

**LOCAL SCHEDULE SD - Records for  
Public School Districts  
as of 1/15/2016**

DESCRIPTION OF DOCUMENTS / ITEMS	DEPARTMENT	TSLAC RECORD NUMBER	RETENTION PERIOD
Access to Information - Consent for Directory	PEIMS/Students/Campuses	SD3225-02c	Until Stu is 18 -- Perm if from Stu
Access to Information - Refusal for Directory	PEIMS/Students/Campuses	SD322502d	US or AV after withdrawal
Disciplinary & Adverse Action Records - relating to	PEIMS/Students/Campuses	SD3350-01a	5 years
removal of student to DAEP or expulsion			
Disciplinary & Adverse Action Records - NOT relating	PEIMS/Students/Campuses	SD3200-04	5 yrs after withdrawal
to removal of student to DAEP or expulsion			
E-Mail: If important, print out & keep as required:	PEIMS/Students/Campuses	SD3625-05	2 years
Enrollment Form & Reports	PEIMS/Students/Campuses	SD3200-10	3 years
Extracurricular Activity Records	PEIMS/Students/Campuses	SD3525-02	3 years
Ethnicity & Race Data Collection Records	PEIMS/Students/Campuses	SD3325-02	5 years
Fire Drill Records	PEIMS/Students/Campuses	SD3325-03	AV
Grade Book (Electronic & Official)	PEIMS/Students/Campuses	SD3200-05	5 years
Grade Reports (Teachers)	PEIMS/Students/Campuses	SD3300-08a	2 yrs after withdrawal
Home Language Surveys	PEIMS/Students/Campuses	SD3650-04	AV
Immunization Records	PEIMS/Students/Campuses	SD3325-04	AV
Library Records	PEIMS/Students/Campuses	GR1000-32	AV
Lesson Plans	PEIMS/Students/Campuses	GR1000-34a/b	1 yr after completion
Minutes - Staff Meeting	PEIMS/Students/Campuses	SD3600-01	5 years
Open Records Requests (Public Info Requests)	PEIMS/Students/Campuses	SD3575-16	3 years
PEIMS Reports	PEIMS/Students/Campuses	GR1000-38	5 years
Personnel Rosters	PEIMS/Students/Campuses	GR1000-38	5 years
Policies & Administrative Regulations	PEIMS/Students/Campuses	GR1025-26	5 years

Policy & Program Development		GR1000-50	AV
Administrative		GR1000-50	5 years
Routine		GR1000-50	2 years
Principals' & Superintendents' Reports	PEIMS/Students/Campuses	SD3625-03	2 years
Procedure Documentation	PEIMS/Students/Campuses	SD3250	5 years
School Calendar	PEIMS/Students/Campuses	GR1000-32	AV
Special Education Program Records	PEIMS/Students/Campuses	SD3250	5 years
Staff Meeting Minutes	PEIMS/Students/Campuses	SD3300-02 / SD3550-01	5 years
Student (Pupil) Accounting Cards	PEIMS/Students/Campuses	SD3275-01	AV
Student Activity Accounting Records	PEIMS/Students/Campuses	SD3275-02a	5 years
Student Attendance Records RE: Absence & Tardy	PEIMS/Students/Campuses	SD3200-01b	Date of withdrawal + 5 yrs
Student Attendance Records - Official Electronic	PEIMS/Students/Campuses	SD3200-01a	Permanent
Student Cumulative Records: K-8 Withdrawal	PEIMS/Students/Campuses	SD3575-18	3 years
Student Cumulative Records: 9-12 Withdrawal	PEIMS/Students/Campuses	SD3275-04	AV
Substitute Teaching Rosters	PEIMS/Students/Campuses	GR1075-41b	1 year
Student Withdrawal/Transfer Form	PEIMS/Students/Campuses	SD3275-04	5 years
Telephone Logs & Activity Records	PEIMS/Students/Campuses	SD3625-04	2 years
Transfer Records	PEIMS/Students/Campuses	SD3625-07 / GR1075-22	2 years
UIL Records	Principal	SD3575-05e	4 years
Visitor Logs	Principal	SD3575-05e	4 years
Teacher Performance Appraisal Growth Plans	Principal	SD3200-09b	5 yrs after withdrawal
Teacher Performance Appraisal Growth Plans	Principal	SD3475-04c	2 years
Text & Academic Measurement Reports	Principal	GR1050-56	4 years
Textbook Records	Principal	SD3475-04c	2 years
Time Clock - Time Cards - Time Sheets	Principal	SD3475-04c	2 years

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as of 1/15/2016**

DESCRIPTION OF DOCUMENTS / ITEMS	DEPARTMENT	TSLAC RECORD NUMBER	RETENTION PERIOD
Health Reports Submitted to TX Dept of Health	Nurses/Campuses	SD3300-07b	3 years
Immunization Records	Nurses/Campuses	SD3300-08a	2 yrs after withdrawal
Nurses' Notes - Student Health	Nurses/Campuses	SD3300-02	3 years
Student Drug/Alcohol Negative Test Results	Nurses/Campuses	SD3625-06a	1 year
Student Drug/Alcohol Positive Test Results	Nurses/Campuses	SD3625-06b	Withdrawal or Graduation
Student Health Screening - sent to TEA	Nurses/Campuses	SD3300-07b	2 years
Student Health - Nurses' Notes	Nurses/Campuses	SD3300-02	3 years

**LOCAL SCHEDULE SD - Records for Public  
School Districts  
as of 1/15/2016**

DESCRIPTION OF DOCUMENTS / ITEMS	DEPARTMENT	TSLAC RECORD NUMBER	RETENTION PERIOD
1099 Forms	Business/Payroll/ HR/Administration	GR1050-53b	7 years
Absence From Duty Reports	Business/Payroll/ HR/Administration	SD3575-01	4 years
Access to Information - Consent for Directory	Business/Payroll/ HR/Administration	SD3225-02c	Until Stu is 18 -- Perm if from Stu
Access to Information - Refusal for Directory	Business/Payroll/ HR/Administration	SD322502d	US or AV after withdrawal
Accident Reports - Personal Injury	Business/Payroll/ HR/Administration	GR1000-20a/b	<i>See Schedule</i>
Accident Reports - Property Damage	Business/Payroll/ HR/Administration	GR1075-15	3 years
Accounts Payable	Business/Payroll/ HR/Administration	GR1025-26	FE + 5 yrs
Accounts Receivable	Business/Payroll/ HR/Administration	GR1025-27	FE + 5 yrs
Activity Funds Receipts, Journals, Ledgers, etc.	Business/Payroll/ HR/Administration	SD3550-01	FE + 3 yrs
Adult & Vocational Edu Records	Business/Payroll/ HR/Administration	SD3375	7 years
Application - Foundation Funds	Business/Payroll/ HR/Administration	GR1025-08a	5 yrs after completion
Athletic Game Reports - UIL	Business/Payroll/ HR/Administration	SD3625-04	2 years
Audit Reports	Business/Payroll/ HR/Administration	GR1025-01a	Permanent
Audit Work papers	Business/Payroll/ HR/Administration	GR1025-01e	7 yrs after completion
Bank Stmtns / Cancelled Checks / Reconcillations	Business/Payroll/ HR/Administration	GR1025-28	7 years

Bids (successful) & RFPs	Business/Payroll/ HR/Administration	GR1075-01a	7 years
Bids (unsuccessful)	Business/Payroll/ HR/Administration	GR1075-01b	2 years
Blood Borne Pathogen Training Records	Business/Payroll/ HR/Administration	GR5750-01	3 years
Board Minutes of Meetings	Business/Payroll/ HR/Administration	GR1000-03a	Permanent
Board Resolutions & Dedications	Business/Payroll/ HR/Administration	GR1000-02	Permanent
Board (most other items)	Business/Payroll/ HR/Administration	<i>CHECK SCHEDULE</i>	2 years
Bonds: Administrative Records & Registers	Business/Payroll/ HR/Administration	GR1025-03a	Permanent
Bonds: Cancelled & Coupons	Business/Payroll/ HR/Administration	GR1025-03b	5 years
Bonds: Fidelity Bonds	Business/Payroll/ HR/Administration	GR1050-18	Life of Bond + 5 yrs
Budget Work Papers	Business/Payroll/ HR/Administration	GR1025-04c	2 years
Budgets & Amendments (Official)	Business/Payroll/ HR/Administration	GR1025-04a	Permanent
Cash Receipt Books	Business/Payroll/ HR/Administration	GR1028-27a	5 years
Census Records	Business/Payroll/ HR/Administration	SD3275-03 / TX4000-01	Permanent
Certificates, Licenses or Permits	Business/Payroll/ HR/Administration	SD3575 / GR1050-04	5 yrs after employment term
Check Register	Business/Payroll/ HR/Administration	GR1025-28	7 years
Construction Project Files	Business/Payroll/ HR/Administration	GR1075-16	Permanent
Contracts: Architects & Engineers	Business/Payroll/ HR/Administration	GR1075-16a	Permanent
Contracts: Construction	Business/Payroll/ HR/Administration	GR1075-16a	Permanent

Contracts: Facilities Use	Business/Payroll/ HR/Administration	GR1075-20b	2 years
Contracts: Installation	Business/Payroll/ HR/Administration		10 yrs after completion
Contracts: Maintenance & Service	Business/Payroll/ HR/Administration	GR1075-18b	5 years
Contracts: Other	Business/Payroll/ HR/Administration	<i>CHECK SCHEDULE</i>	4 yrs after end/completion
Criminal History Checks	Business/Payroll/ HR/Administration	SD3575-11 / GR1050-36	1 yr after date obtained
Deeds	Business/Payroll/ HR/Administration	GR1000-27	Permanent
Deposit Slips, Documents & Records	Business/Payroll/ HR/Administration	GR1025-28	7 years
Drivers Records	Business/Payroll/ HR/Administration	GR1050-42	3 years
E-Mail: If important, print out & keep as required:	Business/Payroll/ HR/Administration		
Policy & Program Development	Business/Payroll/ HR/Administration		5 years
Administrative	Business/Payroll/ HR/Administration		2 years
Routine	Business/Payroll/ HR/Administration	GR1000-50	AV
EEO Records, Reports & Case Files	Business/Payroll/ HR/Administration	GR1050-16	3 years
Easements	Business/Payroll/ HR/Administration	GR1000-28	Permanent
Election Records	Business/Payroll/ HR/Administration	EL3100-03c	Permanent
Election Ballots	Business/Payroll/ HR/Administration	ES3100-10a	2 years
Employee Grievance Records	Business/Payroll/ HR/Administration	GR1050-20	2 years
Employee Insurance Records	Business/Payroll/ HR/Administration	GR1050-08b.B	4 yrs after term of coverage

Employee Leave Status Cards	Business/Payroll/ HR/Administration	GR1050-54d	3 years
Employees' Permanent Files	Business/Payroll/ HR/Administration		10 yrs after separation
Employee Service Records	Business/Payroll/ HR/Administration	GR1050.12	Permanent
Employee Time Cards/Sheets	Business/Payroll/ HR/Administration	GR1050-56	4 years
Employment Ads or Announcements	Business/Payroll/ HR/Administration	GR1050-13	2 years
Employment Applications	Business/Payroll/ HR/Administration	GR1050-14a	2 years
Employment Contract	Business/Payroll/ HR/Administration	GR1050-15a	4 years
Equipment Maintenance Records	Business/Payroll/ HR/Administration	GR1075-18a	Life of the Asset
Ethnicity & Race Data Collection Records	Business/Payroll/ HR/Administration	SD3200-10	3 years
Facilities Maintenance & Repair Records	Business/Payroll/ HR/Administration	GR1075-18b	5 years
Facilities Rental Records	Business/Payroll/ HR/Administration	GR1075-20b	2 years
Financial Disclosure Statements	Business/Payroll/ HR/Administration	GR1050-33	2 years
Fingerprint Cards	Business/Payroll/ HR/Administration	GR1050-19	5 yrs after separation
Fire Drill Records	Business/Payroll/ HR/Administration	SD3525-02	3 years
Fire Safety Inspection Reports	Business/Payroll/ HR/Administration	SD3525-03	3 years
Capital / Fixed Asset Records	Business/Payroll/ HR/Administration	GR1025-05a	7 years
General Journal Entries	Business/Payroll/ HR/Administration	GR1025-30c	7 years
General Ledger	Business/Payroll/ HR/Administration	GR1025-30a.1	7 years

Grant Applications	Business/Payroll/ HR/Administration	GR1025-08a	7 years
Hazardous Communication Act Material	Business/Payroll/ HR/Administration	GR5750-03	US + 5 years
Hazardous Material Training Records	Business/Payroll/ HR/Administration	GR5750-04	5 years
Health Inspection Reports	Business/Payroll/ HR/Administration	SD3300-07a	3 years
Health Rpts of Employees Exposed to Toxic Agents	Business/Payroll/ HR/Administration	GR1050-22b	30 yrs after separation
Insurance Policies	Business/Payroll/ HR/Administration	GR1000-29	4 yrs after expiration
Internal Audit Work Papers	Business/Payroll/ HR/Administration	GR1025-01e	3 yrs aft all questions resolved
Inventory Reports	Business/Payroll/ HR/Administration	GR1075-02	1 year
Investment Records	Business/Payroll/ HR/Administration	GR1029-09	7 years
Journals: All	Business/Payroll/ HR/Administration	GR1025-30a.1	7 years
Library Records	Business/Payroll/ HR/Administration	SD3650-04	AV
Legal Opinions	Business/Payroll/ HR/Administration	GR1000-30	Permanent
Lost & Stolen Property Records	Business/Payroll/ HR/Administration	GR1075-17	3 years
Maintenance Work Orders	Business/Payroll/ HR/Administration	GR1075-19	2 years
Material Data Safety Sheets (MSDS)	Business/Payroll/ HR/Administration	GR5750-05	US / Obsolete
Open Records Requests (Public Info Requests)	Business/Payroll/ HR/Administration	GR1000-34a/b	1 yr after completion
Paid Bills, Invoices & Expense Statements	Business/Payroll/ HR/Administration	GR1025-26a	7 years
Payroll Checks	Business/Payroll/ HR/Administration		5 years



Payroll Deduction Authorizations	Business/Payroll/ HR/Administration	GR1050-50	4 yrs after separation
Payroll Registers	Business/Payroll/ HR/Administration	GR1050-52c	7 years
Payroll Tax Reports	Business/Payroll/ HR/Administration	GR1050-53b	4 years
Permits & Licenses	Business/Payroll/ HR/Administration	GR1000-36	2 yrs after expiration
Personnel Studies & Surveys	Business/Payroll/ HR/Administration	GR1050-25	3 years
Pledged Securities Records	Business/Payroll/ HR/Administration	GR1025-02	7 years
PMIS Records	Business/Payroll/ HR/Administration	GR1050-11	2 years
Policies & Administrative Regulations	Business/Payroll/ HR/Administration	GR1000-38	Permanent or US
Principals' & Superintendents' Reports	Business/Payroll/ HR/Administration		10 yrs / 20 yrs after term
Procedure Documentation	Business/Payroll/ HR/Administration	GR1025-26	US + 5 yrs
Professional Growth Plans	Business/Payroll/ HR/Administration	SD3575-05e	4 years
Purchase Orders (Payment Copy)	Business/Payroll/ HR/Administration	GR1025-26a	7 years
Purchase Orders / Requisitions / Receiving Reports	Business/Payroll/ HR/Administration	GR1075-03a	7 years
Records Management Control Schedule	Business/Payroll/ HR/Administration	GR1000-40b	Permanent
Reports (Annual) to State Agencies - Non-Fiscal	Business/Payroll/ HR/Administration	GR1000-41a	Permanent
Returned Checks	Business/Payroll/ HR/Administration	GR1025-27e	7 years
Safety Monitoring Reports RE: Toxic Substance	Business/Payroll/ HR/Administration	GR1050-22c	30 years
Sales Tax Reports	Business/Payroll/ HR/Administration	GR1025-26c	4 years

School Board Agenda	Business/Payroll/ HR/Administration	GR1000-01a.2	Permanent
School Board Meeting Minutes	Business/Payroll/ HR/Administration	GR1000-03a	Permanent
School Bus Purchase Requisitions	Business/Payroll/ HR/Administration	SD3500-08	5 years
School Nutrition Records - Free & Reduced Meals	Business/Payroll/ HR/Administration	SD3450	5 years
Schools FIRST Reports & Supporting Documents	Business/Payroll/ HR/Administration		3 years
Student Activity Accounting Records	Business/Payroll/ HR/Administration	SD3300-02 / SD3550-01	5 years
Tax Correspondence	Business/Payroll/ HR/Administration	TX3000-12	2 years
Tax Rate Calculation Worksheets & Notices	Business/Payroll/ HR/Administration	TX3000-15	5 years
Tax Refund Applications	Business/Payroll/ HR/Administration	TX3000-17	3 years
Tax Rolls & Amendments	Business/Payroll/ HR/Administration	TX3000-18	Permanent
Tax Statement	Business/Payroll/ HR/Administration	TX3000-09	FYE Audit is completed
Teacher Performance Appraisal Records	Business/Payroll/ HR/Administration	SD3575-05a	Permanent
Teacher Performance Appraisal Growth Plans	Business/Payroll/ HR/Administration	SD3575-05e	4 years
Teacher Performance Appraisal Records	Business/Payroll/ HR/Administration	SD3575-05a	Permanent
Teacher Performance Appraisal Growth Plans	Business/Payroll/ HR/Administration	SD3575-05e	4 years
Teacher Certificate Registers	Business/Payroll/ HR/Administration	SD3575-09	Permanent
Teacher Grade Reports	Business/Payroll/ HR/Administration	SD3325-03	AV
Telephone Logs & Activity Records	Business/Payroll/ HR/Administration	GR1075-41b	1 year

Telephone Logs & Activity Records	Business/Payroll/ HR/Administration	GR1075-41b	1 year
Text & Academic Measurement Reports	Business/Payroll/ HR/Administration	SD3200-09b	5 yrs after withdrawal
Textbook Records	Business/Payroll/ HR/Administration	SD3475-04c	2 years
Time Clock - Time Cards - Time Sheets	Business/Payroll/ HR/Administration	GR1050-56	4 years
Transfer Records	Business/Payroll/ HR/Administration	SD3275-04	5 years
Transportation Reports to TEA	Business/Payroll/ HR/Administration	SD3500-01	5 years
Travel Reimbursement	Business/Payroll/ HR/Administration	GR1025-26a	FE + 5 yrs
Unemployment Compensation Claim File	Business/Payroll/ HR/Administration	GR1050-29	5 yrs after case closed
Warehouse Reports/Transactions	Business/Payroll/ HR/Administration	GR1075-03a	5 years
W-2s	Business/Payroll/ HR/Administration	GR1050-53b	4 yrs after separation
W-4s	Business/Payroll/ HR/Administration	GR1050-53a	4 yrs after separation
Work Place Chemical List	Business/Payroll/ HR/Administration	GR5750-06	30 years
Workers' Compensation Claim Files	Business/Payroll/ HR/Administration	GR1050-32b	50 yrs after closure of case

**LOCAL SCHEDULE SD - Records  
for Public School Districts**

as of 1/15/2016

DESCRIPTION OF DOCUMENTS / ITEMS	DEPARTMENT	TSLAC RECORD NUMBER	RETENTION PERIOD
<b>1099 Forms</b>	<b>Business/Payroll/ HR/Administration</b>	<b>GR1050-53b</b>	<b>7 years</b>
Absence From Duty Reports	Business/Payroll/ HR/Administration	SD3575-01	4 years
Access to Information - Consent for Directory	Business/Payroll/ HR/Administration	SD3225-02c	Until Stu is 18 -- Perm if from Stu
Access to Information - Refusal for Directory	Business/Payroll/ HR/Administration	SD322502d	US or AV after withdrawal
Accident Reports - Personal Injury	Business/Payroll/ HR/Administration	GR1000-20a/b	<i>See Schedule</i>
Accident Reports - Property Damage	Business/Payroll/ HR/Administration	GR1075-15	3 years
Accounts Payable	Business/Payroll/ HR/Administration	GR1025-26	FE + 5 yrs
Accounts Receivable	Business/Payroll/ HR/Administration	GR1025-27	FE + 5 yrs
Activity Funds Receipts, Journals, Ledgers, etc.	Business/Payroll/ HR/Administration	SD3550-01	FE + 3 yrs
Adult & Vocational Edu Records	Business/Payroll/ HR/Administration	SD3375	7 years
Application - Foundation Funds	Business/Payroll/ HR/Administration	GR1025-08a	5 yrs after completion
Athletic Game Reports - UIL	Business/Payroll/ HR/Administration	SD3625-04	2 years
Audit Reports	Business/Payroll/ HR/Administration	GR1025-01a	Permanent
Audit Work papers	Business/Payroll/ HR/Administration	GR1025-01e	7 yrs after completion
Bank Stmtns / Cancelled Checks / Reconcillations	Business/Payroll/ HR/Administration	GR1025-28	7 years

Bids (successful) & RFPs	Business/Payroll/ HR/Administration	GR1075-01a	7 years
Bids (unsuccessful)	Business/Payroll/ HR/Administration	GR1075-01b	2 years
Blood Borne Pathogen Training Records	Business/Payroll/ HR/Administration	GR5750-01	3 years
Board Minutes of Meetings	Business/Payroll/ HR/Administration	GR1000-03a	Permanent
Board Resolutions & Dedications	Business/Payroll/ HR/Administration	GR1000-02	Permanent
Board (most other items)	Business/Payroll/ HR/Administration	<i>CHECK SCHEDULE</i>	2 years
Bonds: Administrative Records & Registers	Business/Payroll/ HR/Administration	GR1025-03a	Permanent
Bonds: Cancelled & Coupons	Business/Payroll/ HR/Administration	GR1025-03b	5 years
Bonds: Fidelity Bonds	Business/Payroll/ HR/Administration	GR1050-18	Life of Bond + 5 yrs
Budget Work Papers	Business/Payroll/ HR/Administration	GR1025-04c	2 years
Budgets & Amendments (Official)	Business/Payroll/ HR/Administration	GR1025-04a	Permanent
Cash Receipt Books	Business/Payroll/ HR/Administration	GR1028-27a	5 years
Census Records	Business/Payroll/ HR/Administration	SD3275-03 / TX4000-01	Permanent
Certificates, Licenses or Permits	Business/Payroll/ HR/Administration	SD3575 / GR1050-04	5 yrs after employment term
Check Register	Business/Payroll/ HR/Administration	GR1025-28	7 years
Construction Project Files	Business/Payroll/ HR/Administration	GR1075-16	Permanent
Contracts: Architects & Engineers	Business/Payroll/ HR/Administration	GR1075-16a	Permanent
Contracts: Construction	Business/Payroll/ HR/Administration	GR1075-16a	Permanent
Contracts: Facilities Use	Business/Payroll/ HR/Administration	GR1075-20b	2 years

Contracts: Installation	Business/Payroll/ HR/Administration		10 yrs after completion
Contracts: Maintenance & Service	Business/Payroll/ HR/Administration	GR1075-18b	5 years
Contracts: Other	Business/Payroll/ HR/Administration	<i>CHECK SCHEDULE</i>	4 yrs after end/completion
Criminal History Checks	Business/Payroll/ HR/Administration	SD3575-11 / GR1050-36	1 yr after date obtained
Deeds	Business/Payroll/ HR/Administration	GR1000-27	Permanent
Deposit Slips, Documents & Records	Business/Payroll/ HR/Administration	GR1025-28	7 years
Drivers Records	Business/Payroll/ HR/Administration	GR1050-42	3 years
E-Mail: If important, print out & keep as required:	Business/Payroll/ HR/Administration		
EEO Records, Reports & Case Files	Business/Payroll/ HR/Administration	GR1050-16	3 years
Easements	Business/Payroll/ HR/Administration	GR1000-28	Permanent
Election Records	Business/Payroll/ HR/Administration	EL3100-03c	Permanent
Election Ballots	Business/Payroll/ HR/Administration	ES3100-10a	2 years
Employee Grievance Records	Business/Payroll/ HR/Administration	GR1050-20	2 years
Employee Insurance Records	Business/Payroll/ HR/Administration	GR1050-08b.B	4 yrs after term of coverage
Employee Leave Status Cards	Business/Payroll/ HR/Administration	GR1050-54d	3 years
Employees' Permanent Files	Business/Payroll/ HR/Administration		10 yrs after separation
Employee Service Records	Business/Payroll/ HR/Administration	GR1050.12	Permanent
Employee Time Cards/Sheets	Business/Payroll/ HR/Administration	GR1050-56	4 years
Employment Ads or Announcements	Business/Payroll/ HR/Administration	GR1050-13	2 years

Employment Applications	Business/Payroll/ HR/Administration	GR1050-14a	2 years
Employment Contract	Business/Payroll/ HR/Administration	GR1050-15a	4 years
Equipment Maintenance Records	Business/Payroll/ HR/Administration	GR1075-18a	Life of the Asset
Ethnicity & Race Data Collection Records	Business/Payroll/ HR/Administration	SD3200-10	3 years
Facilities Maintenance & Repair Records	Business/Payroll/ HR/Administration	GR1075-18b	5 years
Facilities Rental Records	Business/Payroll/ HR/Administration	GR1075-20b	2 years
Financial Disclosure Statements	Business/Payroll/ HR/Administration	GR1050-33	2 years
Fingerprint Cards	Business/Payroll/ HR/Administration	GR1050-19	5 yrs after separation
Fire Drill Records	Business/Payroll/ HR/Administration	SD3525-02	3 years
Fire Safety Inspection Reports	Business/Payroll/ HR/Administration	SD3525-03	3 years
Capital / Fixed Asset Records	Business/Payroll/ HR/Administration	GR1025-05a	7 years
General Journal Entries	Business/Payroll/ HR/Administration	GR1025-30c	7 years
General Ledger	Business/Payroll/ HR/Administration	GR1025-30a.1	7 years
Grant Applications	Business/Payroll/ HR/Administration	GR1025-08a	7 years
Hazardous Communication Act Material	Business/Payroll/ HR/Administration	GR5750-03	US + 5 years
Hazardous Material Training Records	Business/Payroll/ HR/Administration	GR5750-04	5 years
Health Inspection Reports	Business/Payroll/ HR/Administration	SD3300-07a	3 years
Health Rpts of Employees Exposed to Toxic Agents	Business/Payroll/ HR/Administration	GR1050-22b	30 yrs after separation
Insurance Policies	Business/Payroll/ HR/Administration	GR1000-29	4 yrs after expiration

Internal Audit Work Papers	Business/Payroll/ HR/Administration	GR1025-01e	3 yrs aft all questions resolved
Inventory Reports	Business/Payroll/ HR/Administration	GR1075-02	1 year
Investment Records	Business/Payroll/ HR/Administration	GR1029-09	7 years
Journals: All	Business/Payroll/ HR/Administration	GR1025-30a.1	7 years
Library Records	Business/Payroll/ HR/Administration	SD3650-04	AV
Legal Opinions	Business/Payroll/ HR/Administration	GR1000-30	Permanent
Lost & Stolen Property Records	Business/Payroll/ HR/Administration	GR1075-17	3 years
Maintenance Work Orders	Business/Payroll/ HR/Administration	GR1075-19	2 years
Material Data Safety Sheets (MSDS)	Business/Payroll/ HR/Administration	GR5750-05	US / Obsolete
Open Records Requests (Public Info Requests)	Business/Payroll/ HR/Administration	GR1000-34a/b	1 yr after completion
Paid Bills, Invoices & Expense Statements	Business/Payroll/ HR/Administration	GR1025-26a	7 years
Payroll Checks	Business/Payroll/ HR/Administration		5 years
Payroll Deduction Authorizations	Business/Payroll/ HR/Administration	GR1050-50	4 yrs after separation
Payroll Registers	Business/Payroll/ HR/Administration	GR1050-52c	7 years
Payroll Tax Reports	Business/Payroll/ HR/Administration	GR1050-53b	4 years
Permits & Licenses	Business/Payroll/ HR/Administration	GR1000-36	2 yrs after expiration
Personnel Studies & Surveys	Business/Payroll/ HR/Administration	GR1050-25	3 years
Pledged Securities Records	Business/Payroll/ HR/Administration	GR1025-02	7 years
PMIS Records	Business/Payroll/ HR/Administration	GR1050-11	2 years



Policies & Administrative Regulations	Business/Payroll/ HR/Administration	GR1000-38	Permanent or US
Principals' & Superintendents' Reports	Business/Payroll/ HR/Administration		10 yrs / 20 yrs after term
Procedure Documentation	Business/Payroll/ HR/Administration	GR1025-26	US + 5 yrs
Professional Growth Plans	Business/Payroll/ HR/Administration	SD3575-05e	4 years
Purchase Orders (Payment Copy)	Business/Payroll/ HR/Administration	GR1025-26a	7 years
Purchase Orders / Requisitions / Receiving Reports	Business/Payroll/ HR/Administration	GR1075-03a	7 years
Records Management Control Schedule	Business/Payroll/ HR/Administration	GR1000-40b	Permanent
Reports (Annual) to State Agencies - Non-Fiscal	Business/Payroll/ HR/Administration	GR1000-41a	Permanent
Returned Checks	Business/Payroll/ HR/Administration	GR1025-27e	7 years
Safety Monitoring Reports RE: Toxic Substance	Business/Payroll/ HR/Administration	GR1050-22c	30 years
Sales Tax Reports	Business/Payroll/ HR/Administration	GR1025-26c	4 years
School Board Agenda	Business/Payroll/ HR/Administration	GR1000-01a.2	Permanent
School Board Meeting Minutes	Business/Payroll/ HR/Administration	GR1000-03a	Permanent
School Bus Purchase Requisitions	Business/Payroll/ HR/Administration	SD3500-08	5 years
School Nutrition Records - Free & Reduced Meals	Business/Payroll/ HR/Administration	SD3450	5 years
Schools FIRST Reports & Supporting Documents	Business/Payroll/ HR/Administration		3 years
Student Activity Accounting Records	Business/Payroll/ HR/Administration	SD3300-02 / SD3550-01	5 years
Tax Correspondence	Business/Payroll/ HR/Administration	TX3000-12	2 years
Tax Rate Calculation Worksheets & Notices	Business/Payroll/ HR/Administration	TX3000-15	5 years

Tax Refund Applications	Business/Payroll/ HR/Administration	TX3000-17	3 years
Tax Rolls & Amendments	Business/Payroll/ HR/Administration	TX3000-18	Permanent
Tax Statement	Business/Payroll/ HR/Administration	TX3000-09	FYE Audit is completed
Teacher Performance Appraisal Records	Business/Payroll/ HR/Administration	SD3575-05a	Permanent
Teacher Performance Appraisal Records	Business/Payroll/ HR/Administration	SD3575-05a	Permanent
Teacher Certificate Registers	Business/Payroll/ HR/Administration	SD3575-09	Permanent
Teacher Grade Reports	Business/Payroll/ HR/Administration	SD3325-03	AV
Telephone Logs & Activity Records	Business/Payroll/ HR/Administration	GR1075-41b	1 year
Text & Academic Measurement Reports	Business/Payroll/ HR/Administration	SD3200-09b	5 yrs after withdrawal
Textbook Records	Business/Payroll/ HR/Administration	SD3475-04c	2 years
Time Clock - Time Cards - Time Sheets	Business/Payroll/ HR/Administration	GR1050-56	4 years
Transfer Records	Business/Payroll/ HR/Administration	SD3275-04	5 years
Transportation Reports to TEA	Business/Payroll/ HR/Administration	SD3500-01	5 years
Travel Reimbursement	Business/Payroll/ HR/Administration	GR1025-26a	FE + 5 yrs
Unemployment Compensation Claim File	Business/Payroll/ HR/Administration	GR1050-29	5 yrs after case closed
Warehouse Reports/Transactions	Business/Payroll/ HR/Administration	GR1075-03a	5 years
W-2s	Business/Payroll/ HR/Administration	GR1050-53b	4 yrs after separation
W-4s	Business/Payroll/ HR/Administration	GR1050-53a	4 yrs after separation
Work Place Chemical List	Business/Payroll/ HR/Administration	GR5750-06	30 years

Workers' Compensation Claim Files	Business/Payroll/HR/Administration	GR1050-32b	50 yrs after closure of case
Health Reports Submitted to TX Dept of Health	Business/Payroll/HR/Administration	SD3300-07b	3 years
Immunization Records	Business/Payroll/HR/Administration	SD3300-08a	2 yrs after withdrawal
Nurses' Notes - Student Health	Business/Payroll/HR/Administration	SD3300-02	3 years
Student Drug/Alcohol Negative Test Results	Business/Payroll/HR/Administration	SD3625-06a	1 year
Student Drug/Alcohol Positive Test Results	Business/Payroll/HR/Administration	SD3625-06b	Withdrawal or Graduation
Student Health Screening - sent to TEA	Business/Payroll/HR/Administration	SD3300-07b	2 years
Student Health - Nurses' Notes	Business/Payroll/HR/Administration	SD3300-02	3 years
Access to Information - Consent for Directory	Business/Payroll/HR/Administration	SD3225-02c	Until Stu is 18 -- Perm if from Stu
Access to Information - Refusal for Directory	Business/Payroll/HR/Administration	SD322502d	US or AV after withdrawal
Disciplinary & Adverse Action Records - relating to	Business/Payroll/HR/Administration	SD3350-01a	5 years
Disciplinary & Adverse Action Records - NOT relating	Business/Payroll/HR/Administration	SD3350-01b	AV
E-Mail: If important, print out & keep as required:	Business/Payroll/HR/Administration		
Enrollment Form & Reports	Business/Payroll/HR/Administration	SD3200-04	5 yrs after withdrawal
Extracurricular Activity Records	Business/Payroll/HR/Administration	SD3625-05	2 years
Ethnicity & Race Data Collection Records	Business/Payroll/HR/Administration	SD3200-10	3 years
Fire Drill Records	Business/Payroll/HR/Administration	SD3525-02	3 years
Grade Book (Electronic & Official)	Business/Payroll/HR/Administration	SD3325-02	5 years
Grade Reports (Teachers)	Business/Payroll/HR/Administration	SD3325-03	AV

Home Language Surveys	Business/Payroll/ HR/Administration	SD3200-05	5 years
Immunization Records	Business/Payroll/ HR/Administration	SD3300-08a	2 yrs after withdrawal
Library Records	Business/Payroll/ HR/Administration	SD3650-04	AV
Lesson Plans	Business/Payroll/ HR/Administration	SD3325-04	AV
Minutes - Staff Meeting	Business/Payroll/ HR/Administration	GR1000-32	AV
Open Records Requests (Public Info Requests)	Business/Payroll/ HR/Administration	GR1000-34a/b	1 yr after completion
PEIMS Reports	Business/Payroll/ HR/Administration	SD3600-01	5 years
Personnel Rosters	Business/Payroll/ HR/Administration	SD3575-16	3 years
Policies & Administrative Regulations	Business/Payroll/ HR/Administration	GR1000-38	5 years
Principals' & Superintendents' Reports	Business/Payroll/ HR/Administration		5 years
Procedure Documentation	Business/Payroll/ HR/Administration	GR1025-26	5 years
School Calendar	Business/Payroll/ HR/Administration	SD3625-03	2 years
Special Education Program Records	Business/Payroll/ HR/Administration	SD3250	5 years
Staff Meeting Minutes	Business/Payroll/ HR/Administration	GR1000-32	AV
Student (Pupil) Accounting Cards	Business/Payroll/ HR/Administration		5 years
Student Activity Accounting Records	Business/Payroll/ HR/Administration	SD3300-02 / SD3550-01	5 years
Student Attendance Records RE: Absence & Tardy	Business/Payroll/ HR/Administration	SD3275-01	AV
Student Attendance Records - Official Electronic	Business/Payroll/ HR/Administration	SD3275-02a	5 years
Student Cumulative Records: K-8 Withdrawal	Business/Payroll/ HR/Administration	SD3200-01b	Date of withdrawal + 5 yrs

Student Cumulative Records: 9-12 Withdrawal	Business/Payroll/HR/Administration	SD3200-01a	Permanent
Substitute Teaching Rosters	Business/Payroll/HR/Administration	SD3575-18	3 years
Student Withdrawal/Transfer Form	Business/Payroll/HR/Administration	SD3275-04	AV
Telephone Logs & Activity Records	Business/Payroll/HR/Administration	GR1075-41b	1 year
Transfer Records	Business/Payroll/HR/Administration	SD3275-04	5 years
UIL Records	Business/Payroll/HR/Administration	SD3625-04	2 years
Visitor Logs	Business/Payroll/HR/Administration	SD3625-07 / GR1075-22	2 years
Teacher Performance Appraisal Growth Plans	Business/Payroll/HR/Administration	SD3575-05e	4 years
Teacher Performance Appraisal Growth Plans	Business/Payroll/HR/Administration	SD3575-05e	4 years
Text & Academic Measurement Reports	Business/Payroll/HR/Administration	SD3200-09b	5 yrs after withdrawal
Textbook Records	Business/Payroll/HR/Administration	SD3475-04c	2 years
Time Clock - Time Cards - Time Sheets	Business/Payroll/HR/Administration	GR1050-56	4 years
removal of student to DAEP or expulsion	Business/Payroll/HR/Administration		
to removal of student to DAEP or expulsion	Business/Payroll/HR/Administration		
Policy & Program Development	Business/Payroll/HR/Administration		5 years
Administrative	Business/Payroll/HR/Administration		2 years
Routine	Business/Payroll/HR/Administration	GR1000-50	AV
Policy & Program Development	Business/Payroll/HR/Administration		5 years
Administrative	Business/Payroll/HR/Administration		2 years

Routine	Business/Payroll/ HR/Administration	GR1000-50	AV
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