



ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS
A DIVISION OF THE ARIZONA SECRETARY OF STATE



**General Records Retention Schedule Issued to:
All Arizona School Districts and Charter Schools
Student Records**

**Schedule Number:
GS-1074**

- Authority:** Pursuant to ARS 41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the required time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.
- Archival Value:** Records designated as Permanent on the retention schedule must not be destroyed (ARS 39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS 41-151.09).
- Disposition:** This schedule is used in conjunction with the Certificate of Records Destruction. All records disposed under this schedule must be reported on the Certificate of Records Destruction, unless transferred to the Arizona State Archives.
- Format:** Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.
- Copies:** Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the Certificate of Records Destruction when they are disposed.
- Supersedence:** **This schedule supersedes General Schedule GS 000-11-53, dated August 30, 2011.**

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| Records Analyst, Secretary of State: Richard Carroll | State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale |
| <i>Records Series Electronically Approved in RSM Database</i> | <i>Records Series Electronically Approved in RSM Database</i> |
| Assistant Director of Archives: Dennis Preisler, Ph.D. | Records Management Officer: |
| <i>Records Series Electronically Approved in RSM Database</i> | Records series approval on file |

RECORDS MANAGEMENT CENTER

1919 West Jefferson Street • Phoenix, Arizona 85009 • <http://www.azlibrary.gov/records> • Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: records@azlibrary.gov

Revised: 9/13/2018

**General Records Retention Schedule Issued to:
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Schedule Number: GS-1074 Rev. 1

| Record Series Number | Record Series Title | Retention Period | Retention Remark | Legal Citation(s) | Approval Date |
|-----------------------------|--|-------------------------|--|--------------------------|----------------------|
| 21175 | Daily Attendance Records Attendance records for the school and not individual student attendance records. This series includes student sign in/out logs. | 4 Years | After fiscal year created or received. | | 8/30/2011 |
| 21176 | School Registers | 4 Years | After fiscal year created or received. | | 8/30/2011 |
| 21177 | Certificates of Educational Convenience (CEC) | 4 Years | After fiscal year of last attendance. | | 8/30/2011 |
| 21178 | Disciplinary Records | 4 Years | After fiscal year of last attendance. | | 8/30/2011 |
| 21179 | Excused Absence Records | 4 Years | After fiscal year created or received. | | 8/30/2011 |
| 21180 | Child Abuse Reports | 2 Years | After student's 18th birthday. | | 8/30/2011 |
| 21181 | Counseling Session Records | 4 Years | After fiscal year of last attendance. | | 8/30/2011 |
| 21182 | Professional and Working Records | 4 Years | After fiscal year of last attendance. | | 8/30/2011 |

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| 21183 | Federal Survey Records | 3 Years | After fiscal year created or received. | | 8/30/2011 |
| 21184 | Access and Release Records | 4 Years | After fiscal year of last attendance. | | 8/30/2011 |
| 21185 | Grade Records Class grade books and not individual student's grades. | 2 Years | After grades transferred to permanent student records. | | 8/30/2011 |
| 21186 | Standardized Test Score Sheets Including AIIMS. | 3 Years | After scores transferred to permanent student records. | | 8/30/2011 |
| 21187 | Student Activities Records Including extracurricular activities, awards, recommendations, and other related records. | 4 Years | After fiscal year of last attendance. | | 8/30/2011 |
| 21188 | Pesticide Notification Records | 2 Years | After posted to the Tax Roll. | | 8/30/2011 |
| 21189 | Health Records Including basic identifying data, general medical history, medical reports, vision and hearing tests, student accident reports, and other related records but does not include immunization records. | 3 Years | After fiscal year of last attendance. | | 8/30/2011 |

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| 21190 | Immunization Records Card specified by Department of Health Services. | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 8/30/2011 |
| 21191 | Anecdotal Records | 4 Years | After fiscal year of last attendance. | | 8/30/2011 |
| 21192 | Non-medical Professional Reports Including reports from psychologists, social workers and other related records. | 4 Years | After fiscal year of last attendance. | | 8/30/2011 |
| 21193 | Student Withdrawal Notices | 4 Years | After fiscal year of withdrawal. | | 8/30/2011 |
| 21194 | Permanent Student Records Including personal identifying information (name, student identification number, etc.), transcript of final grades, summary of attendance and standardized test scores. | Permanent | Preserve pursuant to ARS 39-101. | ARS 39-101 | 8/30/2011 |
| 21195 | Special Education Records Including placement records, referrals, evaluations, testing data and other related records. | 4 Years | After fiscal year of final enrollment in program (Parents must be notified prior to destruction of special education records). | | 8/30/2011 |

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| 21196 | Special Education Census Records | 5 Years | After fiscal year created or received. | | 8/30/2011 |
| 21197 | Student Insurance Records | 4 Years | After fiscal year of last attendance. | | 8/30/2011 |
| 21198 | Student Population Studies | 3 Years | After fiscal year created or received. | | 8/30/2011 |
| 21199 | Tuition Program Records | 4 Years | After fiscal year created or received. | | 8/30/2011 |
| 21200 | Affidavits of Intent to Home School Office copy - official copy with County Superintendent of Schools. | 4 Years | After fiscal year of last attendance. | | 8/30/2011 |
| 21201 | Juvenile Probation Records | 3 Years | After student's 18th birthday. | | 8/30/2011 |
| 21202 | Registration Records for Students Who Never Attend School | 4 Years | After fiscal year created or received. | | 8/30/2011 |

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| 21203 | Pre-school Records Students not continuing in school district. | 1 Year | After fiscal year of last attendance. | | 8/30/2011 |
| 21204 | Composite Test Scores and Growth Models Not scores of individual students but general school and district scores. | | After administrative value has ended. | | 8/30/2011 |
| 21205 | Annually Updated Records Including computer use agreements and annual questionnaires including residency questionnaire. | | After superseded or obsolete. | | 8/30/2011 |
| 21206 | All Other Non-permanent Student Records | 4 Years | After fiscal year of last attendance. | | 8/30/2011 |