

TISD Records Retention Policy

Personnel/Payroll File (individual file)

Retention Period (State guidelines)*

Employment Application

2 years from creation or receipt

Transcripts
Certification - Texas Certificate

Date of separation + 5 years
Until superseded (US) or separation
+ 5 years

Certification – Out-of-State

Until receipt of TX certificate or date
of sep + 5 yrs

Certification – Deficiency Plans

US by TX Certificate or date of sep
+ 5 yrs

Appraisal Records – Teachers

PERMANENT

Appraisal Records – All others

US + 2 years

Service Record

PERMANENT

Contracts

Last effective date of contract + 4
years

UIL Acknowledgement

2 years

Salary worksheets

2 years

I-9 Forms

3 years from date of hire or 1 yr after
separation - WIL

Oath of Office Forms

US + 5 years

Professional Growth Plans

4 years

Audit Verification Cards

US– Last one in file is PERMANENT

Tuberculosis Certificates

AV - Destroy at Option

Teaching schedules

1 year

Criminal History*

1 year from creation or receipt

Medical records*

US + 2 years

References*

2 years from creation or receipt

Alcohol/drug testing/physicals*

2 years

FMLA requests

Fiscal Year End(FE) + 3 years

Discipline records

2 years after case closed or action taken

Grievance records*

2 years

EEOC Cases*

Resolution of case + 3 years

EEO Reports*

3 years

Unemployment Claims*

Closure of case + 5 years

Workers Compensation Claims*

Closure of case + 5 years

Employee Recognition Awards

2 years

Employee Change Documents

2 years

(name, address, etc.)

Employment Advertisements*

2 years

Employment Selection Notes, Interviews*

2 years from creation or receipt

Personnel Requisition Forms

2 years

Job Descriptions

US or position abolished + 4 years

Personnel Rosters

3 years

PEIMS Staff Data

5 years

| | |
|--|--|
| Substitute Teacher Rosters | 3 years |
| W-4 Form | 4 years after separation or 4 yrs after amended |
| Voluntary deductions & Garnishments | 4 years after separation, or amended/expired - WIS |
| Benefits – Enrollment Forms for Life/Health | Termination of Coverage, plus 4 years |
| Enrollment forms for Pension Deferred Plans | PERMANENT |
| Leave Request forms | Fiscal year end, plus 5 years |
| Direct Deposit Authorizations | Until superceded |
| Enrollment, beneficiary forms, records maintained by TRS | AV – Administratively valuable |
| Fingerprint cards | Date of separation + 5 years |
| Public Access Option | US |
| Exit Interview forms | Date of separation + 2 years |
| Absence form Duty forms | 4 years |
| Earnings & Deduction records (pay amounts) | 5 years |
| Earnings & Deduction records (deferred comp) | Date of separation + 75 years |
| Time Sheets | 4 years |

US – Until Superceded WIL – Whichever is later
AV – Administratively valuable

WIS – Whichever is Sooner

*Separate file recommended

DISCLAIMER NOTE: This quick reference was compiled in very general terms from the GR and SD Schedules published by the Texas State Library & Archives Commission (TSLAC). The most recent GR and SD Schedules should be used as the official reference when archiving and/or destroying records.

Student Records – Retention Periods (Quick Reference Guide)

| Required | Life of Record | Comments |
|--|-------------------------------------|---------------------------------------|
| Student Records: | | |
| Cumulative Record-Grades PK-8 | Date of wd, + 5 yrs | |
| Academic Achievement Record 9-12 | Permanent | |
| Date of Birth documentation | Admin. Valuable (AV) | |
| Custody Documents | Until student is 18 yrs | |
| Enrollment/registration forms | Date of wd, + 5 yrs | |
| Home language surveys | Date of wd, + 5 yrs | |
| Parental permission records-field trips | Until cessation of activity + 2 yrs | If an accident occurs, then extend |
| Withdrawal/record transfer forms | AV for sending & receiving ISDs | Exempt from destruction request |
| Tests (TAAS,etc), if label affixed to PRC | 1 yr after affixing label | Exempt from destruction request |
| Tests (TAAS,etc), no label, grades 9-12 | Permanent | |
| Tests (TAAS,etc), no label, grades PK-8 | Date of wd, + 5 yrs | |
| Other tests (reading/math profiles) | Date of wd, + 5 yrs | |
| Attendance: | | |
| Correspondence from parents ref abs | AV | |
| Correspondence w/ courts ref compulsory | 2 years | |
| Attendance officer's logs ref home visits | 2 years | |
| Transfers between districts | 5 years | |
| Student Health: | | |
| Accident reports | 5 years or 2 yrs after age 18 | Whichever is later |
| Correspondence with parents ref health issues | 2 years | |
| Cumulative health cards | Date of wd + 2 years | |
| Emergency cards | Until superceded or withdrawn | Whichever is sooner |
| Exclusion from participation documents | 1 year, or date of wd + 2yrs | If a one year affidavit, exempt |
| Verification of mumps or measles (sight..) | Date of wd + 2 years | |
| Health screening documentation - worksheets | AV after entry on cum health card | Exempt |
| Vision, hearing and spinal screening | 2 years | |
| Immunization records | Date of wd + 2 years | |
| Physician referrals and reports | AV after entry on cum health card | |
| Reports to law enforcement agencies | 2 years | |
| Logs or reports of medications or treatments | 3 years | |
| Parent requests and dr authorizations | End of request period + 2 years | |
| Instruction: | | |
| Grade books | 1 year after entry in AAR or CR | |
| Grade reports - principal's report, ranking, etc | AV | Exempt |
| Report cards | 1 year after entry in AAR or CR | At PK-8 if no CR, keep Date of wd + 5 |

Discipline & Counseling:

Discipline records - regarding expulsion 5 years
Discipline records - not regarding expulsion AV
Guidance and counseling - individual files AV, unless for sp program

Special Populations:

Special Education

Enrollment lists and rosters 7 years
Student records Cessation of svcs + 7 years

Student records, grades 9-12

Permanent

Name, address, ID, SSN, and grades only

Bilingual Education

Student records Cessation of svcs + 5 years

Gifted & Talented

Student records Cessation of svcs + 5 years

Section 504 Program

Student records Cessation of svcs + 5 years

Dyslexia Program

Enrollment lists and rosters Cessation of svcs + 5 years

Student records Cessation of svcs + 5 years

Other

Impact Aid Survey Forms 7 years if eligible, otherwise AV

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