

**SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE
ADMINISTRATIVE FILES**

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSA-001	AFFIRMATIVE ACTION PLAN FILE Documents relate to school system's plan for complying with statutes and regulations of the Equal Employment Opportunity Commission.	Info and Record Copy	District Office		PERMANENT	Retain at agency 2 yrs; film; destroy originals. Retain film permanently at Archives.
GSA-002	BOND REFERENDUM PROMOTIONS FILE Documents relate to developing and promoting bond referendums for school systems. Includes management plan, strategies, booklets, pamphlets, related materials, and correspondence.	Info and Record Copy	District Office		FIVE YEARS	Retain at agency 5 yrs; destroy.
GSA-003	CIVIL RIGHTS REPORT FILE Documents relate to reporting statistics on students. Includes Local School Report showing statistical data on pupils; on School System Summary Report showing compiled data for the whole school system and certified by Superintendent's signature; also included may be various working papers and/or computer generated reports.	Info and Record File	District Office		A. REPORT PERMANENT B. WORKING PAPERS SIX YEARS	Retain at agency 6 yrs; film; destroy originals. Retain film permanently at Archives.
GSA-004	BOARD OF EDUCATION INSURANCE POLICY FILE All non-student insurance policies. Includes insurance policies only.	Info and Record Copy	District Office		UPDATED OR OBSOLETE; PLUS 30 YEARS	Retain at agency until updated or obsolete plus 30 yrs; destroy.

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GSA-005	<p>CONTRACTS-USE OF SCHOOL BUILDINGS</p> <p>Request for authorization to use school facilities by various public and private organizations. Includes copy of contract and related correspondence.</p>	Info and Record Copy	District Office		ONE YEAR AFTER EXPIRATION OF CONTRACT	Retain at agency 1 yr. after expiration of contract; destroy.
GSA-006	<p>POLICY AND PROGRAM RECORDS (PRIMARY MISSION FILES)</p> <p>These records document the formulation and adoption of policies and procedures and the implementation or management of the program or functions of the office or department. Included are such records as (1) policies and procedures developed by the agency which governs the operation of the agency; (2) correspondence with citizens or other government officials regarding policy, procedural development; (3) annual, ad hoc, narrative or statistical reports on program activities, achievements or plans; (4) organizational charts and mission statements; (5) studies regarding department or office operations; (6) circular letters, directives or similar papers addressed to subordinate units or staff concerning policies, procedures or programs; and (7) records related to significant events in which the department or office participate. Records may include photographs, published materials, audio tapes, or other records forms.</p>	Record Copy	District Office		PERMANENT	<p>1) If agency needs access to records for continuing administrative use after successful audit:</p> <p style="padding-left: 40px;">Retain at agency; successful audit; film; destroy originals. Retain security film permanently at Archives.</p> <p>2) If agency needs occasional access to records after successful audit but before transfer to Archives:</p> <p style="padding-left: 40px;">Retain at agency; successful audit; transfer to State Records Center for 10 yrs.; transfer to Archives for permanent preservation.</p> <p>3) If agency has no use for the records after successful audit:</p> <p style="padding-left: 40px;">Retain at agency; successful audit; transfer to Archives for permanent preservation.</p> <p>NOTE: See also Appendix D, Records in Transition, for more specific requirements.</p> <p>NOTE: Information that is by statute, regulation, or court ruling confidential or restricted must be placed in separate containers and identified as such on Transfer Document (Form RM3) when transferred for filming.</p>

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GSA-007	<p>ADMINISTRATIVE SUPPORT RECORDS</p> <p>These records are of a general facilitative nature created or received in the course of administering programs. Included are such records as (1) correspondence of a routine or repetitive type, such as requests for information; (2) inter-office or inter-departmental communications which do not subsequently result in the formulation of policy; (3) reference materials, sometimes of a technical nature, used, but not created by the office; (4) daily, weekly, or monthly office activity reports which are summarized in annual reports or which relate to routine activities (including work progress or statistical reports prepared in the office and forwarded to higher levels); (5) personnel data on office staff which is duplicated in Departmental Personnel Record (GSP4); (6) purchase orders, payment vouchers, travel expense statements or similar financial papers which are duplicated in Department/Division fiscal office files; (7) daily, weekly, or monthly work assignments (including duty roster files) for office staff; (8) calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other daily activities of State Employees; (9) unpublished calendars of events and activities.</p>	<p>Record Copy</p> <p>Info copy</p>	<p>District Office/Local School</p> <p>Anywhere</p>		<p>SUCCESSFUL AUDIT</p> <p>UNTIL NO LONGER NEEDED</p>	<p>Retain at agency until successful audit; destroy.</p> <p>Retain at agency until no longer needed; destroy.</p>

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GSA-008	<p>TRANSITORY FILES</p> <p>Documents of short-term interest that have no documentary or evidential value and normally need not be kept more than 1 month. Examples are shown below.</p> <p>A. Routine requests for information or publications and copies or replies which require no administrative action, no policy decision, and no special compilation or research for reply.</p> <p>B. Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material.</p> <p>C. Quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar records.</p>	Record Copy	District Office/Local School		SEE RETENTION INSTRUCTIONS	Retain at agency 1 month or until no longer needed, whichever is sooner; destroy.

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SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSA-009	FINDING AIDS (OR INDEXES) Indexes, lists, registers and other finding aids used only to provide access to records authorized for destruction by the GSR5 or a DPA approved retention schedule, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records that appear on an approved agency records retention schedule.	Record Copy	District Office/Local School		SEE RETENTION INSTRUCTIONS	Retain at agency with the related records; destroy or delete when retention period has been met for the finding aid to which the records relate as authorized by the General School Records Retention Schedule or approved agency records retention schedule.
GSA-010	MINUTES, OFFICIAL STATE COMMITTEES, COMMISSIONS, BOARDS, AND COUNCILS Original official records of the proceedings of meetings. May include agendas and other relevant supporting material.	Record Copy	District Office/Local School		PERMANENT	Retain original at agency 2 yrs; successful audit; transfer to Archives for permanent preservation. Duplicate Copies: Retain duplicate at agency 10 yrs or Sunset Committee Review; destroy. NOTE: Minutes that are by statute, regulation or court ruling confidential or restricted must be placed in separate containers and identified as such on Transfer Document (Form RM-2) then transferred to the Archives.
GSA-011	AGENCY STAFF MEETINGS Agendas, handouts, and minutes of any agency staff meetings.	Record Copy	District Office/Local School		UNTIL NO LONGER NEEDED	Retain at agency until no longer needed; destroy. NOTE: Records that relate to the formulation of policies and procedures and the implementation of programs or functions of the office or department must be retained per the retention instructions for GSA-006, Policy and Program Records. Updated 2010

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SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSA-012	INTERNAL COMMITTEE AND CONFERENCE FILES Records relating to establishment, organization, membership, and policy of internal committees. May include agenda, minutes, final reports, and related records documenting the accomplishments of the committee.	Record Copy	District Office/Local School		UNTIL NO LONGER NEEDED	Retain at agency until no longer needed; destroy. NOTE: Records that relate to the formulation of policies and procedures and the implementation of programs or functions of the office or Department must be retained per the retention instructions for GSA-006, Policy and Program Records.
GSA-013	VERBATIM RECORDINGS STENOGRAPHIC, AUDIO, OR VIDEO Recordings of meetings made exclusively for note taking or transcription of official meetings or proceedings, unless appearing on an agency's approved records retention schedule.	Record Copy	District Office/Local School		UNTIL TRANSCRIBED	Retain at agency until necessary transcription and approval of minutes or proceedings; delete or destroy. NOTE: If recordings are not transcribed they must be retained per the retention instructions for GSA-010, Minutes, Official State Committees, Commissions, Boards, and Councils; GSA-011, Agency Staff Meetings; GSA-012, Internal Committee and Conference Files or per an approved Agency Records Retention Schedule.
GSA-014	STATE AND FEDERAL GUIDELINES Guidelines issued by state and federal officials pertaining to program activities.	Record Copy	District Office/Local School		UNTIL SUPERSEDED	Retain at agency until superseded or updated; destroy.
GSA-015	DIRECTIVES, MANUALS, AND HANDBOOKS Publications produced by agency detailing operations, regulations, and/or procedures of the agency.	Record Copy Info Copy	District Office Local School		PERMANENT UNTIL NO LONGER NEEDED	Submit two copies upon publication to Archives; film via Delaware Documentation. Retain film permanently at Archives. Retain duplicate copies at agency until superseded and successfully audited for period in which publication was produced; destroy. Retain until no longer needed; destroy.

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SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSA-016	RULES AND REGULATIONS Regulatory requirements set forth by statute and under the control of appropriate agencies for enforcement thereof.	Record Copy Info Copy	District office Local School		PERMANENT UNTIL NO LONGER NEEDED	Submit two copies to Archives upon publication; film via Delaware Documentation. Retain copy 10 yrs and then until no longer needed; destroy. (29 DE Code Sec. 519)
GSA-017	ANNUAL REPORTS, STATE AGENCY Annual reports prepared at Department/Division/Bureau levels that document the activities of the unit.	Record Copy	District Office		PERMANENT	Retain one copy at agency until successful audit; submit two copies to Archives upon publication; film via Delaware Documentation.
GSA-018	PUBLICATIONS, STATE Printed matter published by state agencies for distribution to the public. (See Delaware Documentation Procedures for definition of "Publications"). (20 Del Code Sec. 519)	Record Copy Info Copy	Local School/ District Office Anywhere		PERMANENT UNTIL NO LONGER NEEDED	Submit two copies to Archives upon publication; film via Delaware Documentation. Retain at agency until no longer needed; destroy.
GSA-019	REFERENCE MATERIAL Externally generated books, magazines, pamphlets, manuals, and other printed matter used for general purposes.	Record Copy	District Office		UNTIL NO LONGER NEEDED	Retain at agency until successful audit; destroy.
GSA-020	LEGISLATION, AGENCY FILES Documents pertaining to bills and prospective legislation. Copies of bills and proposed (drafted) legislation. Supporting material relating to legislation, such as newspaper clippings, reports, correspondence.	Record Copy	District Office		PERMANENT	Retain at agency 2 yrs after termination of session; film; destroy originals. Retain film permanently at Archives.

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GSA-020 Cont'd	Reference copies of legislation which affects the agency	Info Copy	Local School		UNTIL NO LONGER NEEDED	Retain at agency until no longer needed; destroy.
GSA-021	EXECUTIVE ORDERS, PROCLAMATIONS AND LEGISLATIVE ADVISORIES Instructions issued by the Governor as the Chief Executive of State government.	Record Copy Info Copy	Office of the Governor District Office		PERMANENT UNTIL NO LONGER NEEDED	Retain at agency until superseded; destroy.
GSA-022	ATTORNEY GENERAL'S OPINIONS Consists of, but is not limited to written opinions of lasting significance establishing policy or precedent answering legal questions from all program areas involving questions of interpretation of Delaware or federal law.	Record copy Info Copy	Dept. of Justice District Office		PERMANENT UNTIL NO LONGER NEEDED	Retain at agency until no longer pertinent to the operation of an agency; destroy.
GSA-023	PUBLIC RELATIONS FILE File consists of news releases and clippings, cassette recordings of broadcast announcements, speeches, and any other public relations materials.	Record Copy	District Office		SEE RETENTION INSTRUCTIONS	Retain at agency until no longer required for administrative purposes; transfer to Archives for permanent preservation.

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GSA-024	<p>LEGAL ADVERTISEMENTS</p> <p>This record series consists of, but is not limited to, advertisements which have appeared in newspapers or matters pertaining to the agency and other legal ads which may or may not indirectly affect the agency; i.e., bid invitations (does not include construction contracts), public sales, notice of public hearings, public sales, etc. NOTE: See GSF35, Construction Documents for Capital Improvement Projects, for retention instructions.</p>	Record Copy	District Office		SUCCESSFUL AUDIT	<p>Retain at agency until successful audit; destroy.</p> <p>Updated 2010</p>
GSA-025	<p>SPEECHES</p> <p>Records of public speeches given by representatives of state agencies. (Also see GSA23).</p> <p>A. Speeches that relate to general information about the agency.</p> <p>B. Speeches that relate to issues, policies, and procedures that document or discuss the activities of State Government.</p> <p>C. Speeches of high level officials including the heads of departments and independent agencies, their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and school board members; directors of offices, bureaus, or equivalent; staff assistants to those aforementioned officials, such as special assistants, and administrative assistants; and political appointees.</p>	Record Copy	District Office		<p>UNTIL NO LONGER NEEDED</p> <p>PERMANENT</p> <p>PERMANENT</p>	<p>Retain at agency until no longer needed; destroy.</p> <p>Retain at agency 2 yrs; transfer to Archives for permanent preservation.</p> <p>Retain at agency 2 yrs; transfer to Archives for permanent preservation.</p>

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GSA-026	TELEPHONE LOG A. Listing of long distance calls. Record copy made by agency personnel for a particular time period. B. Record of incoming calls. Listing of incoming calls to an agency. C. Phone Memo Book. Record of messages taken for agency employees.	Record Copy	District Office/Local School		RECONCILIATION; SUCCESSFUL AUDIT	Retain at agency; reconcile with Telephone Billing (GSF-092); successful audit; destroy.
		Record Copy	District Office/Local School		ONE MONTH	Retain at agency 1 month; destroy.
		Record Copy	District Office/Local School		ONE MONTH	Retain at agency 1 month; destroy. Updated 2010
GSA-027	SIGN-IN/VISITOR CONTROL LOG Logs, registers, and other records that document employees', visitors, and clients entrance into a state facility or office during and/or after office hours.	Record Copy	District Office/Local School		THREE YEARS	Retain at agency 3 yrs; destroy.
GSA-028	INCIDENT REPORTS Reports completed when an incident has occurred where the state might be liable for damages.	Record Copy	District Office	CONF.	THREE YEARS	Retain at agency 3 yrs; destroy. Incidents that result in Grievances (GSP-007) should follow the retention instructions for that series. Updated 2010

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GSA-029	<p>KEY ACCOUNTABILITY FILES</p> <p>Files relating to accountability for keys issued.</p> <p>A. For areas under maximum security.</p> <p>B. For other areas.</p>	<p>Record Copy</p> <p>Record Copy</p>	<p>District Office/Local School</p> <p>District Office/Local School</p>		<p>3 YEARS AFTER TURN-IN</p> <p>6 MONTHS AFTER TURN-IN</p>	<p>Destroy 3 yrs. after turn-in of key.</p> <p>Destroy six months after turn-in of key.</p>
GSA-030	<p>LISTS/DIRECTORIES</p> <p>Includes mailing lists, directories, rosters, and registers compiled by the agency.</p>	Record Copy	District Office/Local School	CONF.	UNTIL SUPERSEDED	Retain at agency until superseded; destroy.
GSA-031	<p>DEEDS TO STATE PROPERTY</p> <p>Documents establishing the state's legal title to real property.</p>	Record Copy	District Office		PERMANENT	Transfer original to Archives upon receipt for permanent preservation. Retain copy at agency in property file. (29 Del. Code Sec. 508).
GSA-032	<p>SURVEY/MAPS</p> <p>Materials relating to surveying and mapping activities used in locating, marking, and erecting of boundaries, property lines, corners, monuments and markers, road placements, including aerial photography and reproduction.</p>	Record Copy	District Office		PERMANENT	Retain at agency until no longer needed; transfer to Archives for permanent preservation.

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GSA-033	ARCHITECTURAL AND ENGINEERING PLANS / BLUEPRINTS				DELETED 2010	See Series GSF-035 for retention instructions. Updated 2010
GSA-034	VEHICLE OPERATIONS FILE A. Includes maintenance records relating to service and repair, warranty, and guarantee statements, operating manual. B. Operating records including those related to gas and oil consumption, dispatching, and scheduling. C. Vehicle mileage reports documents use of vehicles and number of miles traveled.	Record Copy Record Copy Record Copy	District Office/Local School District Office/Local School District Office/Local School		DISPOSAL OF VEHICLE PLUS SUCCESSFUL AUDIT SUCCESSFUL AUDIT SUCCESSFUL AUDIT	Retain at agency until disposal and/or transfer, sale, or surplus of vehicle; successful audit; destroy. Retain at agency until successful audit; destroy. Retain at agency until disposal of equipment; successful audit; destroy.
GSA-035	EQUIPMENT MAINTENANCE FILES Contains information reflecting the individual history of major equipment repair and maintenance; i.e., work orders, dates, locations, cost of parts, cost of labor, etc. (Also see Vehicle Operations File, GSA34).	Record Copy	District Office/Local School		DISPOSAL OF EQUIPMENT; SUCCESSFUL AUDIT	Retain at agency until disposal of equipment; successful audit; destroy.

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GSA-036	WARRANTY FILE Warranties for equipment purchased by an agency for its use.	Record Copy	District Office/Local School		UNTIL EQUIPMENT SOLD OR SURPLUSED	Retain at agency until equipment is sold, surplused, or otherwise removed from service; destroy.
GSA-037	RECORDS MANAGEMENT Includes materials relating to the records management program of an agency.					
	A. Records Retention Schedule	Info Copy	District Office/Local School		UNTIL UPDATED	Retain at agency until updated; destroy.
		Record Copy	Archives		PERMANENT	
	B. Records Manual	Info Copy	District Office/Local School		UNTIL UPDATED	Retain at agency until updated; destroy.
		Record Copy	Archives		PERMANENT	
	C. Destruction notices (RM-5) Approval requests for destruction of state records.	Info Copy	District Office/Local School		TEN YEARS; SUCCESSFUL AUDIT	Retain at agency 10 yrs; successful audit; destroy.
		Record Copy	Archives		PERMANENT	
	D. Transfer Document (RM-3) Listing of records transferred to Archives by agency.	Info Copy	District Office/Local School		DESTRUCTION OF RECORDS TRANSFERRED	Retain at agency until destruction of records transferred; destroy.
		Record Copy	Archives		PERMANENT	

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GSA-037 Cont'd	<p>E. Records Inventory (Records Series Description and Analysis Form). Appraisal form of each record series appearing on an approved Records Retention Schedule (GSA37A).</p> <p>F. Correspondence, directives, policies and related materials concerning the records management program.</p>	<p>Info Copy</p> <p>Record Copy</p> <p>Info Copy</p> <p>Record Copy</p>	<p>District Office/Local School</p> <p>Archives</p> <p>District Office/Local School</p> <p>Archives</p>		<p>APPROVAL OF SCHEDULE</p> <p>PERMANENT</p> <p>UNTIL SUPERSEDED</p> <p>PERMANENT</p>	<p>Retain at agency until record retention schedule is approved; destroy.</p> <p>Retain at agency until superseded; destroy.</p>
GSA-038	<p>FORMS FILES</p> <p>A. One record copy of each form created by an agency with related instructions and documentation showing creation, scope, and purpose of the form.</p> <p>B. Background materials, requisitions, specifications, processing data, and control records.</p>	<p>Record Copy</p> <p>Record Copy</p>	<p>District Office/Local School</p> <p>District Office/Local School</p>		<p>UNTIL SUPERSEDED OR DISCONTINUED</p> <p>UNTIL SUPERSEDED OR DISCONTINUED</p>	<p>Retain at agency until related form is discontinued, superseded, or canceled; destroy.</p> <p>Retain at agency until related form is discontinued, superseded, or canceled; destroy.</p>
GSA-039	<p>PHOTOGRAPHS</p> <p>Photographs/collection of photographs that document agency missions/programs and/or are related to significant events in which the department or office participated (See GSA20 & GSA6). Also includes photographs of routine award ceremonies, social events, and activities not related to the mission of the agency, as well as, internal personnel and administrative training filmstrips and slides of programs. May also include an index to the above.</p>	<p>Record Copy</p>	<p>District Office</p>		<p>PERMANENT</p>	<p>Retain at agency until no longer needed; transfer to Archives for permanent preservation.</p>

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GSA-040	<p>GRAPHIC ARTS</p> <p>A. Routine artwork for handbills, flyers, posters, letterhead, and other graphics.</p> <p>B. Line and halftone negatives, screened paper prints and offset lithographic plates used for photo-mechanical reproduction.</p> <p>C. Line copies of graphs and charts.</p>	<p>Record Copy</p> <p>Record Copy</p> <p>Record Copy</p>	<p>District Office/Local School</p> <p>District Office/Local School</p> <p>District Office/Local School</p>		<p>UNTIL NO LONGER NEEDED</p> <p>UNTIL NO LONGER NEEDED</p> <p>UNTIL NO LONGER NEEDED</p>	<p>Retain at agency until no longer needed; destroy.</p> <p>Retain at agency until no longer needed; destroy.</p> <p>Retain at agency until no longer needed; destroy.</p>
GSA-041	<p>MOTION PICTURES/VIDEO RECORDINGS/SOUND RECORDINGS</p> <p>A. Films/recordings acquired from outside sources for personnel and management training; rehearsal or practice tapes; recordings documenting routine meetings and awards presentations; and duplicate prints and preprint elements required for preservation, duplication, and reference.</p> <p>B. Internal personnel and administrative training programs that do not reflect the mission of the agency. These include "role-play" sessions, management and supervisory instruction, etc.</p>	<p>Record Copy</p> <p>Record Copy</p>	<p>District Office/Local School</p> <p>District Office/Local School</p>		<p>UNTIL NO LONGER NEEDED</p> <p>ONE YEAR AFTER COMPLETION</p>	<p>Retain at agency until no longer needed; destroy.</p> <p>Retain at agency 1 yr after completion of training program; destroy.</p>

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GSA-041	<p>MOTION PICTURES / VIDEO RECORDINGS / SOUND RECORDINGS (Cont.)</p> <p>C. Films/recordings created to document agency activities and events, public relations, promotions, etc.</p> <p>D. Video images created while monitoring activities within and outside of public buildings. Security setups vary; recordings may be continuous, stopframe, random, or triggered by ‘panic button’ use. Also show date and time indexing information.</p>	<p>Record Copy</p> <p>Record Copy</p>	<p>District Office/Local School</p> <p>District Office/Local School</p>	<p></p> <p>CONF.</p>	<p>PERMANENT</p> <p>SEE RETENTION INSTRUCTIONS</p>	<p>Retain at agency 2 yrs; transfer to Archives for permanent preservation.</p> <p>Retain ‘incident’ videos 3 yrs; reuse. Retain other video records for the maximum length of time allowed by the recording system or 30 days, whichever is longer; reuse.</p>
GSA-042	<p>SUSPENSE FILES</p> <p>Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.</p> <p>A. A note or other reminder to take action</p> <p>B. The file copy or an extra copy of an outgoing communication, filed by the date on which a reply is expected.</p>	<p>Info and Record Copy</p> <p>Info and Record Copy</p>	<p>District Office/Local School</p> <p>District Office/Local School</p>	<p></p>	<p>SEE RETENTION INSTRUCTIONS</p> <p>SEE RETENTION INSTRUCTIONS</p>	<p>Destroy after action is taken.</p> <p>Withdraw documents when reply is received. (1) If suspense copy is an extra copy, destroy immediately. (2) If suspense copy is the file copy, incorporate into the official files.</p>

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GSA-043	<p>TRACKING AND CONTROL RECORDS</p> <p>Logs, registers, and other records used to control or document the status of correspondence, reports or other records that are authorized for destruction by the General School Schedule or a DPA approved records retention schedule.</p>	Record Copy	District Office/Local School		UNTIL NO LONGER NEEDED	Retain at agency until no longer needed; destroy.
GSA-044	<p>DRIVER EDUCATION ANNUAL REPORT TO DEPARTMENT OF EDUCATION</p> <p>Reports to the State Department of Education, on an annual basis, giving the number of students and teachers participating in driver education. Includes report from each school and system-wide summary or equivalent.</p> <p>A. DRIVER EDUCATION STUDENTS' FINAL GRADES (Comprehensive List)</p> <p>Final grades for the forty-four hour driver education course shall be either pass or fail. Pass/fail grades are submitted by all local and charter schools and must be received by DOE no later than June 30th for regular driver education programs and August 31st for summer driver education programs.</p> <p>NOTE: For Individual Student Grades see Series GSS-001, 002, or 004.</p>	<p>Info Copy</p> <p>Record Copy</p> <p>Record and Info Copy</p>	<p>District Office/Local School</p> <p>Dept. of Education</p> <p>Dept. of Education/ District Office/Local School</p>	CONF.	<p>ONE YEAR</p> <p>PERMANENT</p> <p>SEVEN YEARS</p>	<p>Retain at agency 1 yr; destroy.</p> <p>Retain at District Office/Local School for 7 yrs; destroy. See Department of Education Series AEWD-002.</p> <p>14 DE Administrative Code 540.4.1</p> <p>Updated 2010</p>
GSA-045	<p>DRIVER EDUCATION VEHICLE AGREEMENTS</p> <p>Documents relate to obtaining vehicles for the Driver Education Program. Includes agreement for obtaining vehicles for the Driver Education Program.</p>	Record Copy	District Office		VEHICLE RETURNED	Retain at agency until returned to lending agency; destroy.

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SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSA-046	EMERGENCY PREPAREDNESS PLANS Documents relate to planning for man-made or natural disasters or emergencies. Includes copy of plan.	Info and Record Copy	District Office/Local School		SUPERSEDED OR OBSOLETE	Retain at agency until superseded or obsolete; destroy.
GSA-047	STUDENT ENROLLMENT / UNIT ALLOTMENT REPORTS / RECORDS	Info Copy	Local School and District Office	CONF	THREE YEARS; SUCCESSFUL AUDIT	Retain at agency 3 yrs; successful audit; destroy. Title 14 Education 700 Finance and Personnel 701 Unit Count 1.2 Revised 2008
	Enrollment packet reflecting September 30 th unit calculations which are based on school enrollment. The enrollment packet may contain the following information: Student enrollment and classification information from the district, each local school in the district or charter school and vocational areas. Information reflects regular students, special education, full-time, part-time, and school choice enrollment. The data submitted to Department of Education is used to calculate funding levels.	Record Copy	Department of Education		PERMANENT	See DOE Retention Schedule, Series #TMD-002C Revised 2006
GSA-048	GOVERNMENT EQUIPMENT LEASE/LOAN FILES Documents relate to leasing government equipment for use in vocational education programs. Includes agreements, lease equipment inventory, shipping instructions, bills of lading, related documents, and correspondence.	Info and Record Copy	District Office/Local School		FIVE YEARS AFTER EXPIRATION OF LEASE	Retain at agency 5 yrs after expiration of lease; destroy.

**SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE
ADMINISTRATIVE FILES**

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSA-049	PRIVATE SCHOOLS ENROLLMENT Statistics for annual report to the State Board of Education showing information related to the number of students enrolled in each private school in the school district, including working papers and related correspondence.	Info Copy Record Copy	District Office/Local School Department of Education		THREE YEARS PERMANENT	Retain at agency 3 yrs after submission to the State Department of Education; destroy. Updated 2010
GSA-050	REAPPORTIONMENT PLAN FILES Documents relate to redrawing district lines based on census report. Includes maps, planning and working documents, district description (s), related correspondence.	Record Copy	District Office		PERMANENT	Retain at agency 3 yrs. after final resolution of issue; film; destroy originals. Retain film permanently at Archives.
GSA-051	SCHOOL BOARD ATTORNEY LEGAL CASE FILES Files may contain the following: legal briefs, consent decrees, correspondence, etc.), resolution of legal questions regarding employee matters, insurance, EEOC, property matters, employee and parent lawsuits, and other legal issues.	Record Copy	District Office	CONF.	PERMANENT	Retain at agency 3 yrs after final resolution. Transfer to Archives for permanent preservation. Updated 2010
GSA-052	SPECIAL EDUCATION MONTHLY AND ANNUAL ATTENDANCE REPORTS Documents used for determining allocation of funds for special education teachers. Includes Dept. of Education Form, "Special Education Monthly Report" or equivalent showing how teachers are used and number of students served in different programs; monthly computer printouts showing same information; and annual summary from the Department of Education.	Info Copy Record Copy	District Office Dept. of Education		FIVE YEARS PERMANENT	Retain annual summary at agency 5 yrs; destroy.

**SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE
ADMINISTRATIVE FILES**

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSA-053	STUDENT ATTENDANCE FILE Information on student enrollments, attendance, absences, and withdrawals. May include the following: Attendance register cards, printouts and daily attendance.	Info and Record Copy	District Office/Local School	CONF.	100 YEARS	Retain at agency through end of school year; transfer to Archives for 99 yrs; transfer information to Student Cumulative Record annually; destroy. (See Series GSS-001, 002, 003, & 004 in Student Records section). Updated 2010
GSA-054	STUDENT OR VISITOR INJURY FILES Reports and investigation of injuries to students or visitors on school buses or grounds. Included are (but not limited to) report of accident, investigation report, and compiled statistics on injuries for school and school system as a whole.	Info and Record Copy	District Office/Local School		3 YEARS W/ EXCEPTIONS	Retain at agency 3 yrs; destroy. Exception for injuries to minors: Retain 25 yrs; destroy.
GSA-055	BUILDING INSPECTIONS/REPAIRS Document periodic inspections and necessary repairs to school buildings.	Info and Record Copy	District Office		FIVE YEARS	Retain at agency 5 yrs; destroy.
GSA-056	VOCATIONAL SUMMER SCHOOL FILES Documents relate to applying for and operating summer vocational schools. Includes application, regulations, reports, related documents, and correspondence.	Info and Record Copy	District Office/Local School		SUCCESSFUL AUDIT	Retain at agency until successful audit; destroy.
GSA-057	STATE STANDARDS FOR DELAWARE SCHOOLS Documents relating to meeting State standards for Delaware schools. Includes State Standards Manual, guidelines, reports, related documents, and correspondence.	Info and Record Copy	District Office/Local School		UNTIL SUPERSEDED	Retain at agency until superseded; destroy.

**SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE
ADMINISTRATIVE FILES**

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSA-058	COMPREHENSIVE PLAN FILES Documents relate to planning the development of education in the school system. Includes working papers, drafts, correspondence, and final plan for development of education (in such areas as vocational education, special education, etc.).	Record Copy	District Office		PERMANENT	Retain at agency 5 yrs; transfer to Archives for permanent preservation. Updated 2010
GSA-059	SCHOOL SYSTEM STUDIES & REPORTS FILES Documents relate to various studies by private and other government agencies requested by the superintendent and usually approved by the school board. Includes working papers, correspondence, related documents, and final report.	Info and Record Copy	District Office		PERMANENT	Retain at agency 5 yrs; transfer to Archives for permanent preservation. Updated 2010
GSA-060	ACCREDITATION CERTIFICATES Documents relate to accreditation and include only the accreditation certificate received by each school or school system.	Info and Record Copy	District Office		UNTIL RECEIPT OF NEXT CERTIFICATE	Retain at agency until receipt of next certificate; destroy.
GSA-061	ANNUAL APPLICATION FOR CONTINUED ACCREDITATION Documents relate to requesting and obtaining continued accreditation in each school and school system. Includes annual application, notification of standards met, and related correspondence.	Record Copy	District Office		PERMANENT	Retain at agency 5 yrs; transfer to Archives for permanent preservation. Updated 2010

**SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE
ADMINISTRATIVE FILES**

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSA-062	TEN-YEAR SELF-STUDY REPORTS Documents relating to maintaining accreditation of individual schools and school systems. Includes Ten-year Self-Study and working papers.	Record Copy	District Office		PERMANENT	Retain at agency 10 yrs; transfer to Archives for permanent preservation. Updated 2010
GSA-063	SPECIAL AWARDS FILES Documents relate to selecting schools, teachers, or other professional staff for special recognition for outstanding achievement. Includes recommendations, ratings, procedures, requirements, notices of awards, related material, and correspondence.	Info and Record Copy	District Office/Local School		TEN YEARS	Retain at agency 10 yrs; destroy. Note: Personnel receiving special awards should have a copy placed in personnel permanent record folder, GSP-004.
GSA-064	SCHOOL HISTORICAL FILES AND ARTIFACTS Documents and artifacts relate to recording the development of individual schools. Includes scrapbooks, activity and yearbooks, clippings, school newspapers, pictures, pamphlets, trophies, films, slides, showing the historical developments of individual schools and students.	Record Copy	District Office/Local School		PERMANENT	Retain at agency 10 yrs; transfer to Archives for permanent preservation.
GSA-065	SCHOLARSHIP AND AWARDS FILES Documents relate to selecting outstanding students for scholarships or awards based on achievement. Includes criteria for selection, judges' score sheets, notification of award, and related correspondence.	Info and Record Copy	District Office/Local School		TEN YEARS	Retain at agency 10 yrs; destroy. NOTE: Outstanding achievement should be noted on student cumulative record, GSS-001, 002, 003, & 004.

**SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE
ADMINISTRATIVE FILES**

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSA-066	CURRICULUM COURSE GUIDES Documents relate to maintaining a record of Curriculum Course Guides for all school curriculum courses. Includes a copy of the Curriculum Course showing philosophy, scope, and related materials objectives and methods of evaluation.	Info and Record Copy	District Office/Local School		FIVE YEARS	Retain at agency 5 yrs; destroy.
GSA-067	TEACHER, PARENT, STUDENT HANDBOOKS Documents relate information on school operations to parents, students, and teachers. Includes handbooks, pamphlets, brochures, schedules, etc., showing rules, policies, and procedures.	Info and Record Copy	District Office/Local School		PERMANENT	Submit two copies to Archives upon publication for Delaware Documentation.
GSA-068	TEXTBOOK ADOPTION RECOMMENDATIONS Documentation of authorization to purchase textbooks for adoption and use in the school system. May include microfilm copy of textbook or list of books, supplementary materials, procedure and criteria involved in selection, related papers, and correspondence.	Info and Record Copy	District Office/Local School		FIVE YEARS	Retain at agency 5 yrs; destroy.

**SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE
ADMINISTRATIVE FILES**

SERIES NO.	SERIES TITLE AND DESCRIPTION	COPY	LOCATION	CONF.	TOTAL RETENTION	RETENTION INSTRUCTIONS
GSA-069	NOMINATING PETITIONS Contains petitions used to nominate candidates for membership on the school board. Information on the petitions include: name of candidate seeking office, name of person signing petition, address of petitioner signer, and date of signing.	Info and Record Copy	District Office		ONE YEAR	Retain at agency 1 yr.; destroy.
GSA-070	ORIGINAL ELECTION RETURN RECORDS Contains election returns documenting the election of school board officials.	Record Copy	District Office		PERMANENT	Retain at agency 10 yrs; transfer to Archives for permanent preservation.
GSA-071	VOTER LIST Contains the names of eligible voters in the school district.	Info and Record Copy	District Office/Local School		ONE YEAR	Retain at agency 1 yr; destroy.
GSA-072	VOTER SIGNATURE CARD Contains the name and address of eligible voter.	Info and Record Copy	District Office/Local School		ONE YEAR	Retain at agency 1 yr; destroy.
GSA-073	ABSENTEE BALLOTS Voters that are not going to be physically able to vote at the polls send in a paper ballot with their vote marked.	Record Copy	District Office	CONF.	TWO YEARS	Retain at agency 2 yrs; destroy. Updated 2010
GSA-074	VOTER QUALIFICATION RECORDS Copies of documents that verify voter's qualifications to vote, e.g. age, address, etc.	Record Copy	District Office		UNTIL NO LONGER NEEDED	Retain at agency until no longer needed; destroy. Updated 2010