

**CCSD Education Records  
Retention Schedule 2016**

<b>Record Title</b>	<b>Description</b>	<b>Retention</b>	<b>Legal Citation</b>	<b>Retention Classification</b>
Accident Reports, Student or Visitor	Reports and investigations of injuries occurring on the school campus	5 years	O.C.G.A. 9-3-33	Temporary - Short Term
Adult and Community Education Program Course Offerings	Lists of courses offered for each term	Permanent. Retain 1 copy		Permanent
After-School Program Daily Records	Non-financial school records documenting daily attendance and activities of the after school program, such as attendance, late pick up, etc.	Retain for useful life		Temporary - Short Term
Annual Reports, Driver Education	Annual reports to the state on the number of students and teachers participating in driver's ed programs	3 years		Temporary - Short Term
Attendance Records for Home-Schooled Students	Records documenting required hours of study for home-schooled students	Retain until student reaches age 18		Temporary - Long Term
AYP, School Choice and Permissive Transfers, Denied	Records documenting requests to transfer schools within a school district through permissive transfers, or school choice transfer programs.	3 years	34 CFR 80.42(b) and 200.44	Temporary-Short-Term
Behavior Policy/Code of Conduct Records	Copies of written school policy of student behavior, signed annually for each student by parent or guardian	1 year or until superseded		Temporary - Short Term
Certificate of Noncompliance/Loss of Drivers License	Information provided by the local school system to the Department of Drivers' Services as notification that the individual is not qualified to hold a driver's license based on dropping out of school or lack of attendance.	3 years		Temporary-Short-Term
Certificates of Eligibility - Migrant Education Agency	Documents relating to the eligibility of migrant families to participate in the migrant education program	6 years	O.C.G.A. 20-2189	Temporary - Short Term
Civil Rights Reports	Statistical reports analyzing racial and gender breakdowns of student bodies	Final Report: Permanent All other records: 6 years		Permanent
Class Rolls	Lists of students in each class	3 years		Temporary - Short Term
Clinic Activity Information	Documents the disbursing of medication and clinic visits by students	3 years	O.C.G.A. 9-3-33	Temporary - Short Term

Completed and Graded Student Work, Not Returned to Student	Tests and other school assignments not returned to the student	Retain until end of school year		Temporary - Short Term
Court-ordered Busing Plans and Maps	Overall plans designating which neighborhoods are served by each school in the system and indicating bus routes, that were created originally in response to a court order	Permanent		Permanent
Curriculum Course Guides	Handbook documenting the content, objectives, and evaluation criteria for all school courses	Permanent. Retain 1 copy		Permanent
Declarations of Intent, Home School	Notices by parent or guardian that a child will participate in a home study program	5 years		Temporary - Short Term
Department and Program Operational Records	Documentation of day-to-day operations of a department or program, including correspondence and reports	5 years		Temporary - Short Term
Dropout Reports	Reports generated to document students who cease attending school	5 years		Temporary - Short Term
Emergency Contact Cards	Record of individuals to be notified in event of student accident or illness	Retain for useful life		Temporary - Short Term
Emergency/Fire Drill Reports	Documentation of all fire drills held in each school	3 years		Temporary - Short Term
Enrollment Records - Student Did Not Attend	Records relating to students accepted for enrollment who did not attend school	1 year		Temporary - Short Term
Federally-Affected Areas Membership Counts	Reports of numbers of students whose parents reside or are employed on federal property	5 years		Temporary - Short Term
Field Trip Authorizations/Parental Permissions	Authorization of parent for student to participate in an off-campus school activity	Retain until end of school year		Temporary - Short Term
Georgia High School Association Files	Documents school participation in the state high school association	5 years		Temporary - Short Term
Gifted and Talented Program Selection and Placement Requirements Documentation	Core documentation about the admission criteria and program requirements	Permanent. Retain 1 copy		Permanent
Grade Distribution and Failure Reports	Statistical analysis of student grades and attendance	3 years		Temporary - Short Term
Grade Reports	Reports of individual test scores and average course grade	1 year after date distributed	AACRAO Schedule C	Temporary - Short Term

Graduate, Withdrawal and Class Ranking Lists	Listings of graduates, withdrawals and rankings in class	Permanent		Permanent
Honor Rolls	Listing of students placed on various honor rolls for academic achievement	Grades K-8: 2 years. Grades 9-12: 5 years		Temporary - Short Term

Investigations Files	Records documenting investigations involving teacher, parents, and/or students	7 years	O.C.G.A. 17-31(c)	Temporary-Short Term
Learning Resources Services (GLRS) Files	Records documenting programs for the handicapped through the Georgia Learning Resources Services	5 years		Temporary - Short Term
Limited English Proficient (LEP) Student Records	Records documenting efforts to increase the English language proficiency of students. Program is also known as English for Speakers of Other Languages (ESOL)	5 years		Temporary - Short Term
Outstanding Achievement Awards	Awards to schools, teachers, or professional staff for outstanding achievement	5 years		Temporary - Short Term
Private School Enrollments	Reports submitted to the state about enrollments in private schools	Permanent		Permanent
Private Tutor Records	Teaching certificates and other required documentation for individuals who "home school" students	5 years after instruction ends		Temporary - Short Term
Race and Ethnicity Forms	Records documenting the race/ethnicity of individual students within the school system.	3 years	34 CFR 74.53 and 80.42; chapter 5 of Managing an Identity Crisis: Forum Guide to Implementing New Federal Race and Ethnicity Categories (NFES 2008802)	Temporary-Short-Term
Reports to State Department of Education	Report of statistical information to the state	Annual reports: 10 years; Periodic: 5 years		Temporary - Long Term
Requests for Transcripts	Records documenting requests from former students for copies of their records	1 year		Temporary - Short Term

Requests to Use School Bus	Requests by individual schools to use a school system bus and driver for a special trip	3 years		Temporary - Short Term
Safe and Drug-Free Schools Records	Records documenting the activities and initiatives sponsored by this federally funded program	3 years		Temporary - Short Term
Scholarships and Awards	Documents the selection of outstanding students to receive scholarships	Retain for useful life		Transitory

School Bus Drivers Physical Exams	Certification of bus drivers for satisfactory physical condition	2 years or until replaced with new certificate		Temporary - Short Term
School Bus Schedules	Information about schedules, timing, and distance for individual buses	1 year or until superseded		Temporary - Short Term
School Censuses	Compilation of numbers of school age children	2008 and Prior: Permanent. Post2008: Retain for useful life		Permanent
School Construction Project Files	Records documenting all activities pertaining to planning and construction of educational facilities	Retain for life of facility		Temporary - Long Term
School History Records and Objects	Scrapbooks, newspaper articles, photographs, and artifacts that document the development of the school system	Permanent		Permanent
School Psychologist/Psychometrist Files	Records, such as student evaluations, created by the school system psychologist or psychometrist	5 years		Temporary - Short Term
School Social Worker Reports	Statistical reports of caseload to the state	Annual Reports: 15 years. Periodic Reports: 3 years		Temporary - Long Term
School System Re-zoning Records	Documents relating to the revision of student attendance zones to maximize the use of school facilities	Approved Plan: Permanent; All other records: 3 years		Permanent
School System Studies and Reports	Studies of the conditions and funding levels in the school system	Refer to retention for periodic reports in the Administrative Category.		

Southern Association of Colleges and Schools (SACS) Applications for Accreditation	Applications for and certificates of accreditation by SACS	Accreditation Certificate: Permanent Applications: 5 years	Southern Association of Colleges and Schools Accreditation Guidelines; O.C.G.A. 20-220; 20-3-411	Permanent
Southern Association of Colleges and Schools (SACS) Self Study Reports	Accreditation review and maintenance records	Final Report: Permanent All other records: Retain until completion of report		Permanent
Special Education Program Selection and Placement Requirements Documentation	Core documentation of admission criteria and program requirements	Permanent; Retain 1 copy		Permanent

Standardized Test Results	Records documenting the administration and results of state required standardized student testing programs	4 years		Temporary - Short Term
Standardized Test Summary Reports	Records documenting state required standardized student test summaries showing overall school or system results	10 years		Temporary- Short Term
Stipends	Records documenting the expenditure of funds awarded to certified personnel, paraprofessionals, and aides for the successful completion of education opportunities	7 years	O.C.G.A. 9-3-24	Temporary-Short Term
Student Activities History Files	Documentation of student clubs and organizations, events, publications, contests, and competitions	Refer to retention for Scrapbooks in the Administrative Support Category		
Student Counseling Test Records	Teacher counseling records for individual students	Retain for useful life		Transitory
Student Discipline and Suspension Records, Resolved	Records of disciplinary action of problem students	7 years or until age 22, whichever is shorter		Temporary - Short Term
Student Due Process Disciplinary Hearings Files	Documentation of evidence, transcripts, and decisions based on due process hearings	15 years or until age 22, whichever is shorter		Temporary - Long Term
Student Education and Health Records - Migrant Education Agency	Documents relating to the educational progress and health status of migrant students	Retain until records received from local school system		Transitory

Student Excuses	Communications from a student's parent or guardian indicating the reason for the student's absence	Retain until end of school year		Temporary - Short Term
Student Health Management Plans	Information documenting prescribed medicines and medical conditions of individual students	2 years after graduation or date of last attendance		Temporary-Short Term
Student Records, District Created	Official record of the individual student for his/her period of enrollment at a school; includes attendance reports, transcripts, standardized test scores (CRCT, GHST, etc.)	Permanent		Permanent

Student Records, Personal and Non-District Created	Records only required or presented to the school district while the student is enrolled and those not created by the school district; including birth certificates, immunizations, medical, legal and optional testing (ACT,SAT, etc) records	Give to student/parent at graduation or at time of withdrawal or retain after 1 year of leaving school district		Temporary - Short Term
Student Records, Special Education	Individual student records for the special ed program; parents must be notified when information is no longer needed to provide services to the child; all information but student permanent record must be destroyed on request of parent	Retain until age 22 and notification of parents	34 CFR 300.624	Temporary - Long Term
Student Remediation Files	Records documenting assistance, instruction, and remediation provided to students who fail to pass the high school graduation exam	4 years after graduation or last attempt to complete		Temporary - Long Term
Student Requests for Early Release from School	Requests for early release from school for work or travel purposes	Retain until end of school year		Temporary - Short Term
Student Sign-In/ Sign-Out Sheets	Records documenting students leaving campus for work, lunch or other purposes	Retain until end of school year		Temporary - Short Term
Student Support Team (SST) Files	Records supporting the identification and recommended modifications in student behavior	2 years after student leaves the school district		Temporary - Short Term

Summer School Files, Vocational	Records documenting the operation of summer vocational education programs	5 years	O.C.G.A. 20-2168	Temporary - Short Term
Teacher Disciplinary Actions, Closed	Records used to investigate complaints against teachers.	Founded: 20 years after settlement of case. Unfounded: 1 year after investigation completed.		Temporary-Long-Term
Teacher Lesson Plans	Documentation of teaching plans including subject, class period, activity, and/or project	2 years		Temporary - Short Term
Teacher Program of Work Files	Documentation of all planning activities and schedules for contract teachers	1 year		Temporary - Short Term
Teacher, Parent, Student Handbooks	Handbooks explaining school operating procedures	Permanent. Retain 1 copy		Permanent

Teacher's Record of Student Attendance	Attendance register documenting daily attendance in each class	Pre-1940: Permanent Post-1940: 2 years		Permanent
Teacher's Student Folders	Teacher's working file on each student	Retain for useful life		Transitory
Textbook Adoption Recommendations	Recommendations for the selection and purchase of textbooks	10 years		Temporary - Short Term
Textbook Requisition Files	Contracts and orders of approved course texts	1 year after new adoption implemented		Temporary - Short Term
Title I Program Records	Records documenting application, receipt, and expenditure of Title I education funds for such programs as Even Start, Migratory Children, and Comprehensive School Reform	3 years after final financial report for the grant year		Temporary - Short Term
Visiting Teacher Case Files, School Social Worker	Records of guidance provided to problem students by the school social worker	2 years		Temporary - Short Term