

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: _____ (POLITICAL SUBDIVISION NAME) _____ (UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
3000	<u>STUDENT RECORDS-CUM FOLDER</u>		
3101	Student Record Folders Bldg Secretary Grades/Transcripts Enrollment/Withdraw Records Attendance Records Individual Test Results Standardized Competency/Proficiency Aptitude Intervention Records Foreign Exchange Records Suspensions/Expulsions Home Schooled Student Director of Records Pupil Personnel	Permanent***	
3201	Green Health Folders Nurse/Bldg Health/Medical Records Secretary Visual Screening Hearing Screening Immunization Records	7 Years After Graduation	
3202	Discipline Records Bldg Secretary Letters to Parents Office Discipline	1 Year after Student leaves school	
3204	Child Abuse/Neglect Bldg Secretary Referral Letters	Through Graduation	
3301	Electronic Teacher Grade MDECA database Books through Mont Co	3 Years**	

** Provided Audited
*** Hard Copy
maintained for 5 years
after Student leaves
system then put on CD.