

RECORDS CONTROL SCHEDULE, ALPHABETICAL BY RECORD SERIES TITLE

LA JOYA ISD

Filing Date: 7/25/2019

Page 1 of 22

Record Series Title	Item #	Retention	Department
A RECORD CONTAINING A RECORD OF THE UNUSED ACCUMULATED SICK LEAVE OF EACH EMPLOYEE (1) ALL OR A PERCENTAGE OF ACCUMULATED SICK LEAVE IS USED TO CALCULATED LENGTH OF SERVICE OR (2) ACCUMULATED SICK LEAVE IS CREDITABLE...	GR1050-54a	PERMANENT	PERSONNEL
A RECORD CONTAINING THE FOLLOWING MINIMUM PENSION AND DEFERRED COMPENSATION INFORMATION ON EACH EMPLOYEE; NAME, DATE OF BIRTH, SOCIAL SECURITY NUMBER, AND AMOUNT OF PENSION AND DEFERRED COMPENSATION DEDUCTIONS.	GR1050-52b	PERMANENT	PAYROLL
A RECORD CONTAINING THE FOLLOWING PAYROLL INFORMATION ON EACH EMPLOYEE; NAME, LAST KNOWN ADDRESS AND SOCIAL SECURITY NUMBER, AMOUNT OF WAGES PAID TO THE EMPLOYEE FOR EACH PAYROLL PERIOD, INCLUDING ALL DEDUCTIONS...	GR1050-52a	5 YEARS	PAYROLL
A SET OF HIGH LEVEL INSTRUCTION GUIDELINES THAT INTEGRATE TEKS AND STANDARDIZED TESTING (STAAR, TAKS) EXPECTATIONS INTO A BROAD OUTLINE OF WHAT WILL BE TAUGHT.	SD3325-01	US + 2 YEARS	SCHOOLS
A TURN-BY-TURN ACCOUNTING FOR EACH APPROVED ROUTE, SPECIFYING ROAD DESIGNATIONS AND CORRESPONDING MILEAGES.	SD3500-06	US + 3 YEARS	TRANSPORTATION
ABSENCE FROM DUTY REPORTS.	SD3575-01	4 YEARS	PERSONNEL
ACCOUNTS RECEIVABLE RECORDS DOCUMENTING THE RECEIPT OF ANY MONIES BY ANY LOCAL GOVERNMENT THAT ARE REMITTABLE TO THE STATE COMPTROLLER OF PUBLIC ACCOUNTS (e.g., COURT COSTS IN CRIMINAL CASES, SALES TAX).	GR1025-27b	REMITTANCE DUE DATE + 5 YEARS	ACCOUNTING
ACCREDITATION INVESTIGATIVE REPORTS FROM THE TEXAS EDUCATION AGENCY TO THE BOARD OF TRUSTEES OF A SCHOOL DISTRICT.	SD3425-01b	PERMANENT	INSTRUCTION
ADMINISTRATIVE - INCOMING/OUTGOING AND INTERNAL CORRESPONDENCE PERTAINING TO THE FORMULATION, PLANNING, IMPLEMENTATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS...	GR1000-26a	5 YEARS	BUSINESS
ADVERTISEMENTS OR POSTINGS RELATING TO JOB OPENINGS, PROMOTIONS, TRAINING PROGRAMS, OR OVERTIME OPPORTUNITIES, INCLUDING JOBS ORDERS SUBMITTED TO EMPLOYMENT AGENCIES.	GR1050-13	2 YEARS	PERSONNEL
AGENDAS...; CERTIFIED AGENDAS OF CLOSED MEETINGS.	GR1000-01b	4 YEARS	SUPERINTENDENT
AGENDAS...; OPEN MEETINGS...; 1). IF THE MINUTES DESCRIBE EACH MATTER CONSIDERED BY THE GOVERNING BODY AND REFERENCE TO AN AGENDA IS NOT REQUIRED.	GR1000-01a	2 YEARS	SUPERINTENDENT
ANNUAL BUDGETS (INCLUDING AMENDMENTS).	GR1025-04a	PERMANENT	BUSINESS

SCHEDTTL.RSL
RCI-4

ABBREVIATIONS	
AV- AS LONG AS ADMINISTRATIVELY VALUABLE	LA-LIFE OF ASSET
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RECORDS CONTROL SCHEDULE, ALPHABETICAL BY RECORD SERIES TITLE

LA JOYA ISD

Filing Date: 7/25/2019

Page 2 of 22

Record Series Title	Item #	Retention	Department
ANNUAL REPORTS OF IMMUNIZATION STATUS.	SD3300-08b	3 YEARS	SCHOOLS
ANNUAL REPORTS TO THE TEXAS EDUCATION AGENCY ON THE NUMBER OF PUPILS TRANSPORTED BY SCHOOL BUS OR PRIVATE MEANS (INCLUDING ROUTE MILEAGE), USED BY THE AGENCY TO DETERMINE TRANSPORTATION ALLOTMENTS.	SD3500-05	3 YEARS	TRANSPORTATION
ANNUAL, SUB-ANNUAL, OR IRREGULARLY PREPARED FINANCIAL REPORTS OR STATEMENTS ON THE ACCOUNTS, FUNDS, OR PROJECTS OF A LOCAL GOVERNMENT CREATED...; ANNUAL REPORTS.	GR1025-07b	PERMANENT	BUSINESS
ANNUAL, SUB-ANNUAL, OR IRREGULARLY PREPARED FINANCIAL REPORTS OR STATEMENTS ON THE ACCOUNTS, FUNDS, OR PROJECTS OF A LOCAL GOVERNMENT CREATED...; CAPITAL IMPROVEMENTS FINANCIAL REPORTS.	GR1025-07d	PERMANENT	BUSINESS
ANNUAL, SUB-ANNUAL, OR IRREGULARLY PREPARED FINANCIAL REPORTS OR STATEMENTS ON THE ACCOUNTS, FUNDS, OR PROJECTS OF A LOCAL GOVERNMENT CREATED...; MONTHLY, BIMONTHLY, QUARTERLY, SEMI-ANNUAL REPORTS.	GR1025-07a	FE + 3 YEARS	BUSINESS
ANNUAL, SUB-ANNUAL, OR IRREGULARLY PREPARED REPORTS, PERFORMANCE AUDITS, OR PLANNING STUDIES SUBMITTED TO THE GOVERNING..., 1). ANNUAL REPORTS.	GR1000-41a	PERMANENT	ALL STAFF
ANNUAL, SUB-ANNUAL, OR IRREGULARLY PREPARED REPORTS, PERFORMANCE AUDITS, OR PLANNING STUDIES SUBMITTED TO THE GOVERNING..., 2). SPECIAL REPORTS OR STUDIES PREPARED BY ORDER OR REQUEST OF GOVERNING BODY...	GR1000-41a	PERMANENT	ALL STAFF
ANNUAL, SUB-ANNUAL, OR IRREGULARLY PREPARED REPORTS, PERFORMANCE AUDITS, OR PLANNING STUDIES SUBMITTED TO THE GOVERNING..., 3). SPECIAL REPORTS OR STUDIES PREPARED BY ORDER OR REQUEST OF THE CHIEF.	GR1000-41a	5 YEARS	ALL STAFF
ANNUAL, SUB-ANNUAL, OR IRREGULARLY PREPARED REPORTS, PERFORMANCE AUDITS, OR PLANNING STUDIES SUBMITTED TO THE GOVERNING..., 4). MONTHLY, BI-MONTHLY, QUARTERLY OR SEMI-ANNUAL REPORTS.	GR1000-41a	3 YEARS	ALL STAFF
ANNUAL, SUB-ANNUAL, OR IRREGULARLY PREPARED REPORTS, PERFORMANCE AUDITS, OR PLANNING STUDIES SUBMITTED TO THE GOVERNING..., 5). WORKING PAPERS AND RAW DATA USED TO CREATE ANY REPORT FOR (1) AND (2) ABOVE.	GR1000-41a	3 YEARS	ALL STAFF
ANY OATHS OR AFFIRMATIONS REQUIRED OF LOCAL GOVERNMENT EMPLOYEES OR OFFICERS. INCLUDES THE STATEMENT OF ELECTED OFFICER (SECRETARY OF STATE FORM 2201).	GR1050-23	US + 5 YEARS	PERSONNEL
APPLICATION AND RECOMMENDATIONS FOR PROFESSIONAL/PARAPROFESSIONAL CERTIFICATES; ALL OTHER APPLICATIONS.	SD3575-02b	AV	PERSONNEL

RECORDS CONTROL SCHEDULE, ALPHABETICAL BY RECORD SERIES TITLE

LA JOYA ISD

Filing Date: 7/25/2019

Page 3 of 22

Record Series Title	Item #	Retention	Department
APPLICATIONS AND SUPPORTING DOCUMENTATION FOR LOCAL PROGRAMS THAT MUST BE APPROVED BY THE TEXAS EDUCATION AGENCY BEFORE IMPLEMENTATION BUT WHICH DO NOT INVOLVE THE ALLOCATION OF STATE OR FEDERAL...; APPLICATIONS APPROVED.	SD3625-01a	US + 5 YEARS	SUPERINTENDENT
APPLICATIONS FROM PARENTS FOR FREE OR REDUCED PRICE BREAKFAST OR LUNCHESES, AND ROSTERS OR LISTS OF ELIGIBLE STUDENTS.	SD3450-04a	END OF PROGRAM YEAR + 5 YEARS	FOOD SERVICE
APPLICATIONS, TRANSCRIPTS, LETTERS OF REFERENCE, AND SIMILAR DOCUMENTS WHOSE SUBMISSION BY CANDIDATES FOR VACANT POSITIONS (BOTH HIRED AND NOT HIRED) OR FOR PROMOTION, TRANSFER, OR TRAINING OPPORTUNITY...	GR1050-14a	2 YEARS FROM THE CREATION (OR RECEIPT) OF THE RECORD OR THE PERSONNEL ACTION INVOLVED, WHICHEVER IS LATER	PERSONNEL
APPRAISAL DISTRICT BUDGETS...; INCLUDING AMENDMENTS.	TX3000-01	3 YEARS	TAX OFFICE
APPRAISAL DISTRICTS; FINAL APPRAISAL AND SUPPLEMENTAL APPRAISAL ROLLS, AS CERTIFIED FOR DISTRIBUTION TO TAXING UNITS, INCLUDING ORDERS OF THE APPRAISAL REVIEW BOARD APPROVING OR ORDERING CORRECTION OF APPRAISAL...	TX2975-06a	PERMANENT	APPRAISAL DIST
APPRAISAL DISTRICTS...; 2). ANY PRELIMINARY MAPS OR PLATS USED TO CREATE THE MAPS OF PLATS DESCRIBED IN (1).	TX2975-20a	AV	APPRAISAL DIST
APPRAISAL ROLLS, SUPPLEMENTAL APPRAISAL ROLLS, ORDERS TO CORRECT APPRAISAL ROLLS AFTER CERTIFICATION, LISTS OF PENDING PROTESTS, LISTS OF LATE-FILED HOMESTEAD EXEMPTIONS, REPORTS OF APPORTIONED VALUE OF TRANSPORTATION...	TX3000-02	3 YEARS	TAX OFFICE
APPROVED APPLICATIONS FOR EXEMPTION OR SPECIAL APPRAISAL...; 1) ONE-TIME (INCLUDING WRITTEN NOTIFICATION FROM TAXPAYERS THAT ENTITLEMENT HAS ENDED), INCLUDING NOTICES OF DETERMINATION OF CHANGE OF USE, IF APPLICABLE...	TX2975-07a	US	APPRAISAL DIST
ATTENDANCE OFFICER'S LOGS AND REPORTS USED TO TRACK ACTIVITIES RELATED TO STUDENT ATTENDANCE AND ABSENCES, INCLUDING CONTACTS WITH PARENTS AND GUARDIANS.	SD3275-01c	2 YEARS	SCHOOLS
AUTOMATED SOFTWARE APPLICATIONS AND OPERATING SYSTEM FILES INCLUDING JOB CONTROL LANGUAGE, ETC.	GR5800-06	UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW SOFTWARE ENVIRONMENT OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE SOFTWARE TO BE RETRIEVE AND READ	BUSINESS
AWARD COMMITTEE REPORTS, SELECTION CRITERIA, NOMINATIONS AND SIMILAR ADMINISTRATIVE RECORDS OF EMPLOYEE AWARD OR INCENTIVE PROGRAMS.	GR1050-09	2 YEARS	PERSONNEL
BANK STATEMENTS, CREDIT CARD STATEMENTS, CANCELLED CHECKS, CHECK REGISTERS, DEPOSIT SLIPS, DEBIT AND CREDIT NOTICED, RECONCILIATIONS, NOTICES OF INTEREST EARNED, MONETARY TRANSPORT RECORDS (INCLUDING ARMORED CAR PICKUP LOGS).	GR1025-28	FE + 5 YEARS	ACCOUNTING

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RCI-4

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RECORDS CONTROL SCHEDULE, ALPHABETICAL BY RECORD SERIES TITLE

LA JOYA ISD

Filing Date: 7/25/2019

Page 4 of 22

Record Series Title	Item #	Retention	Department
BANK STATEMENTS, CREDIT CARD STATEMENTS, CANCELLED CHECKS, CHECK REGISTERS, DEPOSIT SLIPS, DEBIT AND CREDIT NOTICED, RECONCILIATIONS, NOTICES OF INTEREST EARNED, MONETARY TRANSPORT RECORDS (INCLUDING ARMORED CAR PICKUP LOGS).	GR1025-28	FE + 10 YEARS (CHECK REGISTERS)	ACCOUNTING
BILL COPIES OR STUBS, STATEMENTS, BILLING REGISTERS, ACCOUNT CARDS, DEPOSIT WARRANTS, CASH RECEIPTS, CREDIT CARD RECEIPTS, RECEIPT BOOKS, CASH TRANSFERS, DAILY CASH REPORTS (SHARS, MEDICAID, MAC REPORTS...	GR1025-27a	FE OF DATE OF RECEIPT + 7 YEARS	ACCOUNTING
BILL COPIES OR STUBS, STATEMENTS, BILLING REGISTERS, ACCOUNT CARDS, DEPOSIT WARRANTS, CASH RECEIPTS, CREDIT CARD RECEIPTS, RECEIPT BOOKS, CASH TRANSFERS, DAILY CASH REPORTS, CASH DRAWER RECONCILIATIONS...	GR1025-27a	FE OF DATE OF RECEIPT + 5 YEARS	ACCOUNTING
BOND ADMINISTRATIVE RECORDS CONSISTING OF PRELIMINARY STUDIES, PROPOSALS AND PROSPECTUSES, AUTHORIZATIONS AND CERTIFICATIONS FOR ISSUANCE OR CANCELLATION, AND RELATED POLICY CORRESPONDENCE.	GR1025-03a	PERMANENT	BUSINESS
BOOK CARDS OR RECORDS COMPARABLE IN FUNCTION DOCUMENTING WHAT BOOKS WERE DISTRIBUTED TO EACH STUDENT AND SIMILAR RECORDS DOCUMENTING THEIR RETURN OR NON-RETURN.	SD3475-04b	END OF SCHOOL YEAR OR DATE OF WITHDRAWAL + 3 YEARS.	INSTRUCTION
BUDGET CHANGE DOCUMENTATION, INCLUDING LINE ITEM OR CONTINGENCY/RESERVE FUND TRANSFERS AND SUPPLEMENTAL BUDGET REQUESTS.	GR1025-04e	2 YEARS	BUSINESS
CARD OR OTHER FORM OF RECORD PROVIDING INFORMATION ON WHOM TO CONTACT IN CASE OF ACCIDENT OR ILLNESS TO A STUDENT.	SD3300-05	US OR DATE OF WITHDRAWAL, WHICHEVER SOONER	SCHOOLS
CERTIFICATE OF COMPLETION, TRANSCRIPTS, TEST SCORES OR SIMILAR RECORDS DOCUMENTING THE TRAINING, TESTING, OR CONTINUING EDUCATION ACHIEVEMENTS OF AN EMPLOYEE IF SUCH TRAINING OR TESTING IS REQUIRED FOR THE POSITION HELD...	GR1050-28a	DATE OF SEPARATION + 5 YEARS	PERSONNEL
CERTIFICATES OF ELIGIBILITY (COE), THIS INCLUDES ALL CHANGES, CORRECTIONS, ADDITIONS AND RESIDENCY VERIFICATION DOCUMENTATION.	SD3250-37a	QUALIFYING ARRIVAL DATE (QAD) + 10 YEARS	FEDERAL PROGRAMS
CERTIFICATES, LICENSES OR PERMITS REQUIRED OF EMPLOYEES TO QUALIFY FOR OR REMAIN ELIGIBLE TO HOLD A POSITION REQUIRING CERTIFICATION OR LICENSING.	GR1050-04	US OR SEPARATION OF EMPLOYEE + 5 YEARS	PERSONNEL
CLAIMS RELATED TO LIABILITY, THEFT, FIRE, HEALTH, LIFE, AUTOMOBILE AND OTHER INSURANCE POLICIES.	GR1000-46	SETTLEMENT OR DENIAL OF CLAIM + 3 YEARS	SUPERINTENDENT
CLAIMS, INVOICES, COPIES OF CHECKS AND PURCHASE ORDERS, EXPENDITURE AUTHORIZATIONS AND SIMILAR RECORDS THAT SERVE TO DOCUMENT DISBURSEMENT, INCLUDING THOSE DOCUMENTING CLAIMS FOR AND REIMBURSEMENT TO EMPLOYEES FOR TRAVEL...	GR1025-26a	FE OF DATE OF PAYMENT + 5 YEARS	ACCOUNTING
CLASS ORGANIZATION REPORTS AND ROSTERS.	SD3375-01	5 YEARS	VOCATIONAL ED

RECORDS CONTROL SCHEDULE, ALPHABETICAL BY RECORD SERIES TITLE

LA JOYA ISD

Filing Date: 7/25/2019

Page 5 of 22

Record Series Title	Item #	Retention	Department
CONSOLIDATED TAX ROLL AND ANY SUPPLEMENTAL TAX ROLL FOR BOTH RENDERED AND UNRENDERED PROPERTY FOR EACH TAX YEAR OR, IF A CONSOLIDATED TAX ROLL IS NOT MAINTAINED, ALL COMPONENT TAX ROLLS FOR EACH TAX YEAR...	TX3000-18	REAL PROPERTY ROLLS - 20 YEARS	TAX OFFICE
CONTRACTS AND AGREEMENTS, INCLUDING COLLECTIVE BARGAINING AGREEMENTS, BETWEEN A LOCAL GOVERNMENT AND AN EMPLOYEE OR A GROUP OF EMPLOYEES, INCLUDING WRITTEN ACCEPTANCES OF SUCH CONTRACTS.	GR1050-15a	LAST EFFECTIVE DATE OF CONTRACT + 4 YEARS	PERSONNEL
CONTRACTS WITH PUBLIC OR COMMERCIAL COMPANIES FOR PUPIL TRANSPORTATION SERVICE, INCLUDING COPIES OF APPLICATIONS TO THE TEXAS EDUCATION AGENCY (TEA) FOR CONTRACT APPROVAL.	SD3500-02	4 YEARS AFTER THE EXPIRATION OR TERMINATION OF THE CONTRACT ACCORDING TO ITS TERMS	TRANSPORTATION
CONTRACTS, LEASES, AND AGREEMENTS, INCLUDING REPORTS, CORRESPONDENCE, PERFORMANCE BONDS, CERTIFICATES OF LIABILITY, AND SIMILAR RECORDS RELATING TO THEIR NEGOTIATION, ADMINISTRATION, RENEWAL...	GR1000-25	4 YEARS AFTER THE EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	BUSINESS
COOPERATIVE TRAINING PLANS; APPLICATIONS FOR PARTICIPATION IN WORK STUDY PROGRAMS; STUDENT RATING FORMS, PROGRESS REPORTS, AND REPORT CARDS; INDIVIDUAL FOLLOW-UP RECORDS; AND SIMILAR RECORDS OF ASSIGNMENTS...	SD3375-04	END OF ENROLLMENT + 5 YEARS	VOCATIONAL ED
COPIES OF ANNUAL OR OTHER PERIODIC STATEMENTS FURNISHED TO EACH EMPLOYEE DETAILING DEDUCTIONS AND CONTRIBUTIONS TO A PENSION OR DEFERRED COMPENSATION PLAN DURING THE PAST YEAR OR PERIOD, IF NOT USED TO SATISFY RETENTION...	GR1050-52e	2 YEARS	PAYROLL
COPIES OF ATTENDANCE AND ENROLLMENT REPORTS SUBMITTED TO THE TEXAS EDUCATION AGENCY INCLUDING THOSE TERM AND PERIOD REPORTS SUBMITTED TO THE SUPERINTENDENT BY PRINCIPALS FOR THE PURPOSES OF COMPILING STATE-MANDATED REPORTS.	SD3275-02a	5 YEARS	SCHOOLS
COPIES OF BIRTH CERTIFICATES, CHURCH RECORDS, BIBLE RECORDS, PASSPORT OR IMMIGRATION RECORDS, OR OTHER DOCUMENTS USED TO ESTABLISH A DATE OF BIRTH.	SD3200-02	AV	SCHOOLS
COPIES OF MOST CURRENT EDUCATIONAL AND HEALTH RECORDS OR FORMS PROVIDING EDUCATIONAL AND HEALTH UPDATES, INFORMATION FROM WHICH IS TRANSMITTABLE TO REGIONAL EDUCATIONAL SERVICE CENTERS FOR DATA ENTRY.	SD3250-37b	US	FEDERAL PROGRAMS
COPIES OF PERIODIC TIME SUMMARY OR LEAVE STATUS REPORTS FURNISHED TO EACH EMPLOYEE CONTAINING INFORMATION ON VACATION, SICK, COMPENSATORY, OR OTHER LEAVE EARNED AND USED, INCLUDING THE FINAL REPORT OF SEPARATED EMPLOYEES...	GR1050-54d	2 YEARS	PERSONNEL
COPIES OF REFERRALS TO PHYSICIANS, INCLUDING ANY ATTACHED SCREENING WORKSHEETS, AND REPORTS FROM PHYSICIANS ON REFERRED HEALTH MATTERS.	SD3300-09	AV AFTER ENTRY OF INFORMATION ON CUMULATIVE HEALTH RECORD	SCHOOLS
COPIES OF REPORT CARDS OR GRADE REPORTS OR A COMPARABLE RECORD EVIDENCING THE GRADES THAT HAVE BEEN REPORTED FOR A STUDENT TO THE STUDENT'S PARENTS.	SD3325-05	1 YEAR AFTER ENTRY OF GRADES IN THE ACADEMIC ACHIEVEMENT OR CUMULATIVE RECORD	SCHOOLS

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RECORDS CONTROL SCHEDULE, ALPHABETICAL BY RECORD SERIES TITLE

LA JOYA ISD

Filing Date: 7/25/2019

Page 6 of 22

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CORRESPONDENCE BETWEEN A TAXING UNIT AND A TAXPAYER CONCERNING PAYMENT PROBLEMS AND SIMILAR SUBJECTS RELATING TO THE ASSESSMENT AND COLLECTION OF PROPERTY TAXES AND SPECIAL ASSESSMENTS.	TX3000-12	2 YEARS	TAX OFFICE
CORRESPONDENCE TO AND FROM PARENT OR GUARDIANS CONCERNING ABSENCES AND TARDINESS.	SD3275-01a	AV	SCHOOLS
CORRESPONDENCE WITH LAW ENFORCEMENT OR OTHER AGENCIES CONCERNING VIOLATIONS OF THE COMPULSORY SCHOOL ATTENDANCE LAW, INCLUDING ALL ASSOCIATED DOCUMENTATION.	SD3275-01b	2 YEARS	SCHOOLS
CUMULATIVE RECORDS OF ACHIEVEMENT IN GRADES PK-8	SD3200-01b	DATE OF WITHDRAWAL + 5 YEARS (PROCESSED PRIOR TO 1998)	SCHOOLS
CUMULATIVE RECORDS OF ACHIEVEMENT IN GRADES PK-8.	SD3200-01b	PERMANENT	SCHOOLS
DAILY ACTIVITY REPORTS COMPILED BY VEHICLE SHOP PERSONNEL AND/OR DRIVERS SHOWING FUEL AND OIL CONSUMPTION, ODOMETER READINGS, ROUTINE INSPECTIONS, ETC., FROM WHICH DATA IS DERIVED FOR OPERATING COST REPORTS...	SD3500-07c	2 YEARS	TRANSPORTATION
DAILY MENUS AND RELATED PLANNING RECORDS.	SD3450-06	END OF PROGRAM YEAR + 5 YEARS	FOOD SERVICE
DAILY NEW GENERATION SYSTEM LOGS.	SD3250-33	10 YEARS	FEDERAL PROGRAMS
DAILY RECORD OF FULL-PRICE, REDUCED-PRICE, AND FREE BREAKFASTS AND LUNCHES SERVED.	SD3450-02	END OF PROGRAM YEAR + 5 YEARS	FOOD SERVICE
DAILY REGISTERS OF PUPIL ATTENDANCE (OR AN EQUIVALENT LOCALLY-DESIGNED RECORD) AND SIMILAR DAILY OR PERIODIC REPORTS USED TO DOCUMENT THE ATTENDANCE AND ABSENCE OF STUDENTS.	SD3275-02b	5 YEARS	SCHOOLS
DATA PRINTOUTS OR REPORTS FROM THE TEXAS EDUCATION AGENCY (TEA) OR OTHER AGENCIES PROVIDED FOR INFORMATIONAL PURPOSES SHOWING DATA RECEIVED AND ENTERED IN TEA...	SD3600-02	AV	PERSONNEL
DEEDS, TITLE OPINIONS, ABSTRACTS AND CERTIFICATES OF TITLE, TITLE INSURANCE, DOCUMENTATION CONCERNING ALTERATION OR TRANSFER OF TITLE...	GR1000-27	PERMANENT	SUPERINTENDENT
DELINQUENT TAX ROLLS; IF RECORD OF PAYMENT IS ENTERED IN THIS RECORD, BUT IS NOT ENTERED IN THE TAX ROLL OR A REGISTER OF TAXES COLLECTED (SEE TX3000-18) FOR THE TAX YEAR FOR WHICH THE TAX WAS DELINQUENT.	TX3000-05b	REAL PROPERTY ROLLS - 20 YEARS	TAX OFFICE

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RCI-4

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RECORDS CONTROL SCHEDULE, ALPHABETICAL BY RECORD SERIES TITLE

LA JOYA ISD

Filing Date: 7/25/2019

Page 7 of 22

Record Series Title	Item #	Retention	Department
DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS.	GR1050-51	US OR DATE OF SEPARATION, AS APPLICABLE	PAYROLL
DISCIPLINE RECORDS; RECORDS RELATING TO FORMS OF DISCIPLINE OTHER THAN REMOVAL TO A DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM...	SD3350-01b	AV	SCHOOLS
DISCIPLINE RECORDS; RECORDS RELATING TO REMOVAL TO A DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM, SUSPENSION OR EXPULSION.	SD3350-01a	5 YEARS	SCHOOLS
DISTRICT SUMMARIES ON A GROUP BASIS OF THE RESULTS OF STANDARDIZED TESTING.	SD3200-09c	3 YEARS	SCHOOLS
DOCUMENTATION CONCERNING THE TRANSFER AND ENROLLMENT OF STUDENTS IN DISTRICTS OTHER THAN THOSE IN WHICH THEY ARE A RESIDENT.	SD3275-04	5 YEARS	SCHOOLS
DOCUMENTATION OF REQUEST FROM AND DISCLOSURES TO THE PARENT OR ELIGIBLE STUDENT, TO AN OFFICIAL OF THE DISTRICT FOR WHAT THE DISTRICT HAS DETERMINED ARE LEGITIMATE EDUCATIONAL INTEREST, TO A PARTY WITH WRITTEN CONSENT...	SD3225-02a	DATE RECORDS PRODUCED + 1 YEAR	SCHOOLS
DOCUMENTATION RELATED TO THE INVESTMENT OF PUBLIC FUNDS (e.g., CERTIFICATES OF DEPOSIT) THAT EVIDENCES THE INVESTMENT OF FUNDS, THE PERFORMANCE OR RETURN OF INVESTMENTS, THE CANCELLATION OR WITHDRAWAL OF INVESTMENTS...	GR1025-09a	FE + 5 YEARS	BUSINESS
DOCUMENTATION RELATING TO EASEMENTS AND RIGHTS-OF-WAY FOR PUBLIC WORKS OR OTHER LOCAL GOVERNMENT PURPOSES, INCLUDING RELEASES.	GR1000-28	PERMANENT	SUPERINTENDENT
DOCUMENTATION RELATING TO THE CAPITAL AND FIXED ASSETS OF A LOCAL GOVERNMENT...; EQUIPMENT OR PROPERTY COST AND DEPRECIATION SCHEDULES OR SUMMARIES USED FOR CAPITAL OUTLAY BUDGETING OR OTHER FINANCIAL OR BUDGET CONTROL...	GR1025-05b	FE OF DATE OF DISPOSAL + 5 YEARS	BUSINESS
DOCUMENTATION RELATING TO THE CAPITAL AND FIXED ASSETS OF A LOCAL GOVERNMENT...; EQUIPMENT OR PROPERTY HISTORY CARDS OR SIMILAR RECORDS CONTAINING DATA ON INITIAL COST, INCLUDING DISPOSAL AUTHORIZATIONS WHEN DISPOSED OF.	GR1025-05a	FE OF DATE OF DISPOSAL + 5 YEARS	BUSINESS
DOCUMENTATION RELATING TO THE CAPITAL AND FIXED ASSETS OF A LOCAL GOVERNMENT...; EQUIPMENT OR PROPERTY INVENTORIES (INCLUDING SEQUENTIAL NUMBER PROPERTY LOGS).	GR1025-05c	US + 3 YEARS	BUSINESS
DOCUMENTATION USED TO START, MODIFY OR STOP ALL VOLUNTARY OR REQUIRED DEDUCTIONS FROM PAYROLL, INCLUDING ORDERS OR GARNISHMENT OR OTHER COURT-ORDERED ATTACHMENTS.	GR1050-50	4 YEARS AFTER SEPARATION	PAYROLL
DOCUMENTATION, MAINTAINED IN THE FORM OF LISTS OF ACTUAL BUS RIDERS BY NAME AND ROUTE NUMBER, INCLUDING ALL ASSOCIATED RECORDS PROVIDING SOURCE INFORMATION NEEDED TO COMPLETE RIDERSHIP SECTIONS...	SD3500-04	3 YEARS	TRANSPORTATION

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RCI-4

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RECORDS CONTROL SCHEDULE, ALPHABETICAL BY RECORD SERIES TITLE

LA JOYA ISD

Filing Date: 7/25/2019

Page 8 of 22

Record Series Title	Item #	Retention	Department
DOCUMENTS RELATING TO STUDENT ATTENDANCE HEARINGS AND APPEALS.	SD3275-01d	DATE OF DECISION + 2 YEARS	SCHOOLS
DOCUMENTS USED BY PAYROLL OFFICERS TO CREATE OR CHANGE INFORMATION IN THE PAYROLL RECORDS OF INDIVIDUAL EMPLOYEES...; DOCUMENTS CONCERNING ADJUSTMENT TO PAYROLL AND LEAVE STATUS.	GR1050-55b	FE + 3 YEARS	PAYROLL
DOCUMENTS USED BY PAYROLL OFFICERS TO CREATE OR CHANGE INFORMATION IN THE PAYROLL RECORDS OF INDIVIDUAL EMPLOYEES...; DOCUMENTS CONCERNING HIRING, TERMINATION, TRANSFER, PAY GRADE, POSITION OF JOB TITLE, NAME CHANGES, ETC.	GR1050-55a	2 YEARS FROM THE DATE OF CREATION OR PERSONNEL ACTION INVOLVED, WHICHEVER IS LATER	PAYROLL
DOCUMENTS USED BY PERSONNEL OFFICERS TO CREATE OR CHANGE INFORMATION IN THE PERSONNEL RECORDS OF INDIVIDUAL EMPLOYEES CONCERNING HIRING, TERMINATION, TRANSFER, PAY GRADE, POSITION OR JOB TITLE, LEAVES OF ABSENCE...	GR1050-24	2 YEARS FROM THE DATE OF CREATION OR THE PERSONNEL ACTION INVOLVED WHICHEVER IS LATER	PERSONNEL
DRIVER'S LICENSE RECORD CHECKS.	SD3500-03c	US	TRANSPORTATION
DRIVER'S LICENSE RECORD CHECKS.	SD3500-03d	DATE OF SEPARATION + 2 YEARS	TRANSPORTATION
DYSLEXIA PROGRAM RECORDS, ENROLLMENT LISTS OR ROSTERS.	SD3250-26	CESSATION OF SERVICES + 5 YEARS	SPECIAL ED
ELECTRONIC FILES USED TO PRODUCE OR MODIFY AN INFORMATION SYSTEM OR DATABASE, INCLUDING, BUT NOT LIMITED TO, WORK FILES, MAINTENANCE AND TEST FILES, PRINT FILES, AND INTERMEDIATE INPUT/OUTPUT RECORDS.	GR5800-05	UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW SYSTEM ENVIRONMENT, OR FILES HAVE MET A RETENTION PERIOD ESTABLISHED IN THIS OR OTHER COMMISSION SCHEDULE, WHICH EVER SOONER	BUSINESS
EMPLOYEE ACKNOWLEDGEMENT FORMS OR OTHER DOCUMENTATION THAT SHOW PROOF OF RECEIPT AND AWARENESS OF LOCAL GOVERNMENT POLICIES AND PROCEDURES.	GR1050-37	US	PERSONNEL
EMPLOYEE BENEFIT PLANS SUCH AS PENSION; LIFE, HEALTH AND DISABILITY INSURANCE; SENIORITY AND MERIT SYSTEMS AND DEFERRED COMPENSATION PLANS, INCLUDING AMENDMENTS.	GR1050-08a	TERMINATION OF PLAN + 1 YEAR	PAYROLL
ENCUMBRANCE AND EXPENDITURE REPORTS (STATUS REPORTS SHOWING EXPENDITURES AND ENCUMBRANCES AGAINST A BUDGET).	GR1025-04d	2 YEARS	BUSINESS
ENROLLMENT AND WITHDRAWAL REPORTS.	SD3250-34	10 YEARS	FEDERAL PROGRAMS

RECORDS CONTROL SCHEDULE, ALPHABETICAL BY RECORD SERIES TITLE

LA JOYA ISD

Filing Date: 7/25/2019

Page 9 of 22

Record Series Title	Item #	Retention	Department
ENROLLMENT FORMS PROVIDING PERSONAL IDENTIFYING DATA, BENEFICIARY INFORMATION, OPTION...; 1). IF THE OFFICIAL RECORD IS MAINTAINED BY RETIREMENT SYSTEM OF WHICH THE LOCAL GOVERNMENT IS A MEMBER...	GR1050-08b	AV	PAYROLL
ENROLLMENT FORMS PROVIDING PERSONAL IDENTIFYING DATA, BENEFICIARY INFORMATION, OPTION...; 2). IF THE OFFICIAL RECORD IS MAINTAINED BY THE LOCAL GOVERNMENT...; B). LIFE, HEALTH, ACCIDENTAL DEATH, AND DISABILITY INSURANCE	GR1050-08b	TERMINATION OF COVERAGE + 4 YEARS	PAYROLL
ENROLLMENT OR REGISTRATION FORMS USED TO ENROLL OR REGISTER STUDENTS.	SD3200-04	US OR DATE OF WITHDRAWAL + 5 YEARS	SCHOOLS
ENVIRONMENTAL, BIOLOGICAL AND MATERIAL SAFETY MONITORING REPORTS CONCERNING TOXIC SUBSTANCES AND HARMFUL PHYSICAL AGENTS IN THE WORKPLACE, INCLUDING ANALYSES DERIVED FROM SUCH REPORTS.	GR1050-22c	30 YEARS	PERSONNEL
E-RATE IS SCHOOLS AND LIBRARIES PROGRAM OF UNIVERSAL SERVICE FUND THAT PROVIDES...; ALL RECORDS RELATED TO THE APPLICATION FOR, RECEIPT, AND DELIVERY OF DISCOUNTED TELECOMMUNICATIONS AND OTHER SUPPORTED SERVICE.	GR1075-42	FE + 10 YEARS	ALL STAFF
EXECUTIVE ORDERS, DIRECTIVES, MANUALS AND SIMILAR DOCUMENTS THAT ESTABLISH AND DEFINE POLICIES, PROCEDURES, RULES AND REGULATIONS GOVERNING OPERATIONS/ACTIVITIES OF LOCAL GOVERNMENT AS A WHOLE...	GR1000-38	US, EXPIRED OR DISCONTINUED + 5 YEARS	SUPERINTENDENT
FEDERAL IMPACT AID SURVEY FORMS DETERMINED TO BE ELIGIBLE AND USED TO COMPLETE DISTRICT APPLICATIONS FOR SCHOOL ASSISTANCE IN FEDERALLY AFFECTED AREAS.	SD3250-43a	5 YEARS	FEDERAL PROGRAMS
FINANCIAL DISCLOSURE STATEMENTS OF OFFICERS AND/OR EMPLOYEES OF A LOCAL GOVERNMENT REQUIRED BY LOCAL GOVERNMENT CODE SECTION 145.007(c) OR 159.007(c).	GR1050-33	DATE OF SEPARATION + 2 YEARS	PERSONNEL
FINANCIAL, PERFORMANCE AND COMPLIANCE REPORTS SUBMITTED TO GRANTOR OR SUB-GRANTOR AGENCIES.	GR1025-08b	FE + 5 YEARS	BUSINESS
FIRE SAFETY INSPECTION REPORTS.	SD3525-03	5 YEARS	SCHOOLS
FORMAL LEGAL OPINIONS RENDERED BY COUNSEL OR THE ATTORNEY GENERAL FOR A LOCAL GOVERNMENT, INCLUDING ANY WRITTEN REQUESTS FOR OPINIONS, CONCERNING THE GOVERNANCE AND ADMINISTRATION OF A LOCAL GOVERNMENT.	GR1000-30	PERMANENT	SUPERINTENDENT
FORMS AND REPORTS USED TO REPORT THE COLLECTION, DISTRIBUTION, DEPOSIT AND TRANSMITTAL OF PAYROLL OR UNEMPLOYMENT TAXES (W-2, 1099).	GR1050-53b	4 YEARS AFTER TAX DUE DATE OR DATE TAX PAID, WHICHEVER LATER	PAYROLL
FORMS USED TO DETERMINE WITHHOLDING FROM WAGES AND SALARIES FOR PAYROLL TAX PURPOSES (W-4 FORMS).	GR1050-53a	4 YEARS AFTER SEPARATION OR 4 YEARS AFTER FORM AMENDED, WHICHEVER SOONER	PAYROLL

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RCI-4

ABBREVIATIONS	
AV- AS LONG AS ADMINISTRATIVELY VALUABLE	LA- LIFE OF ASSET
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RECORDS CONTROL SCHEDULE, ALPHABETICAL BY RECORD SERIES TITLE

LA JOYA ISD

Filing Date: 7/25/2019

Page 10 of 22

Record Series Title	Item #	Retention	Department
GENERAL - INCOMING/OUTGOING AND INTERNAL CORRESPONDENCE PERTAINING TO THE REGULAR OPERATION OF THE POLICIES, PROGRAMS, SERVICES, OR PROJECTS OF A LOCAL GOVERNMENT...	GR1000-26b	2 YEARS	BUSINESS
GENERAL LEDGER SHOWING RECEIPTS AND EXPENDITURES FROM ALL ACCOUNTS AND FUNDS OF A LOCAL GOVERNMENT...; 1). FOR FISCAL YEARS FOR WHICH AN ANNUAL FINANCIAL AUDIT REPORT (SEE ITEM NUMBER GR1025-01) EXISTS.	GR1025-30a	FE + 10 YEARS	ACCOUNTING
GENERAL LEDGER SHOWING RECEIPTS AND EXPENDITURES FROM ALL ACCOUNTS AND FUNDS OF A LOCAL GOVERNMENT...; 2). FOR FISCAL YEARS FOR WHICH AN ANNUAL FINANCIAL AUDIT REPORT (SEE ITEM NUMBER GR1025-01) DOES NOT EXISTS.	GR1025-30a	PERMANENT	ACCOUNTING
HEALTH AND MEDICAL RECORDS OF STUDENTS IN PUBLIC SCHOOL DISTRICTS.	SD3300-04	DATE OF WITHDRAWAL + 7 YEARS	SCHOOLS
HEALTH INSPECTION REPORTS.	SD3450-05	END OF PROGRAM YEAR + 5 YEARS	FOOD SERVICE
IF WAGE OR SALARY RATE FOR EACH POSITION LISTED ON AN EMPLOYEE SERVICE RECORD (SEE GR1050-12) IS EXPRESSED IN DOLLARS.	GR1050-59a	2 YEARS AFTER LAST EFFECTIVE DATE	PAYROLL
IMMUNIZATION RECORD (EITHER SEPARATE OR IN COMBINATION WITH A CUMULATIVE HEALTH CARD AS IN ITEM NUMBER 3300-04).	SD3300-08a	UNTIL THE PERSON RECEIVING THE VACCINE IS 20 YEARS OLD	SCHOOLS
IMMUNIZATION RECORD (EITHER SEPARATE OR IN COMBINATION WITH A CUMULATIVE HEALTH CARD AS IN ITEM NUMBER 3300-04).	SD3300-08a	DATE OF WITHDRAWAL + 2 YEARS	SCHOOLS
INDIVIDUAL STUDENT COUNSELING FILES MAINTAINED BY SCHOOL COUNSELORS, INCLUDING PARENTAL CONFERENCE REPORTS.	SD3350-02	AV	SCHOOLS
INDIVIDUAL STUDENT COUNSELING FILES MAINTAINED BY SCHOOL COUNSELORS, INCLUDING PARENTAL CONFERENCE REPORTS.	SD3350-02	5 YEARS BEYOND CESSATION OF COUNSELING SERVICES	SCHOOLS
INFORMATION ABOUT INDIVIDUAL VOLUNTEERS AND DUTIES THEY PERFORM.	GR1050-39	US	PERSONNEL
INSTRUCTOR'S RECORDS DOCUMENTING INDIVIDUAL GRADES EARNED BY A STUDENT AND ANY CORRESPONDING AVERAGE(S) OF INDIVIDUAL GRADES USED TO MAKE ENTRIES IN THE ACADEMIC ACHIEVEMENT OR CUMULATIVE RECORD.	SD3325-02	1 YEAR AFTER ENTRY OF GRADES IN THE ACADEMIC ACHIEVEMENT OR CUMULATIVE RECORD	SCHOOLS
INSTRUCTOR'S RECORDS DOCUMENTING INDIVIDUAL GRADES EARNED BY A STUDENT AND ANY CORRESPONDING AVERAGE(S) OF INDIVIDUAL GRADES USED TO MAKE ENTRIES IN THE ACADEMIC ACHIEVEMENT OR CUMULATIVE RECORD.	SD3325-02	4 YEARS AFTER ENTRY OF GRADES IN THE ACADEMIC ACHIEVEMENT OR CUMULATIVE RECORD (HIGH SCHOOL ONLY)	SCHOOLS

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RCI-4

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RECORDS CONTROL SCHEDULE, ALPHABETICAL BY RECORD SERIES TITLE

LA JOYA ISD

Filing Date: 7/25/2019

Page 11 of 22

Record Series Title	Item #	Retention	Department
INVENTORY OF PARTS AND SUPPLIES.	GR1075-02	1 YEAR	BUSINESS
INVENTORY RECORDS OF FOOD AND FOOD EQUIPMENT.	SD3450-03	END OF PROGRAM YEAR + 5 YEARS	FOOD SERVICE
JOB DESCRIPTIONS...; INCLUDING ANY ASSOCIATED TASK OR SKILL STATEMENTS, ALSO DOCUMENTATION CONCERNING THE DEVELOPMENT AND ANALYSIS OF JOB DESCRIPTIONS AND CLASSIFICATION SYSTEMS INCLUDING SURVEY, REVIEW AND AUDIT REPORTS...	GR1050-26a	US OR POSITION ABOLISHED + 4 YEARS	PERSONNEL
JOB DESCRIPTIONS...; POSITION DESCRIPTIONS.	GR1050-26c	2 YEARS	PERSONNEL
JOB EVALUATIONS, PERFORMANCE APPRAISALS, OR OTHER SIMILAR DOCUMENTS USED TO EVALUATE THE PERFORMANCE OF EMPLOYEES.	GR1050-21	DATE OF SEPARATION + 2 YEARS	PERSONNEL
JOURNAL VOUCHERS AND ENTRIES OR SIMILAR POSTING CONTROL FORMS (INCLUDING SUPPORTING DOCUMENTATION SUCH AS CORRESPONDENCE AND AUDITOR ADJUSTMENTS THAT EVIDENCE JOURNAL ENTRIES AND AMENDMENTS).	GR1025-30d	FE + 5 YEARS	ACCOUNTING
LEAVE OR HOURS-TO-DATE REGISTERS.	GR1050-54c	FE + 5 YEARS	PERSONNEL
LIABILITY, THEFT, FIRE, HEALTH, LIFE, AUTOMOBILE, AND OTHER POLICIES FOR LOCAL GOVERNMENT PROPERTY AND PERSONNEL INCL. SUPPORTING DOCUMENTATION RELEVANT TO THE IMPLEMENTATION, MODIFICATION, RENEWAL, OR REPLACEMENT OF POLICIES	GR1000-29	4 YEARS AFTER THE EXPIRATION OR TERMINATION OF THE POLICY ACCORDING TO ITS TERMS AND ALL RIGHTS GRANTED UNDER IT	BUSINESS
LITIGATION CASE FILES.	GR1000-31	AV AFTER DECISION OF LOCAL GOVERNMENT NOT TO FILE LAWSUIT OR DECISION THAT LAWSUIT WILL NOT BE FILED AGAINST IT; DISMISSAL OF A LAWSUIT FOR WANT OF PROSECUTION OR ON MOTION OF PLAINTIFF; OR FINAL DECISION OF COURT	SUPERINTENDENT
LOCAL TEXTBOOK COMMITTEE REPORT.	SD3475-02	AV	INSTRUCTION
LOGS OR REPORTS OF MEDICATION OR TREATMENT ADMINISTERED TO STUDENTS ON A GROUP OR INDIVIDUAL BASIS.	SD3300-11a	3 YEARS	SCHOOLS
LOGS, REGISTERS, OR SIMILAR RECORDS DOCUMENTING VISITORS TO LIMITED ACCESS OR RESTRICTED AREAS.	GR1075-22	3 YEARS	TRANSPORTATION

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RECORDS CONTROL SCHEDULE, ALPHABETICAL BY RECORD SERIES TITLE

LA JOYA ISD

Filing Date: 7/25/2019

Page 12 of 22

Record Series Title	Item #	Retention	Department
LOGS, REGISTERS, OR SIMILAR RECORDS DOCUMENTING VISITORS.	SD3625-07	3 YEARS	SCHOOLS
MAIL RETURNED BY THE POSTAL OR OTHER MAIL DELIVERY SERVICES AS UNDELIVERABLE.	TX2975-09c	1 YEAR AFTER RETURN	APPRAISAL DIST
MASTER PAYROLL REGISTER, INCLUDING YEAR-TO-DATE REGISTERS, IF NOT USED TO SATISFY EITHER OF THE RETENTION REQUIREMENTS SET IN (a) OR (b).	GR1050-52c	FE + 5 YEARS	PAYROLL
MATERIAL SAFETY DATA SHEET (MSDS) SUPPLIED TO LOCAL GOVERNMENT EMPLOYERS BY MANUFACTURERS OR DISTRIBUTORS OF HAZARDOUS CHEMICALS.	GR5750-05	AV AFTER RECEIPT OF UPDATED SHEET OR THE HAZARDOUS CHEMICAL IS NO LONGER PRESENT IN THE LOCAL GOVERNMENT, AS APPLICABLE	SAFETY
MEDICAL EXAMINATION REPORTS.	SD3500-03a	US + 3 YEARS	TRANSPORTATION
MINUTES INCLUDING THOSE OF AGRICULTURAL APPRAISAL ADVISORY BOARDS AND GOVERNING BODIES OF TAXING UNITS SITTING AS BOARDS OF EQUALIZATION UNDER PRIOR LAW.	TX2950-03	PERMANENT	APPRAISAL DIST
MINUTES OF INTERNAL STAFF MEETINGS.	GR1000-32	AV	ALL STAFF
MINUTES; SUPPORTING DOCUMENTATION - ONE COPY OF EACH DOCUMENT OF ANY TYPE SUBMITTED TO A MEETING OF A GOVERNING BODY FOR CONSIDERATION, APPROVAL, OR OTHER ACTION; IF SUCH ACTION IS REFLECTED IN THE MINUTES OF THE MEETING.	GR1000-03g	4 YEARS	SUPERINTENDENT
MISSING CHILD PREVENTION AND IDENTIFICATION PROGRAM RECORDS...; PARENTAL CONSENT.	SD3200-06c	AV AFTER FINGERPRINTS AND/OR PHOTOGRAPH TAKEN	SCHOOLS
NEWS, PRESS RELEASES, OR ANY PUBLIC RELATIONS FILES MAINTAINED OR ISSUED BY AN AGENCY, INCLUDES PRINT, ELECTRONIC, AUDIO AND AUDIOVISUAL RECORDS.	GR1000-33	2 YEARS	SUPERINTENDENT
NOTES OF INTERVIEWS WITH CANDIDATES; AUDIO AND VIDEOTAPES OF JOB INTERVIEWS; APPLICANT ROSTERS; ELIGIBILITY LISTS; TEST RANKING SHEETS; JUSTIFICATION STATEMENTS FOR VIOLATING ELIGIBILITY OR RANKING SEQUENCE...	GR1050-11	2 YEARS FROM THE CREATION (OR RECEIPT) OF THE RECORD OR THE PERSONNEL ACTION INVOLVED, WHICHEVER LATER	PERSONNEL
NOTES TAKEN BY APPRAISERS DURING OBSERVATIONS OR SIMILAR WRITTEN DOCUMENTATION CREATED BY THE TEACHER'S SUPERVISOR THAT, IN COMBINATION WITH THE FORMAL OBSERVATION, IS USED TO DETERMINE CREDIT FOR THE CRITERIA...	SD3575-05c	DATE TEACHER SIGNS FOR RECEIPT OF OBSERVATION/EVALUATION FORM + 2 YEARS	PERSONNEL
NOTIFICATION FROM A LAW ENFORCEMENT AGENCY OF THE ARREST OF A STUDENT ENROLLED IN A PUBLIC PRIMARY OR SECONDARY SCHOOL IN ACCORDANCE WITH CODE OF CRIMINAL PROCEDURE, ART. 15.27.	SD3350-03	DESTROY AT THE END OF SCHOOL YEAR IN WHICH NOTIFICATION WAS ISSUED	SCHOOLS

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RCI-4

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RECORDS CONTROL SCHEDULE, ALPHABETICAL BY RECORD SERIES TITLE

LA JOYA ISD

Filing Date: 7/25/2019

Page 13 of 22

Record Series Title	Item #	Retention	Department
ORDINANCES, ORDERS, AND RESOLUTIONS.	GR1000-05	PERMANENT	SUPERINTENDENT
ORIGINAL, SUPPLEMENTAL, CORRECTED, OR REVISED ORIGINAL LISTS OF REGISTERED VOTERS USED IN PRECINCTS AND RETURNED TO THE VOTER REGISTRAR IN ENVELOPE NO. 4.	EL3150-06d	IN AN ELECTION INVOLVING A FEDERAL OFFICE - ELECTION DAY + 22 MONTHS	ELECTIONS OFFICE
OUT OF STATE CERTIFICATES, DEFICIENCY PLANS, AND OTHER DOCUMENTS TEMPORARILY AUTHORIZING A PERSON TO TEACH IN THE DISTRICT UNTIL A TEXAS TEACHING CERTIFICATE IS OBTAINED.	SD3575-04	UNTIL REPLACED BY TEXAS TEACHING CERTIFICATE OR DATE OF SEPARATION + 5 YEARS, AS APPLICABLE	PERSONNEL
PACKING SLIPS AND ORDER ACKNOWLEDGMENTS.	GR1075-03c	AV	BUSINESS
PAMPHLETS, REPORTS, STUDIES, PROPOSALS, AND SIMILAR MATERIAL PRINTED BY OR FOR A LOCAL GOVERNMENT OR ANY OF ITS DEPARTMENTS, SUBDIVISIONS, OR PROGRAMS AND DISTRIBUTED TO OR INTENDED FOR DISTRIBUTION TO THE PUBLIC...	GR1000-39	ONE COPY OF EACH PERMANENT	ADMINISTRATION
PARENTAL CONSENTS FOR A STUDENT TO ENGAGE IN SCHOOL ACTIVITIES OR PROGRAMS, EXCEPT CONSENTS NOTED ELSEWHERE IN THIS SCHEDULE.	SD3200-07	UNTIL CESSATION OF ACTIVITY FOR WHICH CONSENT GRANTED + 2 YEARS: OR, IF ANNUALLY RENEWABLE, US + 2 YEARS	SCHOOLS
PARENT'S REQUESTS AND PHYSICIAN'S AUTHORIZATIONS FOR SPECIAL HEALTH CARE.	SD3300-11b	END OF VALIDITY OF REQUEST OR AUTHORIZATION + 2 YEARS	SCHOOLS
PAYROLL ADJUSTMENT RECORDS, INCLUDING TRANSACTION REGISTERS, AUTHORIZATIONS AND SIMILAR RECORDS AUTHORIZING AND DETAILING ADJUSTMENTS TO PAYROLL RECORDS BECAUSE OF OVERPAYMENT, UNDERPAYMENT, ETC.	GR1050-52f	FE + 5 YEARS	PAYROLL
PERFORMANCE APPRAISAL RECORD (INCLUDING DOCUMENTATION SUBMITTED BY THE TEACHER).	SD3575-05a	PERMANENT	PERSONNEL
PERFORMANCE APPRAISAL RECORDS; GRIEVANCE AND RESPONSE DOCUMENTS.	SD3575-05f	FOR THE SAME PERIOD AS THE APPRAISAL RECORD TO WHICH THEY RELATE	PERSONNEL
PERFORMANCE APPRAISAL RECORDS; OBSERVATION/ EVALUATION FORMS (INCLUDING DOCUMENTATION SUBMITTED BY THE TEACHER).	SD3575-05b	US + 2 YEARS OR DATE OF SEPARATION + 2 YEARS, WHICHEVER SOONER	PERSONNEL
PERFORMANCE APPRAISAL RECORDS; PROFESSIONAL GROWTH PLANS.	SD3575-05e	4 YEARS	PERSONNEL
PERFORMANCE APPRAISAL RECORDS; TEACHER ASSESSMENTS OF INSTRUCTIONAL GOALS AND OUTCOMES.	SD3575-05d	AV	PERSONNEL

RECORDS CONTROL SCHEDULE, ALPHABETICAL BY RECORD SERIES TITLE

LA JOYA ISD

Filing Date: 7/25/2019

Page 14 of 22

Record Series Title	Item #	Retention	Department
PERIODIC GRADE REPORTS CREATED FOR INTERNAL ADMINISTRATIVE PURPOSES, PROVIDING DATA ON GRADES OR GRADE RANKINGS BY CLASS, TEACHER, CAMPUS, COURSE, POPULATION, ETHNIC BREAKDOWN...	SD3325-03	AV	SCHOOLS
PERIODIC SUMMARIES OR REPORTS OF ACCOUNTING TRANSACTIONS OR ACTIVITY BY DEPARTMENT, BUDGET CODE, PROGRAM, ACCOUNT, FUND OR TYPE OF ACTIVITY, INCLUDING TRIAL BALANCES...; ANNUAL.	GR1025-31d	FE + 5 YEARS	ACCOUNTING
PERSONNEL ROSTERS INCLUDING THOSE DETAILING ASSIGNMENTS TO GRADES, COURSES, ETC.	SD3575-16	3 YEARS	PERSONNEL
PHOTOGRAPHS, PHOTOGRAPHIC SCRAPBOOKS, SLIDES, SOUND RECORDINGS, VIDEOTAPES, POSTERS, AND OTHER NON-TEXTUAL MEDIA THAT DOCUMENT THE HISTORY AND ACTIVITIES OF A LOCAL GOVERNMENT...	GR1000-37	PERMANENT FOR HISTORICAL REASONS	ALL STAFF
PHOTOGRAPHS, PHOTOGRAPHIC SCRAPBOOKS, SLIDES, SOUND RECORDINGS, VIDEOTAPES, POSTERS, AND OTHER NON-TEXTUAL MEDIA THAT DOCUMENT THE HISTORY AND ACTIVITIES OF A LOCAL GOVERNMENT...	GR1000-37	AV	ALL STAFF
PLAN AND SUPPORTING DOCUMENTATION DEVELOPED, EVALUATED, AND REVISED ANNUALLY, IN ACCORDANCE WITH DISTRICT POLICY, BY THE SUPERINTENDENT.	SD3425-03	US + 5 YEARS	INSTRUCTION
PROPERTY TAX COLLECTION RECORDS, TAX REFUND, APPLICATIONS FOR.	TX3000-17	FE + 3 YEARS	TAX OFFICE
PROPERTY TAX COLLECTION, TAX CERTIFICATE RECORDS	TX3000-10a	2 YEARS	TAX OFFICE
PUBLIC EDUCATION INFORMATION MANAGEMENT SYSTEM (PEIMS) DATA SUBMISSIONS.	SD3600-01	5 YEARS	PERSONNEL
PUBLIC INFORMATION ACT REQUESTS; INCLUDES ALL CORRESPONDENCE AND DOCUMENTATION RELATING TO REQUESTS FOR RECORDS (PIA CHAPTER 552, GOVERNMENT CODE); NON-EXEMPTED RECORD AND WITHDRAWN REQUESTS.	GR1000-34a	DATE OF REQUEST FOR RECORDS FULFILLED OR WITHDRAWN + 1 YEAR	ALL STAFF
PURCHASE ORDERS, REQUISITIONS AND RECEIVING REPORTS.	GR1075-03a	FE + 5 YEARS	BUSINESS
PURCHASING LOGS, REGISTERS, OR SIMILAR RECORD PROVIDING A CHRONOLOGICAL RECORD OF PURCHASE ORDERS ISSUED, ORDERS RECEIVED AND SIMILAR DATA ON PROCUREMENT STATUS.	GR1075-03b	FE + 3 YEARS	BUSINESS
RECEIPT, DISBURSEMENT, GENERAL OR SUBSIDIARY JOURNALS.	GR1025-30c	FE + 10 YEARS	ACCOUNTING

RECORDS CONTROL SCHEDULE, ALPHABETICAL BY RECORD SERIES TITLE

LA JOYA ISD

Filing Date: 7/25/2019

Page 15 of 22

Record Series Title	Item #	Retention	Department
RECORDS CONCERNING THE PLANNING, DESIGN, CONSTRUCTION, CONVERSION, OR MODERNIZATION OF LOCAL GOVERNMENT-OWNED FACILITIES, STRUCTURES (i.e. ELECTRICAL LINES, UNDERGROUND WATER LINES), AND SYSTEMS, INCLUDING FEASIBILITY...	GR1075-16a	PERMANENT	BUSINESS
RECORDS CREATED BY CIVIL SERVICE BOARDS OR BY PERSONNEL OR SUPERVISORY OFFICERS IN CONSIDERING, OR RECONSIDERING ON APPEAL, AN ADVERSE ACTION...; 3). ALL OTHER LOCAL GOVERNMENT EMPLOYEES.	GR1050-07	2 YEARS AFTER CASE CLOSED OR ACTION TAKEN, AS APPLICABLE	PERSONNEL
RECORDS CREATED TO DOCUMENT THE ALLOCATION OF COSTS AMONG ACCOUNTS AND FUNDS OF A LOCAL GOVERNMENT, INCLUDING RECORDS RELATING TO CHARGEBACKS AND OTHER INTERDEPARTMENTAL OR INTERFUND ACCOUNTING TRANSACTIONS.	GR1025-29	FE + 5 YEARS	ACCOUNTING
RECORDS DOCUMENTING ASBESTOS ABATEMENT PROJECTS IN PUBLIC BUILDINGS.	PW5450-01a	30 YEARS FROM THE DATE OF PROJECT COMPLETION	ENVIRON HAZARDS
RECORDS DOCUMENTING THE DISTRIBUTION, TRANSFER, AND RETURN OF TEXTBOOK ON A CAMPUS BY CAMPUS BASIS.	SD3475-04c	END OF SCHOOL YEAR	INSTRUCTION
RECORDS DOCUMENTING THE MAINTENANCE, REPAIR, AND INSPECTION OF FACILITIES, VEHICLES, AND EQUIPMENT...; FACILITIES...; 1). ROUTINE CLEANING, JANITORIAL, AND INSPECTION WORK.	GR1075-18b	1 YEAR	TRANSPORTATION
RECORDS DOCUMENTING THE MAINTENANCE, REPAIR, AND INSPECTION OF FACILITIES, VEHICLES, AND EQUIPMENT...; FACILITIES...; 2). ALL OTHER FACILITY MAINTENANCE, REPAIR AND INSPECTION RECORDS (INCLUDING THOSE RELATING TO PLUMBINGS...	GR1075-18b	5 YEAR	TRANSPORTATION
RECORDS DOCUMENTING THE MAINTENANCE, REPAIR, AND INSPECTION OF FACILITIES, VEHICLES, AND EQUIPMENT...; VEHICLES AND EQUIPMENT...; 1). ROUTINE INSPECTION RECORDS.	GR1075-18a	1 YEAR	TRANSPORTATION
RECORDS DOCUMENTING THE MAINTENANCE, REPAIR, AND INSPECTION OF FACILITIES, VEHICLES, AND EQUIPMENT...; VEHICLES AND EQUIPMENT...; 2). MAINTENANCE AND REPAIR RECORDS.	GR1075-18a	LIFE OF ASSET	TRANSPORTATION
RECORDS DOCUMENTING THE PLANNING, DEVELOPMENT, IMPLEMENTATION, ADMINISTRATION AND EVALUATION OF IN-HOUSE TRAINING PROGRAMS.	GR1050-28b	2 YEARS	PERSONNEL
RECORDS DOCUMENTING THE PLEDGING OF BONDS OR SECURITIES BY BANKS SERVING AS DEPOSITORIES FOR PUBLIC FUNDS INCLUDING DEPOSITORY CONTRACTS, SECURITY PLEDGES AND STATEMENTS, SURETY BONDS AND SIMILAR RECORDS.	GR1025-02	4 YEARS AFTER TERMINATION, EXPIRATION OR RELEASE OF CONTRACTUAL OBLIGATIONS	BUSINESS
RECORDS OF ACCIDENTS TO OR JOB-RELATED ILLNESSES OF EMPLOYEES...; INITIAL AND SUPPLEMENTAL INCIDENT FORMS, REPORTS, OR LOGS.	GR1050-32a	CE + 5 YEARS	PERSONNEL
RECORDS OF ACCIDENTS TO OR JOB-RELATED ILLNESSES OF EMPLOYEES...; RECORDS OF WORKERS COMPENSATION CLAIMS FILED BY EMPLOYEES, INCLUDING ANY REPORTS OR INVESTIGATIONS USED...; 1). IF THE LOCAL GOVERNMENT IS SELF-INSURED.	GR1050-32b	CE OF CLOSURE OF CLAIMS + 50 YEARS	PERSONNEL

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RCI-4

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RECORDS CONTROL SCHEDULE, ALPHABETICAL BY RECORD SERIES TITLE

LA JOYA ISD

Filing Date: 7/25/2019

Page 16 of 22

Record Series Title	Item #	Retention	Department
RECORDS OF ACCOUNTS DEEMED UNCOLLECTABLE, INCLUDING WRITE-OFF AUTHORIZATIONS.	GR1025-27e	FE OF WRITE OFF DATE + 5 YEARS	ACCOUNTING
RECORDS OF EACH STUDENT REFERRED TO OR RECEIVING BILINGUAL OR SPECIAL LANGUAGE SERVICES, INCLUDING RECOMMENDATIONS FROM PARENTS OR TEACHERS FOR BILINGUAL INSTRUCTION, STUDENT INTERVIEW DOCUMENTATION...	SD3250-08	CESSATION OF SERVICES + 5 YEARS	SPECIAL ED
RECORDS OF EACH STUDENT REFERRED TO OR RECEIVING DYSLEXIA PROGRAM SERVICES, INCLUDING REFERRAL AND ASSESSMENT REPORTS; GROUP DELIBERATIONS; PARENTAL NOTICES; AND OTHER SERVICES REQUIRED UNDER STATE REGULATIONS.	SD3250-27	CESSATION OF SERVICES + 5 YEARS	SPECIAL ED
RECORDS OF EACH STUDENT REFERRED TO OR RECEIVING SERVICES IN A GIFTED/TALENTED PROGRAM, INCLUDING NOMINATION AND OBSERVATION DOCUMENTATION, TESTING RESULTS, PARENTAL CONSENTS, COMMITTEE REPORTS AND RECOMMENDATIONS...	SD3250-16	CESSATION OF SERVICES + 5 YEARS	SPECIAL ED
RECORDS OF EACH STUDENT REFERRED TO OR RECEIVING SERVICES UNDER SECTION 504, INCLUDING REFERRAL, PRE-PLACEMENT, AND REEVALUATION REPORTS, PARENTAL NOTICES; GROUP AND IMPARTIAL HEARING DELIBERATIONS...	SD3250-20	CESSATION OF SERVICES + 5 YEARS (IF AN AUDIT IS PENDING WHERE EXPENDITURES OR STUDENT ELIGIBILITY IS IN QUESTION, RETAIN UNTIL SETTLED)	SPECIAL ED
RECORDS OF EACH STUDENT REFERRED TO OR RECEIVING SPECIAL EDUCATION SERVICES, INCLUDING REFERRAL, ASSESSMENT, AND REEVALUATION REPORTS; ENROLLMENT AND ELIGIBILITY FORMS; ADMISSION, REVIEW, AND DISMISSAL (ARD)...	SD3250-02	CESSATION OF SERVICES + 7 YEARS (PROVIDED STUDENT INFORMATION IS CONTAINED IN THE ACADEMIC ACHIEVEMENT RECORD FOR GRADES 9-12; AND PRIOR TO DESTRUCTION, ELIGIBLE STUDENT OR PARENTS ARE NOTIFIED)	SPECIAL ED
RECORDS OF FIRE DRILLS, INCLUDING SCHEDULES, REPORTS, CORRESPONDENCE WITH FIRE DEPARTMENTS, AND ASSOCIATED DOCUMENTATION.	SD3525-02	3 YEARS	SCHOOLS
RECORDS OF FISCAL AUDITS CONDUCTED BY INTERNAL OR EXTERNAL AUDITORS...; ANNUAL, BIENNIAL, OR OTHER PERIODIC AUDIT OF ANY DEPARTMENT, FUND, ACCOUNT, OR ACTIVITY OF A LOCAL GOVERNMENT.	GR1025-01a	PERMANENT	BUSINESS
RECORDS OF FISCAL AUDITS CONDUCTED BY INTERNAL OR EXTERNAL AUDITORS...; SPECIAL AUDITS ORDERED BY A GOVERNING BODY, A COURT OR GRAND JURY OR MANDATED BY ADMINISTRATIVE RULES OF A STATE OR FEDERAL AGENCY.	GR1025-01d	PERMANENT	BUSINESS
RECORDS OF FISCAL AUDITS CONDUCTED BY INTERNAL OR EXTERNAL AUDITORS...; WORKING PAPERS, SUMMARIES AND SIMILAR RECORDS CREATED FOR THE PURPOSES OF CONDUCTING AN AUDIT.	GR1025-01e	3 YEARS AFTER ALL QUESTIONS ARISING FROM THE AUDIT HAVE BEEN RESOLVED	BUSINESS
RECORDS OF INTERVIEWS AND OTHER SUPPORTING DOCUMENTATION CONDUCTED AT TIME OF EMPLOYEE TERMINATION.	GR1050-35	DATE OF SEPARATION + 2 YEARS	PERSONNEL
RECORDS RELATING TO THE COLLECTION OF TAXES ON PROPERTY INVOLVED IN BANKRUPTCY CASES.	TX3000-03	AV AFTER SETTLEMENT OF CLAIM	TAX OFFICE

ABBREVIATIONS	
AV- AS LONG AS ADMINISTRATIVELY VALUABLE	LA- LIFE OF ASSET
FE- FISCAL YEAR END	US- UNTIL SUPERCEDED

RECORDS CONTROL SCHEDULE, ALPHABETICAL BY RECORD SERIES TITLE

LA JOYA ISD

Filing Date: 7/25/2019

Page 17 of 22

Record Series Title	Item #	Retention	Department
RECORDS RELATING TO THE ISSUANCE OF PARKING PERMITS.	GR1050-10b	US	PERSONNEL
RECORDS RELATING TO THE SEIZURE OF PERSONAL PROPERTY OR THE INSTITUTION OF DELINQUENT...; TAX WARRANTS, PETITIONS, CITATIONS, SURETY BONDS, NOTICES OF SALE, PERTINENT CORRESPONDENCE AND SIMILAR DOCUMENTATION.	TX3000-19a	AV FROM, AS APPLICABLE, 1) DATE OF SALE. 2) DATE OF RESALE IF PROPERTY PURCHASED BY TAXING UNIT. 3) DATE OF FINAL COURT JUDGEMENT IF NO SALE ORDERED. 4) FROM DATE OF DISMISSAL IF SUIT DISMISSED ON MOTION OF PLAINTIFF.	TAX OFFICE
RECRUITER LOGS, QUESTIONNAIRES, AND SIMILAR RECORDS DOCUMENTING EFFORTS OF RECRUITERS TO IDENTIFY AND ENROLL CURRENTLY AND FORMERLY MIGRANT STUDENTS.	SD3250-36	10 YEARS	FEDERAL PROGRAMS
REGISTERS OR LOGS OF TELEPHONE CALLS AND FAX TRANSMISSIONS MADE AND SIMILAR ACTIVITY REPORTS...; IF THE LOG, REPORT, OR SIMILAR RECORD IS USED FOR INTERNAL CONTROL PURPOSES OTHER THAN COST ALLOCATION.	GR1075-41b	1 YEAR	ALL STAFF
REPORTS ACCOMPANYING TRANSMITTAL OF FUNDS TO FEDERAL, STATE, OR OTHER LOCAL GOVERNMENT AGENCIES (e.g., SALES TAX TO THE STATE COMPTROLLER OF PUBLIC ACCOUNTS), TO RETIREMENT SYSTEMS OR TO OTHER ENTITIES...	GR1025-26c	FE OF PERIOD COVERED BY REPORT + 3 YEARS	ACCOUNTING
REPORTS OF ACCIDENTS OR DAMAGE TO FACILITIES, VEHICLES, OR EQUIPMENT IF NO PERSONAL INJURY IS INVOLVED.	GR1075-15	3 YEARS	BUSINESS
REPORTS OF ACCIDENTS TO PERSONS ON LOCAL GOVERNMENT PROPERTY OR IN ANY OTHER SITUATION IN WHICH A LOCAL GOVERNMENT COULD BE PARTY TO A LAWSUIT...; REPORTS OF ACCIDENTS TO MINORS.	GR1000-20b	DATE MINOR REACHES MAJORITY AGE + 3 YEARS, IF NO CLAIM FILED; 3 YEARS AFTER SETTLEMENT OR DENIAL OF CLAIM IS FILED, WHICHEVER APPLICABLE	SUPERINTENDENT
REPORTS OF ACCIDENTS TO PERSONS ON LOCAL GOVERNMENT PROPERTY OR IN ANY OTHER SITUATION IN WHICH A LOCAL GOVERNMENT COULD BE PARTY TO A LAWSUIT...; REPORTS OF ACCIDENTS TO ADULTS.	GR1000-20a	3 YEARS FROM DATE OF REPORT IF NO CLAIM IS FILED; 3 YEARS AFTER SETTLEMENT OR DENIAL OF THE CLAIM IF A CLAIM IS FILED, WHICHEVER APPLICABLE	SUPERINTENDENT
REPORTS OF ACCIDENTS TO STUDENTS.	SD3300-01	3 YEARS AFTER SETTLEMENT OR DENIAL OF CLAIM IF A CLAIM IS FILED	SCHOOLS
REPORTS OF ACCIDENTS TO STUDENTS.	SD3300-01	DATE MINOR REACHES MAJORITY AGE + 3 YEARS, IF NO CLAIM FILED	SCHOOLS
REPORTS OF RESULTS OF OTHER TESTS OR MEASUREMENTS (e.g., READING/MATHEMATICS PROFILES).	SD3200-09b	DATE OF WITHDRAWAL + 5 YEARS	SCHOOLS
REPORTS OF RESULTS OF TAAS, TEAMS, TABS, TAKS, STAAR, AND OTHER STANDARDIZED STATE AND NATIONAL ACHIEVEMENT, MENTAL ABILITIES, AND APTITUDE TESTS REPORTED BY SCORE, PERCENTILE RANK, ETC.	SD3200-09a	1 YEAR AFTER RECORDING OF DATA IN THE ACADEMIC ACHIEVEMENT OR CUMULATIVE RECORD	SCHOOLS

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RECORDS CONTROL SCHEDULE, ALPHABETICAL BY RECORD SERIES TITLE

LA JOYA ISD

Filing Date: 7/25/2019

Page 18 of 22

Record Series Title	Item #	Retention	Department
REPORTS OF USAGE OF FACILITIES, VEHICLES, AND EQUIPMENT...; ANY TYPE OF USAGE REPORT (MILEAGE, FUEL CONSUMPTION, COPIES RUN) IF SUCH REPORTS ARE THE BASIS FOR ALLOCATING COSTS, FOR DETERMINING PAYMENT UNDER RENTAL AGREEMENTS	GR1075-20a	FE + 5 YEARS	TRANSPORTATION
REPORTS OF USAGE OF FACILITIES, VEHICLES, AND EQUIPMENT...; RESERVATION LOGS OR SIMILAR RECORDS RELATING TO THE USE OF FACILITIES SUCH AS MEETING ROOMS, AUDITORIUMS, ETC. BY THE PUBLIC OR OTHER GOVERNMENTAL AGENCIES.	GR1075-20b	2 YEARS	TRANSPORTATION
REPORTS OF USAGE OF FACILITIES, VEHICLES, AND EQUIPMENT...; USAGE REPORTS COMPILED FOR PURPOSES OTHER THAN THOSE NOTED IN (a) OR (b).	GR1075-20c	1 YEAR	TRANSPORTATION
REPORTS SHOWING TRANSACTIONS THAT WERE ACCEPTED, REJECTED, SUSPENDED AND/OR PROCESSED.	GR5825-13	AV	BUSINESS
REPORTS, PLANNING MEMORANDA, STUDIES, CORRESPONDENCE AND SIMILAR RECORDS CREATED FOR AND USED IN THE DEVELOPMENT OF SUCCESSFUL GRANT PROPOSALS.	GR1025-08c	3 YEARS	BUSINESS
REQUEST FROM PARENTS OR ELIGIBLE STUDENTS TO AMEND STUDENT RECORD, NOTICES BY THE DISTRICT OF DENIAL OR CONSENT TO AMENDMENTS, REQUESTS FOR HEARING ON DENIED REQUESTS, HEARING NOTICES, AND WRITTEN DECISIONS...	SD3225-04	DATE OF FINAL RESOLUTION + 2 YEARS	SCHOOLS
REQUESTS AND AUTHORIZATIONS FOR OVERTIME, TIME TRADING AND ANY OTHER ACTIONS THAT AFFECT NORMAL WORK TIME EXCEPT LEAVE REQUESTS (SEE ITEM NUMBER GR1050-54(c)).	GR1050-57	2 YEARS	PAYROLL
REQUESTS AND AUTHORIZATIONS FOR TRAVEL; PARTICIPATION IN EDUCATIONAL PROGRAMS, WORKSHOPS, OR COLLEGE CLASSES, OR FOR OTHER BONA FIDE WORK-RELATED ACTIVITIES...	GR1050-58	FE + 5 YEARS	PAYROLL
REQUESTS AND AUTHORIZATIONS FOR VACATION, COMPENSATORY, SICK, FAMILY AND MEDICAL LEAVE ACT (FMLA), AND OTHER TYPES OF AUTHORIZED LEAVE, AND SUPPORTING DOCUMENTATION.	GR1050-54b	FE + 5 YEARS	PERSONNEL
REQUESTS FOR INFORMAL BID ESTIMATES, QUOTES OR RESPONSES FROM PROVIDERS FOR THE PROCUREMENT OF GOODS OR SERVICES FOR WHICH STATE LAW OR LOCAL POLICY DOES NOT REQUIRE THE FORMAL LETTING OF BIDS.	GR1075-01c	1 YEAR	BUSINESS
REQUESTS FOR INFORMATION (RFI) PRELIMINARY TO THE PROCUREMENT OF GOODS OR SERVICES BY DIRECT PURCHASE OR BID.	GR1075-01d	AV AFTER DATE OF DIRECT PURCHASE, ISSUANCE OF REQUEST FOR BIDS, OR DECISION NOT TO PROCEED WITH THE PROCUREMENT, AS APPLICABLE	BUSINESS
REQUESTS OR WORK ORDER FOR REPAIRS OR MAINTENANCE TO FACILITIES, VEHICLES, OR EQUIPMENT.	GR1075-19	2 YEARS	TRANSPORTATION
REQUISITIONS AND SUPPLEMENTAL REQUISITIONS FOR TEXTBOOKS, LEARNING SYSTEMS, AND RELATED MATERIALS, INCLUDING THOSE FOR USE BY VISUALLY DISABLED STUDENTS, PLACED WITH THE TEXAS EDUCATION AGENCY...	SD3475-05a	FE + 2 YEARS	INSTRUCTION

SCHEDTTL.RSL
RCI-4

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RECORDS CONTROL SCHEDULE, ALPHABETICAL BY RECORD SERIES TITLE

LA JOYA ISD

Filing Date: 7/25/2019

Page 19 of 22

Record Series Title	Item #	Retention	Department
ROUTINE - CORRESPONDENCE AND INTERNAL MEMORANDA SUCH AS LETTERS OF TRANSMITTAL, REQUESTS FOR PUBLICATIONS, INTERNAL MEETING NOTICES, AND SIMILAR ROUTINE MATTERS ...	GR1000-26c	AV	ALL STAFF
SCHEDULES FOR WORK, DUTY, SHIFT, ROSTERS, CASE SCHEDULES OR ASSIGNMENTS EXCEPT WORK SCHEDULES INCLUDABLE IN ITEM # GR1050-56.	GR1050-31	1 YEAR	PERSONNEL
SCHOOL BUS DRIVER TRAINING CERTIFICATION VERIFICATIONS.	SD3500-03b	US, EXPIRES, OR TERMINATION + 5 YEARS	TRANSPORTATION
SCHOOL BUS USAGE REPORTS FOR EXTRACURRICULAR ACTIVITIES, FIELD TRIPS, OR FOR PRIVATE PURPOSES UNDER CONTRACT NEEDED FOR COMPILING ANNUAL OPERATING COSTS REPORTS UNDER (e).	SD3500-07d	2 YEARS	TRANSPORTATION
SCHOOL CALENDAR.	SD3625-03	US + 2 YEARS	SUPERINTENDENT
SCHOOL SAFETY CHOICE OPTION (SSCO) TRANSFER POLICY STATEMENT OF ASSURANCE INCLUDES DATE THE INCIDENT OCCURRED, INCIDENT NUMBER, IDENTITY OF PERPETRATOR, IF KNOWN, ETC.	SD3200-11	5 YEARS	SCHOOLS
SCHOOL TRANSPORT COST AND MAINTENANCE RECORDS, ANNUAL OPERATION COST REPORT SUBMITTED TO THE TEXAS EDUCATION AGENCY.	SD3500-07e	FE + 5 YEARS	TRANSPORTATION
SCHOOL TRANSPORT COST AND MAINTENANCE RECORDS, SERVICE REQUESTS/WORK ORDERS.	SD3500-07b	2 YEARS	TRANSPORTATION
SKILL OR ACHIEVEMENT MEASUREMENT RECORDS OF A TRAINING GROUP OR CLASS AS A WHOLE (e.g., ROSTERS WITH SCORES).	GR1050-28d	2 YEARS	PERSONNEL
SPECIAL ED PROGRAM RECORDS; ENROLLMENT LISTS AND ROSTERS.	SD3250-01	5 YEARS	SPECIAL ED
STUDENT AND STAFF ETHNICITY AND RACE DATA QUESTIONNAIRE.	SD3200-10	3 YEARS OR UNTIL LITIGATION, CLAIM OR AUDIT IS COMPLETE, WHICHEVER IS LATER	SCHOOLS
STUDENT WITHDRAWAL/RECORD TRANSFER FORM (TEA FORM PEIMS-100).	SD3200-08	7 YEARS	SCHOOLS
STUDENT WITHDRAWAL/RECORD TRANSFER FORM (TEA FORM PEIMS-100).	SD3200-08	AV (PROCESSED PRIOR TO 2010)	SCHOOLS

SCHEDTTL.RSL
RCI-4

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RECORDS CONTROL SCHEDULE, ALPHABETICAL BY RECORD SERIES TITLE

LA JOYA ISD

Filing Date: 7/25/2019

Page 20 of 22

Record Series Title	Item #	Retention	Department
STUDIES, STATISTICAL REPORTS, SURVEYS, COST ANALYSES AND PROJECTIONS AND SIMILAR RECORDS, EXCEPT THOSE NOTED ELSEWHERE IN THIS PART, ON ANY ASPECT OF THE PERSONNEL MANAGEMENT OR ADMINISTRATION OF A LOCAL GOVERNMENT.	GR1050-25	3 YEARS	PERSONNEL
SUBSIDIARY LEDGERS.	GR1025-30b	FE + 5 YEARS	ACCOUNTING
SUBSIDIARY PAYROLL REGISTERS, IF NOT USED TO SATISFY EITHER OF THE RETENTION REQUIREMENTS SET IN (a) OR (b)...; 1). IF DATA CONTAINED IN THE SUBSIDIARY PAYROLL REGISTER IS NOT CONTAINED IN THE MASTER PAYROLL REGISTER.	GR1050-52d	FE + 5 YEARS	PAYROLL
SUBSTITUTE TEACHING ROSTERS.	SD3575-18	3 YEARS	PERSONNEL
SUCCESSFUL BIDS AND REQUESTS FOR PROPOSALS, INCLUDING INVITATIONS TO BID, BID BONDS AND AFFIDAVITS, BID SHEETS AND SIMILAR SUPPORTING DOCUMENTATION.	GR1075-01a	FE OF AWARD + 5 YEARS	BUSINESS
SUCCESSFUL GRANT APPLICATIONS AND PROPOSALS AND ANY DOCUMENTATION THAT MODIFIES THE TERMS OF A GRANT.	GR1025-08a	FE + 5 YEARS	BUSINESS
SUMMARIES OF ELIGIBILITY VERIFICATIONS AND VALIDATIONS, PARENT/GUARDIAN QUESTIONNAIRES, COPIES OF VALIDATED CERTIFICATES OF ELIGIBILITY, AND COPIES OF ANY CORRESPONDENCE FROM A SCHOOL DISTRICT TO A REGIONAL...	SD3250-35	10 YEARS	FEDERAL PROGRAMS
SUMMARY EMPLOYMENT HISTORY RECORD FOR EACH EMPLOYEE MAINTAINED ON ONE OR MORE FORMS, CONTAINING THE FOLLOWING MINIMUM INFORMATION; NAME; SEX; DATE OF BIRTH; SOCIAL SECURITY NUMBER; POSITIONS HELD WITH DATES OF HIRE...	GR1050-12	PERMANENT	PERSONNEL
SURVEY ADMINISTERED TO EACH STUDENT TO ESTABLISH THE STUDENT'S LANGUAGE CLASSIFICATION FOR DETERMINING WHETHER THE SCHOOL DISTRICT IS REQUIRED TO PROVIDE BILINGUAL EDUCATION OR ENGLISH AS A SECOND LANGUAGE PROGRAM.	SD3200-05	DATE OF WITHDRAWAL + 5 YEARS	SCHOOLS
SURVEYS, QUESTIONNAIRES, OPINION POLLS, AND SIMILAR DOCUMENTS RECEIVED FROM THE TEXAS EDUCATION AGENCY OR OTHER AGENCIES, COMPLETED AND RETURNED BY THE SUPERINTENDENT...; 1). EDUCATION SERVICE CENTERS.	SD3600-03	5 YEARS	ALL STAFF
TAX BILLS OR STATEMENTS, CURRENT, DELINQUENT, SPECIAL VALUATION ROLLBACK AND SPECIAL ASSESSMENT LEVY TAX BILLS OR NOTICES.	TX3000-09	AV	TAX OFFICE
TAX COLLECTION, DELINQUENCY, AND PROPERTY VALUE REPORTS, REPORTS TO GOVERNING BODY OF TAXING UNITS...; 1). MONTHLY.	TX3000-11a	FE + 3 YEARS	TAX OFFICE