

LA JOYA ISD
PUPIL ATTENDANCE & RECORDS RETENTION OFFICE

Procedures for requesting records from the La Joya ISD Storage Facility:

1. Any campus/department requesting records from the La Joya ISD Storage Facility must give a **three day advance notice** to the personnel at Pupil Attendance & Records Retention. Please refer to your “**Campus Records Retention Inventory Form**” and tell us what records you are requesting, the box# and the date they were submitted for retention.
2. Pupil Attendance & Records Retention personnel will check the CD provided by Records Consultants, Inc. (awarded vendor) to research the campus/department field showing what records have been processed, destroyed or are still active.
3. If the record is found at the storage facility, the campus or department designee will be notified.
4. The campus or department designee will come to the Pupil Attendance & Records Retention Office and review the record(s).
5. A copy may be made here at the office. If the user needs to check out the entire box of records, a form provided by Pupil Attendance & Records Retention will be filled out.
6. Keep in mind that the annual district-wide records retention pick-up will take place in the month of May of every school year for all campuses. A pick-up schedule will be sent out to all campuses in early February. The annual district-wide records retention pick-up for all central office departments will be done in the month of December of every school year. A pick-up schedule will be sent to all departments during the month of October.
7. **Always follow the Texas Records Control Schedule on the Pupil Attendance & Records Retention web page for proper retention limits.**
8. Do not take any boxed records on your own to the La Joya ISD Storage Facility.
9. Contact Pupil Attendance & Records Retention Office if you need further assistance at 323-2545.