

POLICY

SOMERSET COUNTY
BOARD OF EDUCATION

Date Submitted: June 15, 2010	Number: 300-15
Date Reviewed: September 17, 2010	
Subject: Record Retention	Date Approved: October 19, 2010 Date Revised: September 17, 2010 Date Effective: October 19, 2010

1. PURPOSE:

To establish guidelines, criteria, and procedures for the general retention and disposition of financial and student records.

2. PROCESS:

A record is defined as any documentary material in any format (paper, electronic, microfilm) that is created in connection with the transaction of business. Somerset County Public Schools will comply with record retention guidelines established by the Maryland Association of Boards of Education (MABE).

The goals of the policy include maintaining adequate and proper documentation and evidence of the activity; timely disposal of records no longer needed; preservation of records of value; and, ultimately save space.

A schedule of retention periods will be used (See Policy Guidelines). Documents will be destroyed after the completion of the retention period.

Each division of Somerset County Public Schools is responsible for review and update of retention periods in compliance with MABE, local and state laws.

File Record	Contents	Recommended Retention Period	Check (X) if it is Necessary for State and/or Federal audit?		Provide any other useful Information including: <i>Where kept, form in Which kept, any access, Restrictions, etc.?</i>
			State	Federal	
Custody or Court Related documents	Court papers; Adoption, name change, custody , testing	Add to student record Follows student			<i>In school</i>
Student Cumulative File		Follows student and Remains at last Storage location until Age of 22			<i>In school</i>
Student Permanent Records, other than Record cards below	Comprehensive student	Until student reached Age 22	X		The MD student records System manual specifies a Minimum age of 21 <i>In school – after graduation moved to Marion – Sarah Peyton School for storage</i>
Student Permanent Records	SR-1, SR-3, CR-1., CR-5, PDS-1, PD-2, and other pupil record cards used prior to 1957	PERMANENT	X		The MD student records System manual specifies a Minimum age of 21 <i>In school</i> <i>Former Carter G. Woodson High School Records are located at Crisfield High School and Former Somerset High School Records are located at Washington High</i>

File Record	Contents	Recommended Retention Period	Check (X) if it is Necessary for State and/or Federal audit?		Provide any other useful Information including: <i>Where kept, form in Which kept, any access, Restrictions, etc.?</i>
			State	Federal	
Other Student Record Cards	SR-2, SR3A, SR-3B SR-4, SR-5	Until student reaches At age 22		X	The MD student records System manual specifies a Minimum age of 21- <i>In school</i>
Student Records Card SR-7	Maryland Student Transfer Record	4 years after Transfer			The MD student records System manual specifies a 3-year period <i>In School</i>
Statewide Educational Interview form	Audio tapes of Hearings	Until student Reaches age 22			The MD Student records System Manual also specifies a one year period <i>In school</i>
Recorded Superintendent Suspension hearing Tapes		1 Year			<i>Superintendent Office</i>
Superintendent Suspension hearing Folders	Written record of Hearings	Until student Reaches age 22			<i>Student Services Office</i>
Diploma lists of High School Graduates		PERMANENT			<i>Asst. Superintendents office/Schools</i>
MD Family Census Cards from 1940's through 1960's		PERMANENT			<i>Schools and/or storage</i>
Signed Student Records Requests forms and logs From 2001 to		PERMANENT			<i>In Schools</i>

File Record	Contents	Recommended Retention Period	Check (X) if it is Necessary for State and/or Federal audit?		Provide any other useful Information including: <i>Where kept, form in Which kept, any access, Restrictions, etc.?</i>
			State	Federal	
Counselor and counseling services statistics and reports	General files and notes	4 years			<i>In Schools</i>
Statement of Residence Verification	Forms filled out by Parents	Until student Reaches age 22			<i>In Schools</i>
Caregiver Form	Forms filled out by Parents	Until student reaches age 22			<i>In Schools</i>
Requests for withdrawal from school		Until student reaches Age 22			<i>In Schools</i>
Records of Cumulative record transfers	Receipt for record Transfer	4 years			<i>In Schools</i>
Child Abuse and Neglect reports	Reports and notes	Until student reaches Age 22			<i>In Schools</i>
Kindergarten Maturity Waivers	Forms filled out by Parents	Until student reaches Age 22			<i>In Schools</i>
Signed Release of Information Forms	Forms signed by Parent/Guardian	Until student reaches Age 22			Usually kept in student file <i>Principal office</i>
Attendance Conference Letters	Correspondence to and From parents	4 years			<i>In Schools</i>
Student Psychological files	Record of all special psychological information and testing	Until student reaches Age 22			Part of student record <i>In Schools</i>
504 Student Files	Confidential records and notes of 504 Cases	6 Years beyond withdrawal or graduation			<i>In Schools/Marion Sarah Peyton after graduation</i>

File Record	Contents	Recommended Retention Period	Check (X) if it is Necessary for State and/or Federal audit?		Provide any other useful Information including: <i>Where kept, form in Which kept, any access, Restrictions, etc.?</i>
			State	Federal	
Positive Behavior Intervention System (PBIS Files)	Documents related to implementation of program	Current school year +1	X		<i>In Schools</i>
Information required for Students with Disabilities	Confidential records, IEP, SSIS Form, Assessment Reports, IEP Team Meeting Summary Sheets and Notes, Medical Assistance Records	6 Years beyond withdrawal or graduation	X		The MD Student records System Manual also specifies a one year period <i>Schools/Marion after graduation</i>
Health Room logs	Daily health room Visit logs	7 years	X		<i>In schools</i>
Immunization summary records, if required, other than individual student Health files records.					<i>In schools</i>
Follow-up Questionnaire of High School Graduates	Questionnaire sent to High school graduates One year following Graduation for submission to MSDE	3 Years			<i>Central Office</i>

File Record	Contents	Recommended Retention Period	Check (X) if it is Necessary for State and/or Federal audit?		Provide any other useful Information including: <i>Where kept, form in Which kept, any access, Restrictions, etc.?</i>
			State	Federal	
General Correspondence	Letters	4 years unless specified Elsewhere in this schedule Electronic Documents (6months) - anything that needs to be kept Longer should be printed out			Related to students – <i>In school</i>
Children in out-of-county living Arrangements	Documentation Related to individual Students	Until student Reaches age 22	X		<i>Student Service Office</i>
Sex Offender Notification Record	Lists provided by Police	Current only			<i>Superintendents office</i>

Testing:

File Record	Contents	Recommended Retention Period	Check (X) if it is Necessary for State and/or Federal audit?		Provide any other useful Information including: <i>Where kept, form in Which kept, any access, Restrictions, etc.?</i>
			State	Federal	
Assessments	Assessment results (Stanford, Terra Nova, Gates, MSA, Alt-MSA, HSA, SAT, PSAT, AP)	PERMANENT			<i>In School</i>
MSA Accommodation Documents		3 Years			<i>In School</i>
Student Logs		6 Years			On paper with School Test Coordinator (STC) – <i>located at school</i>
Teacher Training Documents		6 Years			On paper with School Test Coordinator (STC) – <i>located at school</i>