state standardized tests and local examinations materials. This series may include, but is not limited to: packing lists, inventory lists, verification forms, transmittal forms, Assembly Identification Sheets, and return shipment forms.	000238	Retain until test materials' reconciliation reports are verified then destroy.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 12 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Examination Records: Scoring of Graduation-Associated State Required Assessments</u> This series consists of scoring documentation for state standardized tests associated with graduation requirements, such as Standards of Learning (SOL) tests, Virginia Alternative Assessments' collections of evidence, or course work compilations. This series may include, but is not limited to: student end-of-course writing samples, affidavits of student performance, SOL end-of-course writing short papers appeals, score sheets for literacy and numeracy alternative assessments.	000239	Retain 5 years after test administration then destroy in compliance with No. 8 on the schedule cover page. NOTE: School divisions must make a reasonable effort to notify parents prior to the destruction of any records of children with disabilities in accordance with 34CFR300.624.
<u>Examination Records: Scoring of Nongraduation-Associated State Required Assessments</u> This series consists of scoring documentation that includes the Standards of Learning (SOL) tests, and other state standardized tests not associated with graduation, such as Virginia Alternate and Alternative Assessments' collections of evidence (COE) and course work compilations (CWC). This series may include, but is not limited to: student writing samples, affidavits of student performance, SOL writing short paper appeals, and score sheets for alternate/alternative assessments.	000240	Retain 1 year after test administration then destroy in compliance with No. 8 on the schedule cover page. NOTE: School divisions must make a reasonable effort to notify parents prior to the destruction of any records of children with disabilities in accordance with 34CFR300.624.



**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS**

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 13 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<i>Defunct Series</i> <u>Examination Records: Standardized - Exam Administration</u> This series documents the administration of various standardized examinations given to students over the course of the academic year. This records series includes the Standards of Learning (SOL) tests, Virginia Literacy Passport Test, Virginia Alternative Assessment Test, and other standardized tests administered by the teacher. May include, but is not limited to, one copy of the directions for administering the test, exam sign-in sheets, affidavits, testing irregularities reports, and other supporting documentation applicable to administering the exam.	008182	Retain 5 years after test administration then destroy in compliance with No. 8 on schedule cover page.
<i>Defunct Series</i> <u>Examination Reports: Standardized - Class Lists</u> This series consists of statistical reports that are alphabetical by student showing basic information on how the student performed on various standardized tests over the course of the academic year.	008183	Retain 3 years then destroy in compliance with No. 8 on schedule cover page.
<i>Defunct Series</i> <u>Examination Reports: Standardized – Division Summaries</u> This series consists of statistical information and reports created as a result of the administration of various standardized tests over the course of the academic year, which are kept at the school district level. This series may include, but is not limited to: class, school and division-level summary reports, analysis of subgroup performance reports, and alternative assessment reports.	008184	Retain 10 years then destroy in compliance with No. 8 on the schedule cover page.



**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS**

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 14 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<i>Defunct Series</i>		
<u>Examination Reports: Standardized – ESL Test For Credit Scores</u> This series consists of scores from the English as a Second Language (ESL) Test for Credit.	008185	Retain 4 years after test date then destroy in compliance with No. 8 on schedule cover page.
<u>Federal Grant Programs: General Program Files</u> This series documents the funding and operation of federal title programs such as Title I, Title IV, and Title V. This series may include, but is not limited to: grant applications, carry-over funds, equivalency (comparability) report, evaluations, and impact aid records as well as documentation on school eligibility, student identification, parent involvement series, and teacher monitoring series. 20USC1232(f)(a)	008099	Retain 5 years after completion of activity for which funds are used or until audited, whichever is longer, then destroy in compliance with No. 8 on the schedule cover page.
<u>Federal Program Monitoring Review: Final Report</u> This series consists of final reports of school system compliance including system self-assessment and VDOE monitoring report.	008100	Retain until completion of next compliance review then destroy.
<u>Federal Survey Forms</u> This series consists of a federally required annual survey of private schools located within public school division boundaries gauging interest in federally funded programs available from the school division, such as staff development training.	008101	Retain 5 years from year in which survey is completed then destroy.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 15 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Federally-Funded Youth Employment Records</u> This series consists of employment documentation and academic/assessment records from federally funded youth employment programs.		Refer to series 008099, "Federal Grant Programs: General Program Records."
<u>Field Trip Records</u> This series documents field trips taken during the course of an academic year and may include, but is not limited to: permission forms, lists of students participating, and driver's license/vehicle insurance information.	008145	Retain until after the end of the current academic year then destroy in compliance with No. 8 on the schedule cover page.
<u>Film and Tape Distribution Reports</u> This series consists of monthly film and tape distribution reports.	008186	Retain until no longer administratively necessary then destroy. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>Fire Safety Inspection Records</u> This series documents fire safety compliance in individual schools and school district offices.		Refer to Security section of <i>General Records Retention & Disposition Schedule No. 16, General Services Records</i> for retention periods.
<u>Governor's School Nominee/Recipient Records</u> This series documents the student nomination and acceptance process for the Governor's School.	008146	Retain 3 years after the end of the current academic year then destroy in compliance with No. 8 on the schedule cover page.
<u>Grade Records: Interim Marks Reports</u> This series consists of individual and summary interim marks reports, which document student grades at various intervals during the academic year.	008147	Retain until after the end of the current academic year then destroy in compliance with No. 8 on the schedule cover page.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 16 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Grade Records: Mark Change Forms</u> This series consists of forms used to document changes in grades.	008148	Retain until after the end of the current academic year then destroy in compliance with No. 8 on the schedule cover page.
<u>Grade Records: Pass/Fail Requests</u> This series consists of request forms used to approve and document student pass/fail status for certain academic work.	008149	Retain until after the end of the current academic year then destroy in compliance with No. 8 on the schedule cover page.
<u>Grade Records: Report Cards</u> This series consists of individual school copies of student report cards issued during the course of the school year.	008150	Retain 1 year after final grades documented in series 008223, "Student Cumulative File: Long-Term Documentation" then destroy in compliance with No. 8 on the schedule cover page.
<u>Grade Records: Teacher Grade Books and Reports</u> This series consists of individual teacher grade books and reports documenting the student grades on exams, quizzes, and class projects over the course of the academic year. When combination grade and attendance books are used, refer to series 008160, "Pupil Accounting Records" for retention period.	008151	Retain 5 years after the end of the current academic year then destroy in compliance with No. 8 on the schedule cover page.
<u>Graduation Follow-Up Survey Summary Report</u> This series consists of Graduation Follow-Up survey summary reports.	008153	Retain 5 years after the end of the current academic year then destroy in compliance with No. 8 on the schedule cover page.
<u>Graduation Follow-Up Survey Forms</u> This series consists of forms used to collect data for the Graduation Follow-Up survey summary report.	008152	Retain until no longer administratively necessary then destroy in compliance with No. 8 on the schedule cover page.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 17 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Grant Records</u> This series consists of various state and federal grant proposals, reports, and supporting documentation not otherwise listed on this schedule.		Refer to series 010164, "Grant Files, Federal, and State" in <i>General Records Retention & Disposition Schedule No. GS-02, Fiscal Records</i> for retention period.
<u>Home Instruction Records</u> This series documents the education of home-schooled children including plans for educational curriculum and records of academic progress. <i>Code of Virginia</i> § 22.1-254.1	008103	Retain 5 years after student withdraws from program then destroy in compliance with No. 8 on the schedule cover page.
<u>Homebound Instruction Annual Report</u> This series consists of the reimbursement requests for students in homebound instruction.	008102	Retain 5 years after audit then destroy in compliance with No. 8 on the schedule cover page.
<u>Individual Assessments and Protocols</u> This series consists of reading, math, and all other protocols as well as any individual assessments created in the course of the educational process. This series may include, but is not limited to: surveys, protocols, and risk assessments.	007109	Retain as long as administratively necessary, but no longer than 3 years. Destroy in compliance with No. 8 on the schedule cover page.
<u>Insurance Records</u> This series documents insurance coverage, claims, and payments.		Refer to 010165, "Insurance Records and Reports," in <i>General Records Retention & Disposition Schedule No. GS-02, Fiscal Records</i> and the Risk Management section of <i>General Records Retention & Disposition Schedule No. 16, General Services Records</i> for retention periods.
<u>Interagency Support Agreements</u> This series consists of interagency support agreements.	008104	Retain until superseded then destroy.

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS**

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 18 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Interscholastic Activity Eligibility List</u> This series documents interscholastic activity eligibility.	008154	Retain 1 year after the end of the current academic year then destroy.
<u>Instructional Handbooks</u> This series consists of instructional handbooks for courses and programs of study.	008176	Retain until updated or revised then destroy. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>Instructional Television and Cable TV Production Log Reports</u> This series documents production of instructional television and cable TV programming.	008187	Retain 1 year after the end of the current academic year then destroy.
<u>Library Records</u> These series document the operations of public school libraries.		Refer to <i>General Records Retention & Disposition Schedule No. 22, Library Records</i> for retention periods.
<u>Litigation Case Files</u> This series documents legal actions and proceedings, not listed elsewhere on this schedule, involving public school districts, individual schools, and employees.		Refer to series 010061, "Litigation Case Files," <i>General Records Retention & Disposition Schedule No. GS- 19, Administrative Records</i> for retention period.
<u>Media Presentation Materials</u> This series consists of school media presentations including the actual master presentation.		Refer to series 010083, "Public Relations Files: Historically Significant" and 010084, "Public Relations Files: Other Items" in <i>General Records Retention & Disposition Schedule No. GS- 19, Administrative Records</i> for retention period.
<u>Media Presentation Materials: Work Orders</u> This series consists of work orders to produce school media presentations.	008189	Retain 1 year after the end of the current academic year then destroy.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 19 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Musical Instrument Rental Records</u> This series documents student musical instrument rentals.		Refer to series 010144, "Accounts Receivable Records" in <i>General Records Retention & Disposition Schedule No. GS-02, Fiscal Records</i> for retention period.
<u>Opt-out Form: Directory</u> This series documents the right of parents or eligible students to opt-out of the release of directory information. Refer to series 008223, "Student Cumulative File: Long-Term Documentation – Post-1935," for retention of final opt-out form submitted prior to graduation, completion of Board of Education program, transfer, or withdrawal.	000241	Retain until superseded then destroy in compliance with No. 8 on the schedule cover page.
<u>Parental Request to Withdraw Instructional Material</u> This series documents parent requests to withdraw their children's' access to certain school instructional materials.	008156	Retain until after the end of the current academic year then destroy.
<u>Pre-School Student Records</u> This series documents attendance in a pre-school program and may include, but is not limited to: student name, age, parent names, addresses and phone numbers, number of siblings, child's immunization record, record of previous schooling, results of informal screenings, written reports to parents, and child work samples.	008221	Retain 5 years after last in attendance at pre-school then destroy in compliance with No. 8 on the schedule cover page.
<u>Defunct Series</u> <u>Principal's Term Report of Attendance: Pre-1979</u> This series consists of the principal's term report of attendance, formerly known as the principal's and head teacher's term report.	008158	Offer accumulation to the Archives, Library of Virginia prior to any destruction. Destroy balance of records not accepted in compliance with No. 8 on schedule cover page.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 20 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Principal's Term Report of Attendance: Post-1978</u> This series consists of the principal's term report of attendance, formerly known as the principal's and head teacher's term report.	008157	Retain 10 years after the end of the current academic year then destroy in compliance with No. 8 on the schedule cover page.
<u>Program of Studies</u> This series consists of the master copy of an individual school district's program of studies.	008178	Retain 15 years after the end of the current academic year then offer to the Archives, Library of Virginia, prior to any destruction. Destroy balance of records not accepted.
<u>Public Buildings, Planning, Engineering, and Inspection Records</u> These series documents the design, construction, inspection, maintenance, and operation of public school property, grounds, buildings, and infrastructure.		Refer to <i>General Records Retention & Disposition Schedule No. GS-06, Land Use and Public Works Records</i> and <i>General Records Retention & Disposition Schedule No. GS-16, General Services Records</i> for retention periods.
<u>Pupil Accounting Records</u> This series consists of individual teacher registers, which document the attendance, absence, and tardiness of students enrolled in classes over the course of the academic year. 8VAC20-110	008160	Retain 10 years after the end of the current academic year then destroy in compliance with No. 8 on the schedule cover page. 8VAC20-140-10(3)
<u>Pupil Information Listing</u> This series documents students in attendance during a given academic year. This may include, but is not limited to: an alphabetical listing and directory.	008161	Retain 25 years after the end of the current academic year then destroy.
<u>Defunct Series</u> <u>Pupil Placement Record</u> This series documents requests for pupil placement out of their attendance zone.	008162	Retain 5 years after the end of the current academic year then destroy.

**LIBRARY OF VIRGINIA**ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS**

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 21 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Reading Instructional Folders</u> This series documents reading instruction for elementary school pupils.	008163	Retain 1 year after student transfers, withdraws, or advances to intermediate school, then destroy.
<u>Real Property Records</u> This series documents the real property holdings of an individual school system and may include, but is not limited to: property instruments such as deeds and easements.		Refer to Real Property Records section of <i>General Records Retention & Disposition Schedule No. GS-16, General Services Records</i> for retention periods.
<u>Rental and Supply Charges Files</u> This series documents rental and supply charges to students for items that may include, but are not limited to: textbooks, musical instruments, and laptops.		Refer to series 010144, "Accounts Receivable Records" in <i>General Records Retention & Disposition Schedule No. GS-02, Fiscal Records</i> for retention period.
<u>Reports for Virginia Department of Education</u> This series consists of local school district copies of reports required by the VDOE.	008105	Retain 5 years after submitting report then destroy.
<u>School Board Meeting Records</u> This series documents the activities, meetings, and decisions of local school boards including meeting agenda files and official minutes.		Refer to <i>General Records Retention & Disposition Schedule No. GS-19, Administrative Records</i> for retention periods.
<u>School Bus Accident Reports</u> This series documents details of accident scenes including accident photographs, police reports, and drug/alcohol test results.	008106	Retain 5 years after close of investigation or resolution of court case then destroy in compliance with No. 8 on the schedule cover page.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 22 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>School Bus Maintenance and Repair Files</u> This series documents the acquisition, repair, and maintenance of school buses.		Refer to <i>General Records Retention & Disposition Schedule No. GS-16, General Services Records</i> for retention periods.
<u>School Bus Route Files</u> This series consists of school bus-stop locations with pick-up and drop-off times for each assigned school.	008107	Retain 1 year after academic year then destroy in compliance with No. 8 on the schedule cover page.
<u>School Census: Triennial Census - Enumerator Records</u> This series consists of the enumerator records or equivalent approved forms conducted every three years to determine the number of children living in each household within the locality. <i>Code of Virginia</i> § 22.1-281	008108	Retain 3 fiscal years after last entry, or until audited, whichever is shorter, then destroy in compliance with No. 8 on the schedule cover page.
<u>School Census: Triennial Census - School Census Summary</u> This series consists of school census summary generated from triennial enumerator records. <i>Code of Virginia</i> § 22.1-284	008109	Retain permanently in locality. After 10 years, records may be microfilmed according to Library of Virginia's standards/guidelines; retain records in new format permanently. Transfer original camera negative to Imaging Services Branch of the Library of Virginia. Destroy originals after quality control inspection verifies information was successfully transferred to new format. Document destruction of original records after reformatting on Certificate of Records Destruction (RM-3 Form),
<u>School Facilities Use Records</u> This series documents the use or reservation of school-owned facilities, for non-school related activities, where no rental/lease fees are charged.	008110	Retain until no longer administratively necessary then destroy.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 23 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>School Healthcare Plans</u> This series consists of emergency care and individualized health care plans for students.	008197	Retain until superseded or no longer administratively necessary then destroy in compliance with No. 8 on the schedule cover page.
<u>School Master Schedules</u> This series consists of student and teacher schedules at individual schools for the academic year.	008164	Retain until after the end of the current academic year then destroy in compliance with No. 8 on the schedule cover page.
<u>School Nutrition Program: Agreements and Policy Statements</u> This series consists of agreements and policy statements for the School Breakfast, National School Lunch, and After-school Snack Programs. This series may include, but is not limited to: annual meal pricing, eligibility letters, income guidelines, eligibility forms, collection procedures, and direct certification procedures.	008200	Retain 3 years after the current academic year then destroy in compliance with No. 8 on the schedule cover page.
<u>School Nutrition Program: Direct Certification for Free Meals</u> This series documents direct certification including the lists of students eligible for direct certification as provided by the Virginia Department of Social Services (VDSS) or another state agency.	008202	Retain 3 years after the current academic year or until resolution of any audits, whichever is longer, then destroy in compliance with No. 8 on the schedule cover page.
<u>School Nutrition Program: Federal Reports (SNP-12 and SNP-14)</u> This series consists of all SNP-12/SNP-14 reports and any adjustments to these reports.	008203	Retain 3 years or until resolution of any audits, whichever is longer, then destroy in compliance with No. 8 on the schedule cover page.
<u>School Nutrition Program: Food Production Records</u> This series consists of daily production records for breakfast, lunch, and after-school snack.	008204	Retain 3 years after end of current academic year or until resolution of any audits, whichever is longer, then destroy.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS**

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 24 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>School Nutrition Program: Free and Reduced-Price Meal Applications and Verification Activities</u> This series consists of all free and reduced-price meal applications, eligibility lists, verification letters, and verification documentation.	008205	Retain 3 years after end of the current academic year or until resolution of any audits, whichever is longer, then destroy in compliance with No. 8 on the schedule cover page.
<u>School Nutrition Program: Inventory Records</u> This series consists of all monthly and end-of-year inventories of food, supplies, and equipment.	008206	Retain 3 years after end of current academic year or until resolution of any audits, whichever is longer, then destroy.
<u>School Nutrition Program: Meal Count Documentation</u> This series documents number of meals served by eligible category to students participating in the School Breakfast, National School Lunch, and After-school Snack Programs. This series may include, but is not limited to: meal tickets, rosters, and computer reports.	008207	Retain 3 years after current academic year or until resolution of any audits, whichever is longer, then destroy in compliance with No. 8 on the schedule cover page.
<u>School Nutrition Program: Menus and Menu Changes</u> This series consists of all menus and menu changes for the stated school year.	008208	Retain 3 years or until audited, whichever is longer, then destroy.
<u>School Nutrition Program: October Enrollment - Free and Reduced-Price Eligible Data</u> This series consists of the October student enrollment and all information relating to the number of students eligible for the free and reduced-price breakfast and lunch programs.	008209	Retain 3 years or until audited, whichever is longer, then destroy.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS**

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 25 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>School Nutrition Program: Parent -Student Involvement Documentation</u> This series consists of all documentation relating to events or activities involving parents and students. This may include, but is not limited to: invitations, brochures, informational pamphlets or flyers, and any other supporting documentation.	008210	Retain 3 years or until audited, whichever is longer, then destroy.
<u>School Nutrition Program: Review Reports and Corrective Action Records</u> This series consists of all review reports and documentation for corrective action.	008211	Retain 3 years or until audited, whichever is longer, then destroy.
<u>School Nutrition Program: Sanitation Records</u> This series consists of all sanitation and Health Department reports and records.	008212	Retain 3 years or until audited, whichever is longer, then destroy.
<u>School Nutrition Program: Special Diets</u> This series documents special diets that have been requested for any students.	008213	Retain 3 years or until audited, whichever is longer, then destroy in compliance with No. 8 on the schedule cover page.
<u>School Nutrition Program: Specifications for Purchased Food or Supply Items</u> This series consists of all documentation relating to bids and bid specifications.		Refer to series 010185, "Purchasing Records: Bid and Bid Proposal Records" in <i>General Records Retention & Disposition Schedule No. GS-02, Fiscal Records</i> for retention period.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS**

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 26 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>School Publications</u> This series consists of publications produced or sponsored by individual schools and may include, but is not limited to: school newspapers, newsletters, yearbooks, calendars, graduation programs, faculty handbooks, art or literary magazines, and other school publications.	008159	Retain one copy for 1 year after the end of the current academic year. School library or appropriate school department may selectively retain all or part of the records for permanent preservation. Destroy balance of records. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>School System Studies and Reports: Final Record Copy--Historically Significant</u> This series consists of the final record copy of various system-wide studies and reports that are deemed to be of historical significance such as school consolidation studies.	008111	Retain permanently in locality, or may be offered to the Archives, Library of Virginia. Archives may purge records in accordance with standard and approved archival practices.
<u>School System Studies and Reports: Final Record Copy--Other</u> This series consists of the final record copy of various system-wide studies and reports that are not deemed to be of any historical significance such as school membership projection records.	008112	Retain 10 years after end of current academic year then destroy.
<u>School System Studies and Reports: Supporting Documentation</u> This series consists of records used to develop the final record copy of various system-wide studies and reports.	008113	Retain 5 years after end of current academic year then destroy.
<u>School Tuition Records: Out of District Students</u> This series consists of tuition records for students outside of the school district.	008114	Retain 3 years after end of current academic year then destroy in compliance with No. 8 on the schedule cover page.

**LIBRARY OF VIRGINIA**ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS**

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 27 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Security Records</u> This series documents security at individual schools and school district offices, including crisis plans.		Refer to Security Records section of <i>General Records Retention & Disposition Schedule No. 16, General Services Records</i> .
<u>Six-Year School Improvement Plan</u> This series consists of the final approved strategic plan for an individual school district and any supporting documentation.	008115	Retain 5 years after plan is updated or revised then destroy.
<u>Special Education Complaints, Mediation, and Due Process Hearing Records</u> This series documents complaints, mediation, and due process hearings regarding the rights of special education students.	008215	Retain 5 years after student graduates, completes Board of Education program, transfers, or withdraws from school, then destroy in compliance with No. 8 on the schedule cover page. NOTE: School divisions must make a reasonable effort to notify parents prior to the destruction of any records of children with disabilities in accordance with 34CFR300.624.
<u>Special Education Eligibility Records: Committee Agendas</u> This series consists of agendas from special education eligibility committee meetings.	008216	Retain 2 years after end of current academic year then destroy in compliance with No. 8 on the schedule cover page. NOTE: School divisions must make a reasonable effort to notify parents prior to the destruction of any records of children with disabilities in accordance with 34CFR300.624.
<u>Special Education Eligibility Records: Committee Assignments</u> This series documents assignments of special education eligibility committees.	008217	Retain until updated then destroy in compliance with No. 8 on the schedule cover page. NOTE: School divisions must make a reasonable effort to notify parents prior to the destruction of any records of children with disabilities in accordance with 34CFR300.624.

RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 28 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Special Education Student Records</u> These records are a part of the student cumulative file and document the assessment, placement, and instruction of special needs students. This series may include, but is not limited to: correspondence, local screening committee forms, record of access and disclosure of student record forms, permission for testing and evaluation, referrals, committee reviews and decisions, appeals of decisions, confidential reports from other agencies and institutions, evaluations and assessments, Individualized Education Program (IEP), and other supporting documentation.		Refer to series 008224, "Student Cumulative File: Shorter-Term Documentation."
<u>Standardized Tests: Student Information and Results</u> This series consists of copies of VDOE-stored final data files for each state test administration as well as the results of any data manipulation. This series may include, but is not limited to: student assessment reports such as Student Performance by Question (SPBQ) Reports and the Student Report, as well as any queries and spreadsheets developed to extract data.		Non-records per <i>Virginia Public Records Act</i>; disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>State Operated Programs (SOP) Student Education Records</u> This series consists of State Operated Programs (SOP) education records of students residing in detention homes, hospitals, specialty clinics, or mental health facilities. This series may include, but is not limited to: student information, assessments, behavioral reports, grades, course work, test scores, copies of student records from the Local Educational Authority (LEA), SOP created assignments, and Individual Educational Programs (IEP).	009538	Retain until student exits program then transfer to the LEA. Refer to series 008223, "Student Cumulative File: Long-Term Documentation – Post 1935" and 008224, "Student Cumulative File: Shorter-Term Documentation."

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 29 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Student Accident/Injury Reports</u> This series documents accidents or injuries to students during a school-sponsored activity, on school property, or while under supervision of the school.	008198	Retain 2 years after student's 18 th birthday then destroy in compliance with No. 8 on the schedule cover page. <i>Code of Virginia § 8.01-243</i>
<u>Student Cumulative File: Long-Term Documentation--Pre-1936</u> This series consists of the long-term portion of the cumulative record for students graduating in 1935 or earlier. Refer to series 008223, "Student Cumulative File: Long-Term Documentation -- Post 1935" for further description. 8VAC20-150	008222	Retain permanently in locality, or may be offered to the Archives, Library of Virginia. Archives may purge records in accordance with standard and approved archival practices.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS**

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 30 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Student Cumulative File: Long-Term Documentation--Post-1935</u> This series consists of the long-term portion of the cumulative record for students graduating in 1936 or later and is comprised of academic, health, and other information about the individual student. Academic information in this series consists of the academic transcript, which may include, but is not limited to: student's name and address, birth date, name and address of parent or guardian, record of attendance, schools attended, individual program of studies plan, scholastic work completed, grades, grade point average, class rank, type of diploma earned, and scores from state required standardized tests such as the Standards of Learning (SOL), Virginia Alternate/Alternative Assessment, and English Language Proficiency Health information in this series consists of the School Entrance Physical Examination, Immunization Certificate, or other verification of immunizations. Other information in this series consists of the access and disclosure of student record forms, including final opt-out for directory information, and termination (graduation/withdrawal) information. 8VAC20-150	008223	Retain 75 years after student graduates, completes Board of Education program, transfers, or withdraws from school, then destroy in compliance with No. 8 on the schedule cover page. NOTE: School divisions must make a reasonable effort to notify parents prior to the destruction of any records of children with disabilities in accordance with 34 CFR300.624.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 31 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Student Cumulative File: Shorter-Term Documentation</u> This series consists of the shorter-term portion of a student cumulative record and is comprised of academic, health, and other information. Academic information in this series consists of individual student college entrance exam score reports, individual student test reports/profiles from normative tests such as achievement batteries and inventories, results from the Virginia Assessment Program, such as SOL tests, Virginia Alternate/Alternative Assessments, and English Language Proficiency. Health information in this series consists of the Student Cumulative Health Record, which may include the physical examination from another school that meets Virginia requirements, health information progress notes, final annual health data form, final cumulative health record card, and final May physical fitness test results. Other information in this series consists of activity records, eighteen-year-old declaration, school and community activities work experience, employment counseling and placement documentation, counseling interviews, notice of student status, registration/enrollment forms/records, permission to release student information related to media coverage or artwork display, and any documentation related to the assessment, placement, and instruction of special needs students. 8VAC20-150	008224	Retain 5 years after student graduates, completes Board of Education program, transfers, or withdraws from school, then destroy in compliance with No. 8 on the schedule cover page. NOTE: School divisions must make a reasonable effort to notify parents prior to the destruction of any records of children with disabilities in accordance with 34 CFR300.624.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 32 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Student Discipline: Annual Report of Discipline, Crime, and Violence</u> This series consists of an annual report of student disciplinary actions.	008225	Retain 5 years after end of current academic year then destroy in compliance with No. 8 on the schedule cover page.
<u>Student Discipline: Expulsion Records</u> This series documents the expulsion of a student from school. This series may include, but is not limited to: expulsion letters, documentation supporting expulsion decisions, records reviews, and expulsion readmission requests.	008226	Retain 5 years after student graduates or withdraws, then destroy in compliance with No. 8 on the schedule cover page.
<u>Student Discipline: Incident/Suspension Records</u> This series documents the discipline of individual students, whether or not a suspension results. This series may include, but is not limited to: infraction information and due process.	008227	Retain 5 years after end of current academic year after incident then destroy in compliance with No. 8 on the schedule cover page.
<u>Student Discipline: Monthly Reports of Discipline, Crime, and Violence</u> This series consists of monthly reports of student disciplinary actions.	008228	Retain as long as administratively necessary then destroy.
<u>Student Legal: Court Notices of Adjudication or Conviction - Disciplinary Action Not Taken</u> This series consists of a written notice of the disposition of a court proceeding, including the nature of the offense, in which a juvenile is adjudicated delinquent or convicted of a crime as outlined in <i>Code of Virginia</i> § 16.1-305.1, where disciplinary action was not taken by the school division. <i>Code of Virginia</i> § 22.1-288.2	008229	Retain 3 years after incident then destroy in compliance with No. 8 on the schedule cover page.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 33 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Student Legal: Court Notices of Adjudication or Conviction - Disciplinary Action Taken</u> This series consists of a written notice of the disposition of a court proceeding, including the nature of the offense, in which a juvenile is adjudicated delinquent or convicted of a crime as outlined in <i>Code of Virginia</i> § 16.1-305.1, where disciplinary action was taken by the school division. <i>Code of Virginia</i> § 22.1-288.2	008230	Retain 5 years after student graduates, completes Board of Education program, transfers, or withdraws from school, then destroy in compliance with No. 8 on the schedule cover page.
<u>Student Legal: Custody Actions</u> This series documents custody status and actions regarding individual students.	008231	Retain until superseded then destroy in compliance with No. 8 on the schedule cover page.
<u>Student Legal: Due Process File</u> This series documents due process for individual students not included another series already listed on this schedule. May consist of, but is not limited to: administrative reviews, court records, decisions, hearing officer records, and other supporting documentation.	008232	Retain 5 years after student graduates, completes Board of Education program, transfers, or withdraws from school, then destroy in compliance with No. 8 on the schedule cover page.
<u>Student Legal: Missing Child Notification</u> This series consists of missing child notifications issued by the Virginia State Police for children missing in the Commonwealth.	008233	Retain until superseded or obsolete then destroy in compliance with No. 8 on the schedule cover page. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
Defunct Series <u>Student Legal: Subpoenas</u> This series consists of copies of subpoenas.	008234	Retain current year then destroy in compliance with No. 8 on schedule cover page.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 34 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Student Medication Authorizations</u> This series documents physician orders for prescribed medications and treatment as well as parent/guardian permission for prescribed medications and treatments to be performed and administered at school.	008199	Retain 5 years after the end of the current academic year, or until superseded, whichever is longer, then destroy in compliance with No. 8 on the schedule cover page.
<u>Student Policy Handbooks</u> This series consists of student policy handbooks.		Refer to series 008159, "School Publications."
<u>Student Placement and Transfer Records</u> This series documents requests for pupil placement or transfer to another school or school attendance zone.	008166	Retain 3 years after the end of the current academic year then destroy.
<u>Subpoenas</u> This series consists of any subpoenas received and any responses made by school divisions.	009537	Retain 1 year after receipt then destroy in compliance with No. 8 on the schedule cover page.
<i>Defunct Series</i> <u>Subpoenas: Student Cumulative Records</u> This series documents Student Cumulative Files that were subpoenaed in legal actions.	008119	Retain 3 years after resolution of case then destroy in compliance with No. 8 on schedule cover page.
<u>Substitute Teacher Classroom Files</u> This series consists of the individual classroom files of substitute teachers.	008167	Retain as long as administratively necessary then destroy. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>Summer School Student Listings</u> This series consists of lists of summer school students.	008168	Retain 1 year after the end of the current academic year then destroy in compliance with No. 8 on the schedule cover page.

**LIBRARY OF VIRGINIA**

ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)

RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 35 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Superintendent's Administrative Records: Other</u> This series documents the administrative records of a district Superintendent of Education and operational matters not directly related to the overall development and implementation of policy and programs for the school district. This series may include, but is not limited to: incoming and outgoing correspondence (including paper and e-mail), subject files, reports, and other supporting documentation.		Refer to series 010037, "Correspondence/Subject Files: Department of Division Heads" in <i>General Records Retention & Disposition Schedule No. 19, Administrative Records</i> for retention period.
<u>Superintendent's Administrative Records: Policy and Program Development</u> This series documents the administrative records of a district Superintendent of Education pertaining to the development and implementation of overall policy and programs for the school district. This series may include, but is not limited to: Superintendent's Operating Plan, incoming and outgoing correspondence (including paper and e-mail), historical information, photographs, policy files, reports, studies, and other supporting documentation.	008117	Retain permanently in locality, or may be offered to the Archives, Library of Virginia. Archives may purge records in accordance with standard and approved archival practices.
<u>Superintendent's Annual Report</u> This series consists of the superintendent's annual report for the school district submitted to VDOE.	008116	Retain permanently in locality, or may be offered to the Archives, Library of Virginia. Archives may purge records in accordance with standard and approved archival practices.
<u>Superintendent's Legal Opinion File</u> This series consists of the superintendent's file of legal opinions given by the school attorney on local school district issues.	008118	Retain permanently in locality, or may be offered to the Archives, Library of Virginia. Archives may purge records in accordance with standard and approved archival practices.



**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS**

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 36 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Teacher Licensure Records</u> This series documents licensure of teachers employed by the school district. <i>Code of Virginia</i> § 22.1-298.1 through 299 and 8VAC20-22	008120	Retain 6 years after issuance then destroy in compliance with No. 8 on the schedule cover page.
<i>Defunct Series</i>		
<u>Teacher Course Selection and Placement Records</u> This series documents teacher recommendations for student courses to be taught in a given curriculum or academic term.	008169	Retain until after the end of the current academic year then destroy. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<i>Defunct Series</i>		
<u>Teacher Material Preparation Records</u> This series documents teacher materials preparation.	008170	Retain until after the end of the current academic year then destroy. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>Textbook Records: Adoption</u> This series documents the adoption of various textbooks.	008121	Retain until superseded then destroy.
<u>Textbook Records: Delinquent Book Rental Files</u> This series documents delinquent book rentals for damaged or unreturned textbooks.	008122	Retain 3 years then destroy in compliance with No. 8 on the schedule cover page.
<u>Textbook Records: Non-Returned Books List</u> This series documents non-returned textbooks.	008124	Retain as long as administratively necessary then destroy.
<u>Transferred Student Records List</u> This series consists of lists of student records that have been transferred to a new school or school district.	008171	Retain 1 year after the end of the current academic year then destroy.

**LIBRARY OF VIRGINIA**ARCHIVAL AND RECORDS MANAGEMENT SERVICES DIVISION
(Form RM-2 April 2009)**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 21
ALL PUBLIC SCHOOL SYSTEMS
PUBLIC SCHOOL RECORDS**

EFFECTIVE SCHEDULE DATE September 17, 2009

PAGE 37 OF 37 PAGES

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Video Duplication Requests</u> This series consists of requests to duplicate school-produced videotapes.	008190	Retain 1 year after end of current academic year then destroy.
<u>Video Production Report</u> This series consists of a report on videotapes produced.	008191	Retain 1 year after end of current academic year then destroy. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>Video Release Form</u> This series consists of a release form authorizing the use of the video.	008192	Retain until no longer administratively necessary then destroy.
<u>Video Tape Master</u> This series consists of the videotape master used to produce duplicate copies from school-produced videos.	008193	Retain until no longer administratively necessary then destroy. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>Virginia High School League Records</u> This series consists of completed Virginia High School League forms. A new form is required for each school year that a student participates in athletics.	008172	Retain 5 years after form completed then destroy in compliance with No. 8 on the schedule cover page.
<u>Volunteer Assistance Records</u> This series documents volunteer assistance programs within the school district.	008177	Retain until no longer administratively necessary then destroy. Disposal reporting on Certificate of Records Destruction (RM-3 Form) not required.
<u>Warehouse Stores Records</u> These series documents the functions of school district supply warehouses and stockrooms.		Refer to Stockroom/Warehouse Records in <i>General Records Retention & Disposition Schedule No. 16, General Services Records</i> .