



## Arizona State Library, Archives and Public Records

### General Records Retention Schedule for School Districts and Charter Schools Student Records

Schedule Number:

000-11-53

#### Authorization and Approval

Pursuant to ARS §41-151.12, the retention periods listed herein are both the minimum and maximum time records may be kept. Keeping records for a time period other than their approved retention period is illegal. However, records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

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GladysAnn Wells, Director  
Arizona State Library, Archives and Public Records

Date Approved: 8/30/11

**General Retention Schedule for  
All School Districts and Charter Schools  
Student Records**

| <u>Item #</u> | <u>Records Series</u>                                                                                                                                          | <u>Retention (Yrs.)</u> | <u>Remarks</u>                                        |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------------------------------------|
| 1.            | Daily Attendance Records<br>(attendance records for the school and not individual student attendance records<br>This series includes student sign in/out logs) | 4                       | After fiscal year created or received                 |
| 2.            | School Registers                                                                                                                                               | 4                       | After fiscal year created or received                 |
| 3.            | Certificates of Educational Convenience (CEC)                                                                                                                  | 4                       | After fiscal year of last attendance                  |
| 4.            | Disciplinary Records                                                                                                                                           | 4                       | After fiscal year of last attendance                  |
| 5.            | Excused Absence Records                                                                                                                                        | 4                       | After fiscal year created or received                 |
| 6.            | Child Abuse Reports                                                                                                                                            | 2                       | After student's 18 <sup>th</sup> birthday             |
| 7.            | Counseling Session Records                                                                                                                                     | 4                       | After fiscal year of last attendance                  |
| 8.            | Professional and Working Records                                                                                                                               | 4                       | After fiscal year of last attendance                  |
| 9.            | Federal Survey Records                                                                                                                                         | 3                       | After fiscal year created or received                 |
| 10.           | Access and Release Records                                                                                                                                     | 4                       | After fiscal year of last attendance                  |
| 11.           | Grade Records (class grade books and not individual student's grades)                                                                                          | 2                       | After grades transferred to permanent student records |
| 12.           | Standardized Test Score Sheets (including AIIMS)                                                                                                               | 3                       | After scores transferred to permanent student records |
| 13.           | Student Activities Records (including extracurricular activities, awards, recommendations, and other related records)                                          | 4                       | After fiscal year of last attendance                  |

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| <u>Item #</u> | <u>Records Series</u>                                                                                                                                                                                                | <u>Retention (Yrs.)</u> | <u>Remarks</u>                                                                                                                       |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| 14.           | Pesticide Notification Records                                                                                                                                                                                       | 2                       | After posted                                                                                                                         |
| 15.           | 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                       | After fiscal year of last attendance                                                                                                 |
| 16.           | Immunization Records (card specified by Department of Health Services)                                                                                                                                               | Permanent               | Preserve pursuant to ARS §39-101                                                                                                     |
| 17.           | Anecdotal Records                                                                                                                                                                                                    | 4                       | After fiscal year of last attendance                                                                                                 |
| 18.           | Non-medical Professional Reports (including reports from psychologists, social workers and other related records)                                                                                                    | 4                       | After fiscal year of last attendance                                                                                                 |
| 19.           | Student Withdrawal Notices                                                                                                                                                                                           | 4                       | After fiscal year of withdrawal                                                                                                      |
| 20.           | 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                                                                                                     |
| 21.           | Special Education Records (including placement records, referrals, evaluations, testing data and other related records)                                                                                              | 4                       | After fiscal year of final enrollment in program <b>(Parents must be notified prior to destruction of special education records)</b> |
| 22.           | Special Education Census Records                                                                                                                                                                                     | 5                       | After fiscal year created or received                                                                                                |
| 23.           | Student Insurance Records                                                                                                                                                                                            | 4                       | After fiscal year of last attendance                                                                                                 |

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| <b><u>Item #</u></b> | <b><u>Records Series</u></b>                                                                                             | <b><u>Retention (Yrs.)</u></b> | <b><u>Remarks</u></b>                     |
|----------------------|--------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------------------|
| 24.                  | Student Population Studies                                                                                               | 3                              | After fiscal year created or received     |
| 25.                  | Tuition Program Records                                                                                                  | 4                              | After fiscal year created or received     |
| 26.                  | Affidavits of Intent to Home School (office copy – official copy with County Superintendent of Schools                   | 4                              | After fiscal year of last attendance      |
| 27.                  | Juvenile Probation Records                                                                                               | 3                              | After student's 18 <sup>th</sup> birthday |
| 28.                  | Registration Records for Students Who Never Attend School                                                                | 4                              | After fiscal year created or received     |
| 29.                  | Pre-school Records (students not continuing in school district)                                                          | 1                              | After fiscal year of last attendance      |
| 30.                  | Composite Test Scores and Growth Models (not scores of individual students but general school and district scores)       | -                              | After administrative value has ended      |
| 31.                  | Annually Updated Records (including computer use agreements and annual questionnaires including residency questionnaire) | -                              | After superseded or obsolete              |
| 32.                  | All Other Non-permanent Student Records                                                                                  | 4                              | After fiscal year of last attendance      |

**Supersedes schedule dated November 15, 2007**