

RECORDS RETENTION SCHEDULE

LG5

Public School Records

September 2001
(Reissued March 2008)
(Reissued October 2009)
(Amended August 2013)
(Amended September 2013)

Office of the Secretary of State
Rhode Island State Archives & Public Records Administration
Rhode Island Local Government Records Program
337 Westminister Street
Providence, Rhode Island 02903

Records Retention Schedule LG5

Public School Records

This Records Retention Schedule has been developed by the Rhode Island Local Government Records Program of the State Archives in an effort to assist government officials in the proper management of public records.

The schedule consists of 131 separate sets of records, or series, recognized as those records created or maintained by municipal public schools/school districts. Included in each entry are a record series number, series title and description, and a retention period. For example,

<u>Record Series #</u>	<u>Record Series Title & Description</u>	<u>Retention Period</u>
LG5.1.31	Student Rosters Lists of student names by homeroom, program or special service. May include teacher name and total students.	Retain until of no further administrative value.

The retention periods set forth in this document are minimum periods and are the result of analysis on the part of the State Archives concerning the legal, fiscal, administrative, and historical value of the records. Because many retention periods are based on state and federal statute and regulation, updates to this schedule may be issued to incorporate any changes.

Proper procedures for the destruction of public records must be adhered to. Records that are eligible for destruction can only be legally destroyed with an approved "Certificate of Records Destruction" (§38-1-10, §38-3-6 (j), and §42-8.1-10). A Certification of Records Destruction form and instructions are included with this schedule. State Archives staff members are always available to answer questions you might have regarding any records issues.

Local government officials should also consult with the municipal solicitor to determine if any records eligible for destruction may be involved in current, pending or anticipated litigation, any government investigation or regulatory proceeding, or request under the Access to Public Records Act (RIGL §38-2).

Office of the Secretary of State
Rhode Island State Archives & Public Records Administration
Rhode Island Local Government Records Program
337 Westminster Street
Providence, Rhode Island 02903
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**State of Rhode Island and Providence Plantations
Rhode Island State Archives & Public Records Administration**

CERTIFICATION OF RECORDS DESTRUCTION

1. Department			
2. Division		3. Date	
In accordance with the Authority granted by Title 38 of the Rhode Island General Laws these records have met the legal retention requirements and are eligible for destruction.			
4. Record Series Number (from schedule)	5. Record Series Title	6. Dates to/from	7. Volume
8. I certify that I have reviewed the above listed records and authorize their destruction.			
Dept. Head or Records Custodian _____			
State Archivist _____			
& Public Records Administrator _____			

Signed and executed Certificate is a permanent record. (§42-8.1-10)

Certification of Records Destruction

Instructions for completing the form. Numbers below correspond with blocks on the Certification of Records Destruction form, a copy of which is provided on the previous page. The form may be reproduced.

1. Department - means any state or local government entity. Include the name of your city or town.
2. Division - means any sub-unit of any department.
3. Date - the date your department prepared the form.
4. Record Series Number - enter the exact series number. Each series listed on retention schedules has a unique identifying number. Series numbers are preceded by the letters LG on municipal schedules and on General Schedules by the letters GS.
5. Record Series Title - enter the exact record series title, as listed on the retention schedule. Each series title should correspond to the one cited in the schedule. If your department uses different titles than those found in the schedules, you may want to add the local title in square brackets [] under each entry on the form.
Note: Using the precise record series number and title will expedite the approval process.
6. Dates to/from - enter the earliest and latest dates covered by the records proposed for destruction. In most cases just the year will suffice.
Note: For purposes of calculating retention, do not count the year in which the records were created. If the retention period of a particular series is qualified by wording such as "audit plus one year" or "three years after expiration," the date of the completed audit or the year of expiration needs to be also noted.
7. Volume - enter the volume of records to be destroyed. Volume is most easily measured by the number of inches or linear feet of records, although cubic foot measurements give a more accurate figure. A table of volumes and a cubic foot equivalency formula are provided below.
8. Department Head or Records Custodian - signature of the local official authorized to request records destruction.

Send the completed form to the Rhode Island State Archives. The Certificate will be reviewed, countersigned by the State Archivist/Public Records Administrator, and then returned. Upon receipt the records may legally be destroyed. The signed and executed Certification of Records Destruction must be retained as a permanent record under RIGL §42-8.1-10.

Table of Volumes

standard records storage box (15" x 12" x 10")	1.2 cubic foot
letter size file drawer	1.5 cubic feet
legal size file drawer	2 cubic feet
lateral file drawer	2.5 cubic feet

Cubic Foot Equivalency Formula

$$\frac{L \times W \times H \text{ (inches)}}{1728} = \text{cubic feet/unit}$$

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Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.1	Student Records	
LG5.1.1	<p data-bbox="418 348 998 1031">Student Record Folders Cumulative file of individual student records that contain the following elements: Name, address, birth data and social security number of student, personal and family history including parents' names, occupation, and name of family physician, entrance and withdrawal record, scholastic and attendance record, standardized testing data, school rank, and transcript record. Other information may include childhood diseases and immunization data, entrance application, school and after-school activities, home language assessment surveys, disciplinary actions, copies of report cards and class schedules, reviews and recommendations for college entrance applications, student employment information, and Authorizations for Release of Confidential Information (34CFR99.32(2)).</p> <p data-bbox="418 1066 998 1352">(a) Permanent Record Card. Includes student's name, address, phone number, scholastic and attendance record, classes attended, grade level completed, year completed, objective test data and birth/biographical data. (Board of Regents. Rule 27. Student Record System.)</p> <p data-bbox="418 1388 998 1423">(b) All other records.</p>	<p data-bbox="1024 1136 1297 1171">Permanent.</p> <p data-bbox="1024 1461 1297 1707">Retain five (5) years after student leaves program or five (5) years after student reaches the age of eighteen (18), whichever is longer.</p>

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.1.2	Student Transfer Records Records documenting transfer of a student to another school. May include requests of parents, approvals, memos and correspondence.	Retain one (1) year.
LG5.1.3	New Student Checklist Indicates name and pertinent data of transfer, new students, receipt dates of required records and forms.	Retain one (1) year.
LG5.1.4	Student Emergency Forms Annual file of student emergency contact information. Contains parent/guardian address and phone numbers. May include information on medical conditions.	Retain one (1) year.
LG5.1.5	Student Release to Adult Records File of forms that stipulate who can/cannot pick up a child from school, used by school personnel to control the release of a child to an adult. May contain Standing Restraining Orders.	Retain three (3) years.
LG5.1.6	Student/Parent Awareness Records Annual forms signed by student and parents, affirming they have read the student handbook and will abide by its codes, policies and regulations. Policies may include computer/internet acceptable use policy.	Retain until of no further administrative value.
LG5.1.7	RI Department of Labor and Training Work Permits Work permits issued to minors by authorized school personnel for after-school employment.	Retain one (1) year.

Note: Record copy maintained by the Department of Labor and Training.

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.1.8	Registered Driver Education Certificates Copies of driver education certificates issued to students who have completed the necessary requirements. RIGL§31-10-19, CRIR G-14.7.1	Retain seven (7) years from issuance.
LG5.1.9	Vocational Program Application Forms Student data request forms (4 part) for placement in area vocational-technical schools. (a) Applications accepted. (b) Applications denied. (c) All other copies.	Retain one (1) copy in Student Record Folder. Retain three (3) years. Retain until of no further administrative value.
LG5.1.10	Teachers' Student Files Files compiled and maintained by teacher on individual students. May include notes on student's class work, behavior, achievement level, areas of learning difficulty, and examples of class work and notes.	Retain until final grades and testing data posted.
LG5.1.11	Student Discipline Records Records documenting disciplinary actions taken. May include detention slips, student referrals, incident reports, action taken / recommendation, suspension notifications, letters to parents. May also include truancy records or files kept by the truancy officer. These files may include but are not limited to truancy record/summary of court activity, correspondence, attendance/absentee data and copies of student entrance/update application.	Retain in accordance with school/school district policy.

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.1.12	Student Expulsion Records Records documenting student expulsion from school. May include incident report, statements of witnesses, police report, parental notice, student record, request for disciplinary hearing, hearing minutes, recommendations and decisions.	Retain in accordance with school/school district policy.
LG5.1.13	Health Record Card Records health and medical information on individual students. May include the following information: name, DOB, gender, address, phone number, family physician, school attended, parent/guardian name, emergency contacts with phone numbers, notations on diseases/allergies/immunizations, including dates and tests, operations, growth record (height/weight), date of health examination including date/grade/parent present/physician's initials, date of dental examination, dates of vision and hearing tests, health screenings, physicians' recommendations. May include doctor's notes, medication authorizations and excuses from school or physical activities	Retain five (5) years after student leaves program or five (5) years after student reaches the age of eighteen (18), whichever is longer. (Rules and Regulations for the Licensing of School-Based Health Centers (R23-SBHC) July 2002, Section 14 Health Care Records)
LG5.1.14	Student Special Education Records Records documenting special education services provided to a student. Includes referral documents, evaluation records (which may include psychological, educational, social, speech and language, medical, psychiatric, neurological, physical therapy and occupational therapy), Individual Educational Plan (IEP), correspondence and regulatory forms and Authorizations for Release of Confidential Information (34CFR99.32(2)).	Retain five (5) years after student leaves program* or five (5) years after student reaches the age of eighteen (18), whichever is longer. *Note: Students may remain in program until age 21.
LG5.1.15	Request to Destroy Records Form indicating request of parent/guardian to destroy student special education records.	Retain in Student Special Education Records file for the specified period. (See LG5.1.14)

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.1.16	Student Guidance Records Individual student files compiled and used by guidance counselors. May include, but are not limited to, ethnic and home language surveys, information about attendance, academic progress, school and extra-curricular activities, awards, scholarships, leadership positions, incident and discipline reports, notices to parents, correspondence to and from employers of students, teacher reports about students, counselor interviews, service referrals, vocational and career guidance, course enrichment requests.	Retain five (5) years after student leaves program or five (5) years after student reaches the age of eighteen (18), whichever is longer.
LG5.1.17	Student Job Training Files Case files of individual students involved in job-training/school to work programs. May include application to the program, parental permission forms, evaluations and assessments.	Retain five (5) years after student leaves program or five (5) years after student reaches the age of eighteen (18), whichever is longer.
LG5.1.18	Home Schooled Student Records Records documenting student instructed at home, and by public law (RIGL§ 16-19-2.) maintained in the school. May include parental home schooling request, approval from the school committee, periodic attendance record, monthly plan of instruction (curriculum forms), quarterly progress reports (written evaluations, dated work samples or other mutually agreed upon means of evaluation), tests and scores. The file may also include parental request for textbooks or other instructional materials, forms requesting participation in the State's standardized testing program, and standard emergency information forms for students who will be tested in school.	Permanent unless pertinent data is transferred to Permanent Record Card. If data is transferred to Permanent Record Card, then retain supporting records five (5) years after student leaves program or five (5) years after the student reaches the age of eighteen (18), whichever is longer.

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Records Series No.	Record Series Title and Description	Retention
LG5.1.19	Homebound Student Records Records of students who are instructed in their homes, due to illness or disabilities, by school employed tutors.	Retain five (5) years after student leaves program or five (5) years after student reaches the age of eighteen (18), whichever is longer.
LG5.1.20	Preschool Screening and Child Find Records Case file for pre-kindergarten children for screening of speech, hearing, vision, and development. May include developmental questionnaire completed by parent, parental permission form, confidentiality statement, authorization to release information, health record, registration forms, test results, evaluations, IEP conference sheet, First Step Record, recommendations, referrals.	Retain until child/student reaches third grade or until information becomes obsolete due to new testing.
LG5.1.21	Student Referrals and Placement Recommendations Records of students referred to special service, special education or ESL programs based on testing and IEP scheduling and recommendations. May include referral records, student activity logs, parental permission form, evaluation notices, authorization to release information, and correspondence.	Transfer pertinent data to relevant student file.
LG5.1.22	ESL Student Files Individual files on students participating in the English as a Second Language (ESL) Program. Includes biographical data, school history summary, correspondence and permission and termination forms. May include testing and scoring records, placement/assessment data sheet, home language survey, RIDE Census forms, and native country school records.	Retain two (2) years after exit from program and after transferring pertinent documentation into student record folder (LG51.1.).

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.1.23	<p>Student Progress and Monitoring Records Files of progress reports and monitoring forms, especially for students in ESL, Special Education and vocational programs. Used by administrators, program directors and counselors.</p>	Retain two (2) years after exit from program and after transferring pertinent documentation into student record folder (LG51.1).
LG5.1.24	<p>Waiver for Non-Participation in ESL Program Form that indicates parents’ refusal for student to participate in ESL Program.</p>	Retain one (1) year, then transfer to student record folder (LG5.1.1).
LG5.1.25	<p>Foreign/Non-Immigrant Student File File of Certificates of Eligibility for Non-Immigrant Student Status (F-1, & M-1). Includes the form submitted by the foreign student seeking student status, letter from the superintendent accepting the student into the school system, and may include copies of forms from/to Immigration and Naturalization Service.</p>	Retain one (1) year after student leaves program.
LG5.1.26	<p>Student Registrations Yearly account of all students enrolled in school/district. Information includes name of student, gender, age, names of parents or guardians, entrance and exit date, and daily attendance. May include registration applications. RIGL § 16-12-4.</p>	
	(a) Annual registration report.	Permanent.
	(b) Registration applications.	Retain one (1) year.
	(c) Teacher’s Attendance Registers	Retain until of no further administrative value.

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.1.27	Student Class Schedules Yearly schedule of individual students. Includes name, address, names of parents/guardians, date of birth, and phone number. May include class listing, course titles, homeroom number, teachers' names, course numbers and credits.	Retain until of no further administrative value.
LG5.1.28	Student School Entrance/Exit Data Form Form completed by schools for all students for purposes of needs assessment of students entering the system. (Board of Regents - Rule33-C - Special Populations: Compensatory Education)	Retain five (5) years.
LG5.1.29	Student Test Results Compiled standardized test results. May include analyses, summaries by grades, departments, school or district. Note: Record copies of standardized test results are maintained by the Department of Elementary and Secondary Education and are permanent records. Note: For retention on individual student test results see LG5.1.1	Retain until of no further administrative value.
LG5.1.30	Absence Lists Daily or periodic lists of absences for students and teachers, including absences due to special authorized events (e.g. band).	Retain until of no further administrative value.
LG5.1.31	Student Rosters Lists of student names by homeroom, program, or special service. May include teacher name and total students.	Retain until of no further administrative value.

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.1.32	Student Detention Lists Daily list of students with detention. Includes name, homeroom, phone number and reason for action.	Retain until of no further administrative value.
LG5.1.33	Students with Reduced/Free Lunch Annual lists of students receiving reduced or free lunch, breakfast or milk. May include periodic updates. Note: Record copies of lists are maintained by the district/food service company. See LG5.5.2.	Retain until of no further administrative value.
LG5.1.34	Student Enrollment Records Records documenting student enrollment. May include enrollment figures, figures of students removed from roll, periodic reports on student enrollment, with breakdown by grade, program, school, or other classifications. (a) Annual enrollment figures. (b) Periodic enrollment updates.	Permanent. Retain one (1) year.
LG5.1.35	Student Vehicle Registration Cards Annual file of students parking their vehicles on school property. Information includes vehicle identification and assigned parking space, make and model of car, student's address and homeroom and car owner's name. May include applications for parking space.	Retain until of no further administrative value.
LG5.1.36	Student Locker Assignments Annual file of current student locker assignments and lock combinations.	Retain until of no further administrative value.

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Records Series No.	Record Series Title and Description	Retention
LG5.1.37	Students on Federal Property File File of student-parent surveys to determine if a student lives on federal property or has parents employed on federal property. Used by Business Office for federal funding.	Retain until updated or superseded or until of no further administrative value.
LG5.1.38	Field Trip Records Records relating to student field trips and other events off the facility grounds. May include teacher requests for permission to make field trips, programs of events, permissions or denials, transportation and chaperoning agreements, parental permission forms, and evaluations. (a) Permission forms/slips signed by parents. (b) All other records.	Retain one (1) year. In the event of accident or injury, retain three (3) years after minor reaches the age of eighteen (18) years. Retain one (1) year.

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.2	Teacher Records <i>Including Substitute Teachers, Teacher Assistants, Counselors, Therapists, Library Staff, Student Teachers, Instructors, Tutors, Mentors, Coaches, and Other Personnel Responsible for Leading Students.</i>	
LG5.2.1	Teacher Certification Records Records relating to the certification of teachers. May include applications for initial certification, evidence of certification, requests for emergency certification, revocations of certification, and rosters of certified teachers. (a) Copy of original and most recent certification. (b) All other records.	Retain as part of teacher's personnel folder. Retain until updated or superseded or of no further administrative value.
LG5.2.2	Teacher Evaluation File Records of teacher evaluations. May include routine or special evaluations of teachers, student response surveys, supervisory reports, and correspondence.	Retain as part of teacher's personnel folder.
LG5.2.3	Teaching Awards Materials relating to professional awards and recognitions given to teachers. May include invitation to participate in particular competitions, application forms for nominations, correspondence, clippings, and lists of award winners. (a) Awards and award notifications.	Retain as part of teacher's personnel folder.

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.2.3 (Continued)	(b) All other records.	Retain until of no further administrative value. Review for inclusion with School History Records (LG5.4.10).
LG5.2.4	Substitute Teachers Records relating to substitute teachers. May include procedures for procuring/utilizing a substitute teacher, requests for substitute teachers, substitute lists, information about substitutes.	Retain until of no further administrative value.
LG5.2.5	Student Teacher Placement Records relating to the placement of student teachers. May include correspondence with colleges and universities about placement of their students as student teachers, school approvals, assignments, appointments, and evaluations.	Retain until of no further administrative value.
LG5.2.6	Teacher Assistant Records Records relating to teacher assistants. May include programs and standards for teacher assistants, announcements of openings, applications, resumes and cover letters, files of individual assistants, orientation and training materials, lists of workshop assignments, lists of assistants and assignments and correspondence.	
	(a) Unsuccessful job applicant records.	Retain three (3) years.
	(b) Records relating to individuals hired as teacher assistants.	Retain as part of personnel folder.
	(c) One copy of any in-house orientation and training materials or any other programmatic records particular to the school/school system or district.	Permanent.

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Records Series No.	Record Series Title and Description	Retention
LG5.2.6 (Continued)	(d) All other records.	Retain of no further administrative value.
LG5.2.7	Schedules File of current schedules of teachers and personnel of all departments who lead students on a scheduled basis or who have scheduled times to consult with students.	Retain until updated or superseded.
LG5.2.8	Training Records Documents relating to training, continuing education and in-service programs for employees. May include correspondence, attendance records, programs and brochures of classes offered.	
	(a) Fiscal records relating to class cost reimbursement.	Retain one (1) year after audit.
	(b) Certifications for completion of classes.	Retain as part of personnel folder.
	(c) One copy of any in-house training materials or any other programmatic records particular to the school/school system or district.	Permanent.
	(d) All other records.	Retain until of no further administrative value.

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Records Series No.	Record Series Title and Description	Retention
LG5.3	Athletics Department	
LG5.3.1.	Rhode Island Interscholastic League Records Records of the Athletics Department participation in the Rhode Island Interscholastic League (RIIL). May include Declaration of Intent to Participate forms, requirements to play and consequences for not adhering to rules, and notarized RIIL assumption of risk forms, signed by players and parents, eligibility lists, waiver requests to vary from regulations, memos and correspondence.	
	(a) Assumption of Risk forms.	Retain one (1) year. In the event of accident or injury, retain three (3) years after minor reaches the age of eighteen (18) years.
	(b) All other records.	Retain one (1) year.
LG5.3.2	Pre-Participation Physical Evaluation Records Case files of physical evaluations of athlete-students.	Retain one (1) year.
LG5.3.3	Activity Records Documents the activities of the Athletic Department. May include, but is not limited to, schedules of meets (games, tournaments, matches), schedule confirmation forms signed by principal, eligibility lists, game narratives and score sheets, summary of yearly activities, correspondence.	
	(a) Activities Annual Report or summary.	Permanent.

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.3.3 (Continued)	(b) All other records.	Retain until of no further administrative value.
LG5.3.4	Promotional Material and Programs Documents kept for public relations, historical, or school-spirit purposes. May include sports programs, posters, brochures, flyers, calendars, materials related to awards, photographs, clippings, and other media recordings.	Retain one copy permanently.
LG5.3.5	Travel and Transportation Records Records of travel and transportation for athletes/athletic department. May include schedules of away games, requests from coaches to Athletic Director for permission to transport students away from school premises, and busing schedules.	Retain until of no further administrative value. In case of accident or injury, retain three (3) years after minor reaches the age of eighteen (18) years.
LG5.3.6	Coaches' Records Records of the Athletic Director relating to coaches, and their certification and training. May include director/coach memos, correspondence, coaches' notes on training and players, coaches' schedules, questionnaires, and checklists.	Retain until of no further administrative value.
LG5.3.7	Game Officials: Referees and Umpires Lists of individuals available to officiate, schedules, calendars, agreements, notes, correspondence.	Retain until updated or superseded.

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Records Series No.	Record Series Title and Description	Retention
LG5.3.8	Supply Records Inventories of equipment and supplies. Note: For equipment purchased with grant monies, see LG5.8.2	Retain until updated, superseded, or of no further administrative value.
LG5.3.9	Coaches' Student/Participant Files Individual files on students/players participating in team sports. May include copies of physical examination, copies of report cards and schedules, and information relating to athletic ability.	Retain until student graduates or leaves program.

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Records Series No.	Record Series Title and Description	Retention
LG5.4	Library	
LG5.4.1	Card Catalog Card or OPAC listing of library holdings by author, title and subject headings.	Retain until updated or superseded.
LG5.4.2	Shelf List Listing of library holdings arranged by shelf location.	Retain until updated or superseded.
LG5.4.3	Interlibrary Loan Records Requests for books through interlibrary loan system. May include reserve notices, check-in slip, and hold alerts.	Retain until transaction.
LG5.4.4	Overdue Notices/Fines Notices sent to students concerning overdue books and fines owed to library. May include notices and lists of unresolved charges.	Retain until resolution and completion of audit.
LG5.4.5	Vertical/Subject Files Reference or subject materials maintained by the reference staff to aid in information and referral services.	Weed as necessary. Retain until updated, superseded, or obsolete.
LG5.4.6	Donation and Endowment Records Records relating to the establishment and administration of endowments, bequests, and donations. May record donations made in the memory of an individual, group or corporate body or as a book endowment Note: Records which document a significant donation or endowment should be retained permanently.	Retain until of no further administrative value. Review for historical value.
LG5.4.7	Program and Exhibit Files Documents programs, services and exhibits sponsored or co-sponsored by the library. May include, but not limited to, press releases, copies of brochures and mailings, reading lists, memos and correspondence, clippings, photographs, invitations, registration and	

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.4.7 (Continued)	evaluation forms, resumes of exhibitors and lists of participants.	
	(a) One copy of program/promotional literature, any related photographs and exhibit documentation.	Permanent.
	(b) Completed evaluation or survey forms.	Retain one (1) year.
	(c) Reports, summaries or compilations of responses from survey or evaluation forms.	Permanent.
	(d) Other program/exhibit records.	Retain until of no further administrative value.
LG5.4.8	Disaster Preparedness Plan Documents the plan of action to be taken in the event disaster. Written in accordance with the Manual published by the Office of Library and Information Services. RIGL § 29-6-3(e).	Retain current plan only.
LG5.4.9	Complaints Complaints reported to library director/staff. May include complaints regarding programming, material selection, availability, and attached responses and final decisions.	Retain three (3) years. Complaints concerning censorship issues (including filtering) should be reviewed for historical value.
LG5.4.10	Historical Documentation Materials providing documentation on the school's history. May include scrapbooks, photographs, newspaper clippings, yearbooks, programs, school newspapers, newsletters, and events material.	Permanent.

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Records Series No.	Record Series Title and Description	Retention
LG5.5	Food Service	
LG5.5.1	State and Federal Food Programs Records Records of the state and federal breakfast, lunch and milk programs. May include application materials for establishing participation, approvals and agreements, policy statements and attachments, notice of public release to local press, guidelines for eligibility and authorized collection procedures and correspondence.	Retain three (3) years after date of final claim for reimbursement for the fiscal year to which they pertain or beyond 3 years until resolution of any audit questions (7CFR210.9, 210.15).
LG5.5.2	School Participation in Public Food Programs Records created for the purpose of administering state and federal programs for free or reduced-price food and milk. Records document the process of soliciting applications from families with student children for participating in the programs, of verifying family eligibility, and of identifying student participants. May include public notices of the programs, invitations to apply, questionnaires and documents submitted by families to verify income, form letters to advise families of eligibility (automatic eligibility for families in Food Stamp/FIP programs), letters to Food Stamp/FIP authorities, lists of eligible families, rosters/lists of student participants, and (for purposes of RIDE reports) surveys and samples of participating families. Also includes production and menu records used for demonstrating that the required number of food components and food items are offered on any given day.	

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Records Series No.	Record Series Title and Description	Retention
LG5.5.2 (Continued)	(a) Administrative and verification records including individual applications (approved and denied) submitted by families.	Retain three (3) years after date of final claim for reimbursement for the fiscal year to which they pertain or beyond 3 years until resolution of any audit questions (7CFR210.9, 210.15).
	(b) Production and menu records.	Retain three (3) years after date of final claim for reimbursement for the fiscal year to which they pertain or beyond 3 years until resolution of any audit questions (7CFR210.10, 210.15).
LG5.5.3	Claims for Reimbursement Documentation of reimbursements from the State to the local school for breakfast, lunch and milk programs. May include meal count sheets, enrollment statistics, worksheets cash reports of food purveyor company and prescribed Department of Education forms (SMP-1, LBSMP-1, LB-3, LB-1b).	
	(a) Copies of DOE forms required for reimbursement and records of revenue and expenditures.	Retain three (3) years after the date of submission of the final Financial Status for fiscal year or until resolution of any audit issues (7CFR210.14 & 15).
	(b) Accounting records including copies of checks issued by the state agency, check stubs, copies of deposit slips and correspondence	Retain three (3) years after audit.
	Note: Records may be held by Municipal Finance Director or School Finance Director.	

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.5.4	Records of Distribution of USDA Donated Food Records of school participation in the USDA Donated Food program. May include the school application for participation in the program, the agreement between the State of Rhode Island and the school district, and program operation records including verification records.	Retain three (3) years from the close of the fiscal year to which they pertain. However, in instances when claims action and/or audit findings have not been resolved, the records shall be retained as long as required for the resolution of such action or findings (7CFR250.16.6b).
LG5.5.5	Licenses Licenses from the Department of Health for serving food on school premises. File may include applications for license, receipts for fee.	Retain until superseded.
LG5.5.6	Food Service Operation Records Records that document daily activities of the food service operation. May include, but not limited to, daily meal and cash reports, reports to RIDE, monthly invoices, purchase orders, procedures manuals, nutrition reference materials and vendor authorization forms. (a) Reports and records the school food authorities will need to support Claims for Reimbursement. (b) All other records.	Retain three (3) years after the date of submission of the final Financial Status for fiscal year or until resolution of any audit issues (7CFR210.16). Retain until updated or superseded.
LG5.5.7	Evaluations of Food Services File of student and staff surveys, evaluations, and suggestions for food services and menu modifications.	Retain until of no further administrative value.

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.5.8	Refrigerator/Freezer Temperature Log Record of log sheets of regular and periodic readings of temperatures of refrigerators and freezers that contain food products for consumption within the school premises.	Retain one (1) year.
LG5.5.9	Inspection Reports Reports of annual inspections. May include inspections of school kitchens by the Department of Health and inspections of the food service operation.	Retain three (3) years.

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.6	Transportation	
LG5.6.1	School Bus Inspections State of Rhode Island School Bus Inspection Report of semi-annual school bus inspections performed at a state certified facility. RIGL § 31-22-11. Note: Record copy is held by the Department of Transportation, Inspection Division.	Retain two (2) years.
LG5.6.2	Driver Pre-Trip Inspection Checklist Documents daily inspections that bus drivers perform before picking up students. Involves verification that lights, brakes, and safety devices function properly, cleanliness and specified equipment is present RIGL § 31-22-11.4	Retain three (3) years.
LG5.6.3	School Bus Repair and Maintenance Records Record of all maintenance and repairs conducted on all owned, leased or contracted school buses. Included in these records shall be a record of any torque pressure as recommended by the manufacturer. RIGL §31-22-11.2, Board of Regents - Rule 32 - School Transportation.	Retain all records for the life of the vehicle.
LG5.6.4	School Bus Driver Records. File of each school bus driver in district. May include application for school bus certificate, physical exam, state and local bureau of criminal investigation report (BCI), driving records, reports of involvement in any school bus accident, road test results, driver training and retraining reports and certificates, and correspondence.	Retain three (3) years after termination.

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.6.5	Busing Notices Copies of letters or notices indicating that a student will be transported by school bus. Used to notify the transportation office and parents.	Retain until updated, superseded or of no further administrative value.
LG5.6.6	Service Requests Letters or messages from parents requesting transportation or change of transportation. May include doctors' notes.	Retain until updated, superseded or of no further administrative value.
LG5.6.7	Schedules and Route Records Bus schedules and route maps. May also include mileage charts, walking distance and mileage studies, class lists, bus stop information, newspaper notices, and correspondence.	Retain until updated, superseded or of no further administrative value.
LG5.6.8	Bus Run Daily Record Daily record or log of each bus run including name of school, bus monitor assigned to that run or the type of continuing or emergency variance used on the run.	Retain one (1) year.
LG5.6.9	Passenger Lists and Service Requests Student passenger bus lists. May include permission and change of pick-up/drop-off forms. (a) Permission forms or slips.	Retain one (1) year. In the event of accident or injury, retain three (3) years from the date of accident or injury.
	(b) All other records and lists.	Retain one (1) year.

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.6.10	Transportation Appeals and Decisions Records of decisions and appeals about school transportation. May include denials of bus transportation for a student, documents of appeal process, decisions by school committees, referees, the Commissioner of Education, and courts. RIGL § 16-21.1-5.	Retain five (5) years after final decision.
LG5.6.11	School Bus Violation Detection Monitoring System Records (new series) Recordings made by live digital video for purposes of detecting school bus traffic violations. May include logs created for the purposes of indexing events and documenting access to the recordings.	
	a) Camera recordings/images that do not identify a violation	Destroy within twenty-four (24) hours of the date the live video was recorded, unless ordered by a court of competent jurisdiction (RIGL §31-51-8).
	b) Camera recordings/images that identify a violation.	Destroy within one (1) year after the citation is resolved by administrative payment, trial or other final disposition, unless ordered by a court of competent jurisdiction (RIGL §31-51-8).
	c) Annual report created pursuant to RIGL §31-51-9.	Permanent.

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.7	Facilities	
LG5.7.1	School Facility Plans and Blueprints Records of the buildings and properties of the school district or school. May include, but not limited to, plans, blueprints, materials specifications, maps, addresses, layout and grade, plumbing and electrical diagrams, inventories, schedules of interior finishes. Note: For records relating to grant-funded projects, see LG5.8.2	Retain as long as the building or structure remains in existence; then review for historical value.
LG5.7.2	Work Orders Record of work performed and completed. Data may include date(s), time(s), order number, location, description of work, authorization, names of persons performing work, itemized labor, equipment, and material information	Retain three (3) years.
LG5.7.3	Permits File of permits for work and receipts for permits issued. (RIGL § 23-27.3-108.1.7.) Note: Official or record copy is held by Municipal Building Official.	Retain one (1) year.

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.7.4	Underground Storage Facilities	See GRS 3.13
LG5.7.5	Asbestos Inspection and Abatement Records	See GRS 3.14
LG5.7.6	Fire Extinguisher Service	See GRS 3.9
LG5.7.7	Building/Land Use Request Records	See GRS 4.4
LG5.7.8	Hazardous Materials Right To Know Files	See GRS 3.15
LG5.7.9	Cleaning and Maintenance Supply List Comprehensive list of all solutions, compounds and other products used in and around the school for cleaning and maintenance.	Retain until updated or superseded.

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.8	Administration	
LG5.8.1	Meetings and Hearings Records Accounts of the proceedings and actions of any board, commission, committee or council including School Committees and special committees formed for the purpose of studying a specific topic or problem. May include notices of meetings, agendas, meeting packets, lists of participants, minutes, reports and supporting documentation.	Permanent.
LG5.8.2	Grant Files Records relating to the development of grant proposals to state or federal agencies and administration of grant awards and programs. Grants may include, but are not limited to, those created by Chapter I, Title I, Title II, Title IV, Title VI, Chapter II, DHHS, EESA, FCC, HELP, IASA, RIDE, RIDPA, RIEAP, RISSA, SAFAA, Drug Free Schools Act, Field Service Support Act, Job Training Partnership Act, McKinney Homeless Assistance Act, Perkins Act, RI Council on the Arts, RI Foundation, The Champlin Foundation, E-Rate and The Melville Trust. (a) Grant applications and amendments, final performance, disposition and expenditure reports. (b) Financial and programmatic records, periodic performance reports, supporting documents, statistic records, other required and pertinent records. See Notes.	Permanent. Retain ten (10) years from submission of closeout and final expenditure report or submission of annual financial status report for grants renewed annually.

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.8.2 (Continued)	(c) Real property and equipment records.	Retain ten (10) years from the date of disposition, replacement, or transfer of property/equipment.
	(d) Income transaction records (earning of income) after grant support. Where required by the terms of the grant. See Notes.	Retain ten (10) years from the end of fiscal year in which the income is earned.
	(e) Unsuccessful grant applications.	Retain three (3) years.

Note: If any litigation, claim, negotiation, audit or other action has been started before the expiration of the 10 year period, the records must be retained ten (10) years after completion of the action and resolution of all issues which arise from it.

**Note: Any records related to a contract or liability under seal, or any judgment or decree by a federal or state court, should be retained for twenty years.
(RIGL § 9-1-17)**

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.8.3	Policies, Procedures and Guidelines Policies, procedures, guidelines, and plans of the school, school system or district. May include, but are not limited to, policies on open meetings and requests for public records, on sexual harassment, on discrimination, affirmative action, visitors to school, differentiated diplomas, procedures for reporting child abuse, for requesting variances to regulations/waivers, guidelines for curricula development, for operations, for interpreters, for counseling students with disabilities, compliance procedures, mission and conflict of interest statements, hand-books and codes, organizational charts, standards, rules and regulations.	Retain one record copy permanently.
LG5.8.4	Programs and Project Records Cumulative files documenting the development of programs and projects, including Charter Schools. May include policy statements, studies, surveys, questionnaires, project descriptions, plans, specifications, proposals, agreements, guidelines, correspondence, memoranda, meeting records, press releases, cost estimates, budget information, resolutions, evaluations, and reports. (a) Final report and essential supporting documentation for projects/programs implemented. (b) Reference records and projects/programs not implemented.	Permanent. Retain until obsolete or of no further administrative value.
	See Also LG5.8.3 – Grant Records	

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.8.5	Reports and Studies Internally generated or commissioned reports and studies, including reports and returns to other municipal departments and state agencies, not including reports to RIDE. (a) Daily and weekly reports.	Retain one (1) year.
	Note: Reports required in audit process must be retained one (1) year after audit is completed.	
	(b) Monthly, quarterly and periodic reports.	Retain three (3) years
	(c) Annual and special reports and studies.	Permanent.
LG5.8.6	Reports to Rhode Island Department of Elementary and Secondary Education Annual, bi-annual and periodic reports required by RIDE. May include, but are not limited to, Form 31, pupil summary data reports, state housing aid reports, busing variance reports, June and Fall reports and any other reports prescribed by the agency. Note: Official or record copy is held by the Department of Elementary and Secondary Education.	Retain ten (10) years.
LG5.8.7	Executive Orders and Proclamations File of messages and proclamations from the Governor. May include, but are not limited to, communications about school holidays, initiation of state-sponsored school programs, messages of support, encouragement, commendations. Note: Record copy is held by the RI State Archives after the Governor leaves office.	Retain until of no further administrative value. Review for historical value if related solely to the school or district.

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.8.8	Reference Materials	See GRS 5.11
LG5.8.9	<p>Legal Records Records of a legal nature, court decisions, Commissioner of Education or referee decisions relating to legislation/laws, relating to the school/district, or to schools or education in general.</p>	
	(a) Records and decisions relating to the district or school.	Retain record copy permanently.
	<p>Note: Record copy may be held by municipal solicitor or school district legal counsel.</p>	
	(b) Copies of records and decisions relating to schools or education in general and used for reference purposes.	Retain until of no further administrative value.
	See Also: GRS 2 Legal Records	
LG5.8.10	<p>Occupational Safety Files relating to the safety of employees and workers on school property. May include correspondence from / to Department of Labor, Division of Occupation Safety, about violations, compliance orders, agreements.</p>	
	(a) Individual case files of accidents or complaints.	Retain thirty (30) years if employee is exposed to toxic or harmful substances other wise retain five (5) years while the employee is active or five (5) years after complaint or accident reported.

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.8.10 (Continued)	<p>(b) Summary log of occupational injury and illness, annual summary and supplemental records.</p> <p>See Also: GRS 9.9 Employee Injury and Health Impairment Records</p>	Retain five (5) years following the end of the year to which they relate (29CFR1904.6).
LG5.8.11	<p>OSHA Compliance Orders and Reports Copies of compliance orders from Department of Labor and Training, Division of Occupational Safety. May include health or safety citations, work orders, follow-up inspection reports, and letters of full compliance. (RIGL § 28-20)</p>	Retain seven (7) years after final action relating to an inspection or violation.
LG5.8.12	<p>Complaint Files Complaints relating to such issues as transportation, food service, discrimination. May include findings, correspondence, and decisions.</p>	Retain three (3) years after final decision.
LG5.8.13	<p>Incident Reports Reports of incidents on school property or bus stops that involve students. May include description of incident, student biographical data, administrative action taken, copy of police reports, and correspondence with local and state agencies.</p>	Retain five (5) years.
LG5.8.14	<p>Accident Reports Reports of student accidents. May include type, description and location of accident, student biographical data, indication of parental notification and acceptance or refusal of medical treatment, follow-up actions and any attached reports relating to accident.</p>	Retain three (3) years after minor reaches the age of eighteen (18) years. Retain reports three (3) years from date of accident for students eighteen (18) years and older.

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.8.15	Injury Log Book Documentation of all minor injuries occurring on the school premises. Information should include date and time of injury, location of where injury occurred, chief complaint, treatment administered, disposition, and signature of responder. CRIR 14 000 011, Section 17.11.2	Retain three (3) years after last entry.
LG5.8.16	First Aid Training Records Documentation that first aid training has been provided to all designated school personnel. CRIR 14 000 011, Section 17.2.1	Retain until updated or superseded.
LG5.8.17	Records of Medication Administered to Students Documentation of medications administered by a certified school nurse or registered nurse to students. CRIR 14 000 011, Section 18.4	Retain three (3) years.
LG5.8.18	Water Quality Records Files relating to the quality of the water on school property. May include communication/reports about water system monitoring, water supply, asbestos and lead contamination of the water supply, cooler inspections, certificates and correspondence.	Retain three (3) years.
LG5.8.19	Air Quality Records Records relating to the air quality within the school facilities. May include testing results, reports and evaluations, complaints, projects and repairs, cost projections and reports, notices of compliance, correspondence.	Retain three (3) years

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.8.20	Inspection Records Records of annual inspections of school property such as boiler, electrical, building, health and fire by municipal and state authorities. RIGL § 23-28.12, CRIR 08 000 004 (E)	Retain three (3) years.
LG5.8.21	Fire Emergency Records Records relating to fire prevention, fire drills or rapid dismissals (RIGL § 16-21-5), and fire emergencies. May include fire prevention materials, codes and regulations, building evacuation plans, drill procedures, schedules and reports.	Retain three (3) years. Update plans and procedures yearly. (RIGL § 16-21-4 to 16-21-5).
LG5.8.22	Solid Waste Receipts File	See GRS 4.9
LG5.8.23	Sex Offender Notifications Forms remitted by parents to receive /not receive names of sex offenders. RIGL § 11-37.1-12.	Retain until updated or superseded.
LG5.8.24	Sign-in / Sign-out Records Log or register of daily visitors, guests, and volunteers who enter school buildings.	Retain one (1) year.
LG5.8.25	Notices and Announcements File of notices, announcements and advertisements for newspaper publication, or to have announcements broadcast on the P.A. system, posted on a bulletin board, or by other means. (a) Notices and announcements for newspaper publication if kept for billing purposes. (b) All other notices.	Retain one (1) year after audit. Retain until no further administrative value.

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.8.26	School Calendar School calendar and correspondence relating its approval.	Retain until no further administrative value. Review for historical value.
LG5.8.27	Curriculum Guides Curriculum manuals developed, for grades levels and subjects, by the local district or agency.	Retain one record copy permanently.
LG5.8.28	Listings of Textbooks Annual listings of textbooks. May include inventories, lists of books used at each grade level.	Retain until updated, superseded, or of no further administrative value.
LG5.8.29	Notification of Recognition Notices to the superintendent of a faculty, staff, or student member nominated or selected for an award, honor or recognition.	File copy in Student record folder - LG5.1.1 or staff personnel file.
LG5.8.30	Crossing Guards Files Lists of names and location assignments of crossing guards at each school. May contain correspondence.	Retain until updated or superseded.
LG5.8.31	Union Relations Records	See Labor Relations Records – GRS1.17
LG5.8.32	Medicaid Reimbursement Records Records relating to claims for reimbursement for services given by school to students. May include student eligibility records, forms to the RI Medical Assistance Program, evidence of matching funds where applicable, treatment logs, record of services completed or denied, bills to Medicaid, evidence of checks received, statements and reports.	Retain ten (10) years.
LG5.8.33	School Claims for Reimbursement Records of claims for reimbursement from other agencies or entities for services provided to students. May include claims for rehabilitation services, tuition reimbursement	Retain three (3) years after audit.

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.8.33 (Continued)	(including foreign students), transportation, requests and settlements, claims against other cities and towns for providing educational services/shelter to children whose parents reside outside the district, state reimbursement to schools for housing aid projects, other claims for reimbursement to the school and supporting documentation.	
LG5.8.34	Claims for Reimbursement from the School Records of claims from outside agencies for school reimbursement for student special services unable to be provided by the school. (Examples: hospital therapeutic services, foster care placement, vocational-technical school students.)	Retain three (3) years after audit.
LG5.8.35	Records of Scholarship Funds and Trusts Records of scholarships, trusts and endowments. May include account statements, correspondence, copies of award notices, and agreements. Note: Records which document a significant donation or endowment should be retained permanently.	Retain as long as the scholarship, trust or endowment remains active.
LG5.8.36	Construction and Improvement Records Records of construction, renovations, building projects and capital improvements and repairs. May include inspections, proposals, specifications, plans, drafts, meeting notes with architects/contractors, architect's reports, invitations to bid, contracts, reports, and correspondence.	Retain as long as the building or structure remains in existence.

Public Schools Records Retention Schedule

Records Series No.	Record Series Title and Description	Retention
LG5.8.37	Certificates of Records Destruction Certification of Records Destruction forms (PRA 003) signed by authorized agency official and submitted to, and signed by, the State Archivist/Public Records Administrator. Certificates authorize the disposal of records listed in this and other applicable schedules. (RIGL §38-1-10, §38-3-6, and §42-8.1-10.)	Permanent.

See Also:

LG2	Financial Records for Municipal Finance Directors, School Business Managers et al.
LG4	Records of Municipal Councils including School Committees
GS #1	General Office, Administrative, Fiscal and Reference Records
GS #2	Payroll Records (if not fiscal authority)
GRS #1	Executive, High-Level and Policy Making Records
GRS #2	Legal Records
GRS #3	Safety and Security Records
GRS #4	Facilities Records
GRS #5	Daily Operations Records
GRS #6	Records Management Records
GRS #7	Information Management Records
GRS #9	Personnel Records (if not delegated authority)

All general records schedules are available at http://www.sec.state.ri.us/Archives/general_schedules/