

Changes to time frames as outlined by new State of Maine statutes will supersede timeframes currently outlined in Records Retention policies.

DISPOSITION SCHEDULE L: SCHOOL RECORDS

Please note: This disposition schedule applies to all school records, not to the records of exceptional students only.

Per Maine Special Education Regulations 12.10, the school shall inform parents when education records are no longer needed to provide educational services to the student. The records shall be destroyed at the request of the parents and may be destroyed at any time by the school. Records may be turned over the parents upon their request. However, a permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade and year completed, and the Individualized Education Program(s) and evaluation reports for the five years preceding the termination of services, shall be maintained without time limitations.

Education records pertaining to exceptional students may be useful in the future to the student or their parents if application is made for Federal benefits.

1. Accident reports:
 - a. Faculty/other employees of school system: Treat as transitory personnel records (see Disposition Schedule A)
 - b. Students: Retain as part of health record
 - c. Other persons injured on school property: 6 years, Destroy
2. Administrative files (including files kept by teachers, principals, and superintendents):
 - a. Non-record (informational copies of records): Retain current information only, Destroy
 - b. Transitory (faculty committees, extracurricular activities, phone logs, duty rosters, etc.): Current year, Destroy
 - c. Substantive (Accreditation Committee, Teacher Support Team, etc.; files which document policy-making and policy-implementing activities): Minimum of 6 years, Destroy
 - d. Policy (primarily principals and superintendents) Policies such as the following: governing student behavior; governing student safety and well-being; curriculum content, emphasis, or themes; extracurricular activities; other policies documenting school or district educational development: Retain
 - e. Historical (materials documenting unique aspects or special traditions of the school or district): Retain
3. Adult education grants: Until closed plus 6 years, Destroy
4. Adult education student records (active and inactive): Retain
5. Annual registration/emergency card: Current year, Destroy

6. Athletic program records:
 - a. Athletic trainer/sports medicine: File with student insurance forms
 - b. Budget detail: 2 years, Destroy
 - c. Coaches reports/summary of season: Retain
 - d. Income from games: 4 years, Destroy
 - e. Injury reports: File with health record when athletic program use has ended
 - f. Permission slips: 6 years, Destroy
 - g. Sports participation records: File with permanent record when athletic program use has ended
7. Attendance cards (used to notify administration of student absences; information transferred to permanent record): Current year, Destroy
8. Attendance letters: Current year, Destroy
9. Buildings and grounds records: Life of facility (or as long as owned by school dept.). Destroy records when facility no longer exists, or transfer records to new owner.
10. Bus transportation forms: 2 years, Destroy
11. Title One records:
 - a. Analytical information: 2 years, Destroy
 - b. Individual student records: Retain
12. Child abuse reports (reports of suspected abuse that are required by law; retention period is the same as at Dept. of Human Services, where these reports are received and investigated): 10 years, Destroy
13. Class standing lists: Retain
14. Curriculum (syllabi, lesson plans, etc.)
 - a. Routine materials used by teachers: Retain current information only, Destroy
 - b. Innovative, new, experimental materials (introductory year only): Retain
15. Discipline records: See: Notes on students
16. District registration cards (tuition students): Current year, Destroy
17. Driver education records: 2 years, Destroy
18. Excuse notes (late/absent/dismissed): Current year, Destroy
19. Faculty meetings/department head meetings, agendas and minutes: Current year, Destroy

20. Federal and state grants: Until closed plus 6 years, Destroy
21. Food service files: 3 years, Destroy
22. GED student records: Retain
23. Health records: 6 years after student reaches age 18, Destroy
24. Home instruction records: Retain
25. Honor rolls: Retain
26. Individual student ("permanent") records When a student transfers to a new school, the permanent record folder may be transferred or copies provided in lieu of transfer. Otherwise, retain at school last attended.
27. Insurance correspondence: 6 years, Destroy
28. Insurance policies: Retain current policies
29. Inventories (books, furniture, etc.): Current year, Destroy
30. Kindergarten screening: Retain
31. Legal files: Until issue is resolved plus 6 years, Destroy
32. Legislative information: 4 years, Destroy
33. Library records:
 - a. Audio tape circulation: 1 year, Destroy
 - b. Book circulation: 10 years, Destroy
 - c. Scrapbooks: Retain
 - d. Videotape circulation: 1 year, Destroy
 - e. Yearbooks: Retain
34. Maintenance records: 3 years plus current, Destroy
35. Migrant records: File in permanent record folder
36. Notes on students:
 - a. Disciplinary - infrequent contact: Current year, Destroy
 - b. Disciplinary - frequent contact: Retain until student graduates or leaves school, Destroy
 - c. Non-disciplinary: Current year, Destroy

37. Parents night files: Current year, Destroy
38. Permission slips: 6 years, Destroy
39. Permanent record cards: Retain
40. Permanent record folders: See individual student records
41. Program files (subject files maintained by school officials on various programs, such as Adult Education, Industrial Arts; Business Education, etc.): 3 years plus current, Destroy
42. Record of records released: Retain
43. Retention lists: Retain
44. Retention review committee files: Retain
44. Schedule cards: 1 year plus current, Destroy
45. Scholarship awards: Current year, Destroy
46. School Board
 - a. Board minutes: Retain
 - b. Committee minutes: Retain
 - c. Reports and special studies commissioned by the Board, that relate to policy, curriculum, or have a major impact on the community: Retain
 - d. Accreditation reports: Retain
47. [Reserved]
48. School construction records: Life of building—Destroy records when building no longer exists, or transfer records to new owner when building is longer owned by school dept.
49. School lunch records: See: Food service files
50. School registers (attendance): Retain
51. School trust funds records: Retain
52. Special education students records: Retain
53. Student activity accounts: 3 years, Destroy
54. Student contracts: See "notes on students"
55. Student insurance records: 6 years, Destroy
56. Substitute folders: Current year, Destroy

- 57. Substitute reports: 1 year, Destroy
- 58. Teacher registers: Retain until State reports filed, Destroy
- 59. Transcripts, graduate and non-graduate: Retain
- 60. Truancies: 6 years, Destroy
- 61. Vocational education records: Retain
- 62. Work permits: Retain until student is 18, Destroy

First Reading: 10/2/14

Adopted: 1/8/15