

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY # M700106	SCHEDULE # 999	PAGE # 1 OF 8
DEPARTMENT: School District		AGENCY REPRESENTATIVE:		
DIVISION: Active		TITLE:		
BUREAU: Student		PHONE #:		
<p>SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.</p>				
AGENCY REPRESENTATIVE SIGNATURE		DATE:	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE:

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
	<p style="text-align: center;">Acknowledgement</p> <p>Please review the attached Records Retention Schedule, making any additions, deletions or changes as necessary. Once the schedule has met your satisfaction, please sign this page as the agency representative. With this signature, you acknowledge that you have reviewed and approved this schedule. Please be advised that changes may subsequently be suggested/made to this schedule by a panel of Records Analysts at the State Records Center. If revisions are suggested/made, you will be notified of such. The schedule will then be presented to the State Records Committee for final approval.</p> <p style="text-align: center;">Management of Electronic Records</p> <p>This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of data erasure means the process of data degaussing.</p>			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
	Student: Attendance and Enrollment			
0001-0000	Adult High School Attendance Roster An attendance roster of student's enrollment, attendance, grades, and statement of graduation from the Adult High School and Adult School Evening classes.	3 yrs		Destroy
0002-0000	Class List - Current Year	1 yr		Destroy
0003-0000	Fall Report File - Student Enrollment (Copy) Contains the Consolidated Enrollment Report: Current School Enrollment Data and the Consolidated Enrollment Report: Out of School Suspensions, Dropouts, and Expulsions forms. Original maintained by the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	5 yrs		Destroy
0004-0000	Honor Roll Lists	1 yr		Destroy
0005-0000	Migrant Student Enrollment and Verification Form	7 yrs		Destroy
0006-0000	Pupil Enrollment File - Funding Support Contained within this file are various statistics and reports for pupil enrollment. This information is used to update yearly state funding reports and for other enrollment reports.	7 yrs		Destroy
0007-0000	Register File			
0007-0001	Register Book - Central and Classroom Attendance and enrollment information is transferred into the cumulative student record.	7 yrs		Destroy
0007-0002	Register Card - District-Wide (Copy) Original is sent to the Department of Education.	7 yrs		Destroy
0007-0003	Register Report Lists pupil attendance, transfers or withdrawals for every school in the district.	7 yrs		Destroy
0007-0004	Register Report Summary (Copy) Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0008-0000	Student Name/Address Listing Names and addresses of all students currently or previously enrolled in the school system.	As updated		Destroy
0009-0000	Tardiness Record Information is transferred to cumulative student record.	1 yr		Destroy
	Student: Mandated/Cumulative and Permitted Student Record File			
0010-0000	Alternative School Student Record/Pupil File For students assigned part-time to another school. Contains: Achievement Test Scores, Application to Alternative School, counselor's notes and reports, disciplinary record, High School Scholastic Record Card, permission slip to visit Alternative School, Special Educational Program reports, and teacher evaluations.	Permanent		Permanent
0011-0000	Certification and Permit File File containing student certificates and employment permits: Age Certificate, School Record, Promise of Employment, Fitness of Minor-Physician's Certificate, Vacation Employment Certificate, Regular Employment Certificate, Age Certificate for Agriculture Application for Special News carrier or Special Street Trades Permit, Application for Special Agricultural Permit, Application for Special Theatrical Permit, Special Theatrical Permit, Application for Special Newspaper Carrier Permit, Special Newspaper Carrier Permit, additional student employment "working papers", and supporting documentation.	2 yrs after graduation or termination from school system or age 23, whichever is longer		Destroy
0012-0000	Disciplinary File			
0012-0001	Confidential Disciplinary File Contains: names, correspondence, dates, grade level, suspension form, and cause for disciplinary action.	2 yrs graduation or termination from school system or age 23, whichever is longer		Destroy
0012-0002	Demerit Form	1 yr		Destroy
0013-0000	Driver Education File			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0013-0001	Driver Educations Program Completing/Card/Principal Retained in Principal's office.	2 yrs graduation or termination from school system or age 20, whichever is longer		Destroy
0013-0002	Driver Education Student Roster Printout List of students who have completed the driver education behind-the-wheel course. Contains: names, birth dates, teachers, dates completed training.	1 yr		Destroy
0014-0000	Emergency Information Card - Student	As updated		Destroy
0015-0000	Gifted and Talented Pupil File - Accepted and Not Accepted File of students enrolled in the Gifted and Talented program. Contains: screening and nomination form, "Slosson Intelligence Test" score, parent and student questionnaire, staff rating scale, Permission to Instruct Student, final testing score, Standard Achievement Test score, student scholastic averages and copies of progress reports.	Permanent		Permanent
0016-0000	Parental Permission for a School Trip or to Stay After School	3 yrs, unless incident report is filed; if incident report is filed, 2 yrs after graduation or termination from school system or age 23, whichever is longer		Destroy
0017-0000	Pupil File/Student Record - Cumulative (Mandated and Permitted) (Special Education and Non Special Education)			

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0017-0001	<p>Pupil File/Student Record - Mandated (Special Education and Non Special Education) Contains: <u>Health History/Immunization (A-45)*</u>; Achievement Test scores, Attendance Record; Authorization of Release of Information; reading levels; date of birth; sex; classes attended; grades; citizenship status; grade level completed; High School Proficiency Test; Individual Student Improvement Form (ISIP); deficiency reports medical evaluation; Minimum Basic Skills Test; pupil transfer data; progress reports; copies of graduation certificates (elementary, middle, and high school levels and from county schools); guardian's or parent's names, address and telephone number; Student Profile; tardiness record; withdraw authorization; high school discharge cards; List of Disclosure and Transfer of Student Records; foreign exchange student records; and supporting documentation.</p> <hr/> <p><u>*Note:</u> Upon graduation, the Health History/Immunization form is to be removed from the Student Health File and placed in the Mandated Student Record</p>	Permanent		Permanent
0017-0002	<p>Pupil File/Student Record - Permitted (Non Special Education) The permitted records are comprised of those record series which are not mandated by state and federal laws as being a mandated, permanent record.</p>	2 yrs after graduation or termination from school system or age 20, whichever is longer		Destroy
0017-0003	<p>Pupil File/Student Record - Permitted (Special Education) The permitted records are comprised of those record series which are required by state and federal laws as being a mandated, permanent record.</p>	5 yrs graduation or termination from school system or age 23, whichever is longer		Destroy
0018-0000	<p>Residency Affidavits Affidavit signed by an adult who provides full financial support for a minor, in place of the parent, in order for the minor to attend school in the local district if the parent is not a local resident.</p>	2 yrs after graduation or termination from school system or age 23, whichever is longer		Destroy
	<u>Student; Health</u>			
0019-0000	<p>Daily Log - School Health Services Nurse's daily account of health related activities.</p>	3 yrs after final entry		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
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0020-0000	Health Reports File - District, Local, County, State, and Federal (Copy) (Pre School, Elementary, Middle, and High School) File contains but is not limited to the Annual Report of Tuberculosis Testing in Schools, Annual Scoliosis Screening Report, Monthly Report of School Nurse, Report - Significant Tuberculosis Reactions, and Application for Licensure of School Strep Program (Chapter 166, PL1975). Original is sent to the New Jersey Department of Health, and copies are sent to the local health department and to the office of the County Superintendent of Schools.			
0020-0001	Health Reports File - District, Local, County, State, and Federal (Copy) - Elementary School Transfers or Withdrawals	1 yr after transfer or withdraw from school system		Destroy
0020-0002	Health Reports File - District, Local, County, State, and Federal (Copy) - Middle School Transfers Out-of -District or Withdrawals	5 yrs after transfer or withdraw from school system		Destroy
0020-0003	Health Reports File - District, Local, County, State, and Federal (Copy) - High School Transfers, Withdrawals, or Graduates	5 yrs withdraw transfer, or graduation from school system		Destroy
0021-0000	Medical Waste File (Copy) File maintained in accordance with rules and regulations promulgated by the New Jersey Departments of Environmental Protection and Energy, and Health. File contains but is not limited to the following: Regulated Medical Waste Generator Logs (Daily and Monthly), Registration and Fee Submittal form, Medical Waste Tracking form, Exception Report, Annual Generator Report, and Generator On-Site Report. Originals are maintained by the New Jersey Department of Environmental Protection and Energy.	60 yrs		Destroy

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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
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0022-0000	<p>Student Health File (Elementary, Middle, and High School) (Original and Copy)</p> <p>File contains but is not limited to the following: <u>Health History/Immunization (A-45)*</u>; Student Unpreparedness For Physical Education; Medical Emergency; Administration of Medication Request; Athletic Permit and Examination; dental examination and reports; Exclusion Form School Notice - Parents, Physician, and School Nurses; Football Injury Warning; statistical growth charts; Immunizations Administration Record; medical follow-up letters and reports; Contraindication and Deficiency Notices; Immunization Waived/Religious Exemption; Application for Special Transportation; Minor Illness; Injury Notification; health screenings; Notification of Injury While Participating in Athletics; Physician/Physical Therapist's Diagnosis and Treatment Report; Home Instruction; Student Program Adjustment Schedule; Wrestling Weight Certificate; health screening report; X-Ray Films - Tuberculosis; School Immunization Record; parental notification and consent forms; physical examinations for hearing, vision, scoliosis, physical growth, tuberculosis, mantoux diptheria, tetanus, pertussis, pediculosis, head lice, polio, measles, mumps, rubella, athletic participation, pre-kindergarten examination; asthma care; monthly peak flow information; chicken pox; reyes syndrome; diabetes; provisional admittance; (daily and primary medical record form; trip permission for medication administration; self-administration of inhaled medication; school medical exam notices; student program adjustment; substance abuse modification of physical education program.</p> <hr/> <p>*<u>Note</u>: Upon graduation, the Health History/Immunization form is to be removed from the Student Health File and placed in the Mandated Student Record .</p>			
0022-0001	<p>Student Health File (Elementary, Middle, and High School) (Original)</p> <p>This file is maintained with the Cumulative Pupil File (Permitted and Mandated).</p>	5 yrs after graduation or termination from school system or age 23, whichever is longer		Destroy

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0022-0002	Student Health File - Elementary School Transfers or Withdrawals (Copy)	1 yr after transfer or withdraw from school system		Destroy
0022-0003	Student Health File - Middle School Transfers Out-of District or Withdrawals (Copy)	5 yrs after transfer from school system		Destroy
0022-0004	Student Health File - High School Transfers, Withdrawals, or Graduates (Copy)	5 yrs after transfer, withdraw, or graduation from school system		Destroy
0022-0005	Student Health File - Infectious Disease Confidential File - Elementary, Middle, and High School A confidential file that contains student medical information pertaining to a student who has contracted and infectious disease.	5 yrs after graduation or termination from school system or age 23, whichever is longer		Destroy