

**SCHOOL DISTRICT GENERAL RECORDS RETENTION SCHEDULE  
LOCAL SCHOOL**

<b>SERIES NO.</b>	<b>SERIES TITLE AND DESCRIPTION</b>	<b>COPY</b>	<b>LOCATION</b>	<b>CONF.</b>	<b>TOTAL RETENTION</b>	<b>RETENTION INSTRUCTIONS</b>
GSL-001	<b>SCHOOL EMERGENCY FIRE DRILL RECORDS</b>  Documents relate to recording and reporting fire drills held in each school.	Info and Record Copy	Local School		<b>THREE YEARS</b>	Retain at agency 3 yrs; destroy.
GSL-002	<b>TEACHER'S RECORD OF STUDENT ATTENDANCE</b>  Includes teacher's daily, weekly, or yearly record of student attendance, absences, tardiness (information is transcribed to State required attendance files located in Student Cumulative Record - GSS 001, 002, 003, 004	Info and Record Copy	Local School	CONF.	<b>ONE YEAR</b>	Retain at agency 1 yr.; transfer information to Student Cumulative Record annually; destroy. (See (Item #GSS001, 002, 003, 004 for retention).
GSL-003	<b>TEACHER'S STUDENT FOLDER FILE</b>  File on each student containing various classroom notes, student's grades, attendance, and participation data, related material necessary for teacher's classroom administration.	Info and Record Copy	Local School	CONF.	<b>SEE RETENTION INSTRUCTIONS</b>	Retain at agency for one additional year after the end of each school year with no discrepancies; destroy.  Updated 2010
GSL-004	<b>SCHOOL LIBRARY ACCESSION BOOKS</b>  A list or other index of books, periodicals, filmstrips, films, and other material assigned or added to the library.	Info and Record Copy	Local School		<b>PERMANENT</b>	Retain at agency permanently.

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GSL-005	<p><b>SCHOOL LIBRARY CIRCULATION RECORDS</b></p> <p>A record indicating the daily, monthly, and annual activity of the library. Generally shows circulation statistics, fees received (sometimes with received), new borrowers, circulation statistics for holdings by category (i.e., Nonfiction, fiction, adult, juvenile, paperbacks, magazines, visual aids, and totals.</p>	Info and Record Copy	Local School		THREE YEARS	Retain at agency 3 yrs.; destroy.
GSL-006	<p><b>LOCAL SCHOOL ADVISORY COMMITTEE</b></p> <p>Documents recording activities and recommendations of citizens advisory committee to local schools. Includes by-laws, list of members, minutes of meetings or record of proceedings, reports of school or Board of Education.</p>	Record Copy	District Office		PERMANENT	Retain at agency 5 yrs; film; destroy originals. Retain film permanently at Archives.
GSL-007	<p><b>DEPARTMENT OF HEALTH AND SOCIAL SERVICES SCHOOL VERIFICATION FORM</b></p> <p>Division of Social Services form received by local schools to verify enrollment and attendance for those students receiving Medicaid Benefits. Form is completed and original returned to Division of Social Services.</p>	Info Copy	Local School	CONF.	ONE SCHOOL YEAR	Retain at agency 1 school yr.; destroy.