



# LOS ANGELES UNIFIED SCHOOL DISTRICT

## REFERENCE GUIDE

**TITLE:** **Records Retention for School Sites**

**NUMBER:** REF-071300.0

**DOCUMENT VISIBILITY:**  PROTECTED     PUBLIC

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**DATE:** June 14, 2019

**ROUTING**  
All Employees  
All Locations

**PURPOSE:** The purpose of this reference guide is to provide details for managing records at school sites, as well as provide a retention schedule listing records typically found at school sites. This reference guide is governed by policy BUL-6825.0 Records Retention and Destruction.

**MAJOR CHANGES:** This is a new reference guide.

- INSTRUCTIONS:**
- I. Background**  
Title 5 of the California Code of Regulation Section 16022 and BUL-6825.0 require that school district records be reviewed on an annual basis and classified as Permanent, Optional, or Disposable. Disposable records should be deleted or destroyed after they have met their retention requirements. The attached Records Retention Schedule provides guidance for how long records should be retained before they can be destroyed.
  - II. Automated Record Keeping Systems**  
Many of the District’s records that require permanent retention are currently managed in automated systems such as MiSiS, Welligent, or SAP. Records generated or received at the school site may provide supporting documentation to these systems, as inputs, or even digitized content. While these records supplement the permanent records of the system, the supporting records themselves often may be considered



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Disposable records that can be destroyed after they have met their retention requirements.

### **III. Non-Records**

Unless subject to a legal hold, Non-Records such as convenience copies, drafts, or personal notes do not need to be retained; they can be disposed of immediately whenever they are of no use to the school site (See BUL-6825.0 for more information on non-records).

### **IV. Information Protection**

Records at a school site containing “Protected” or “Non-Public” information must be handled accordingly. Any records with personal information, health information, pupil information or employee information should never be left unprotected and should be shredded or otherwise made irretrievable when deleted or destroyed (See BUL-1077.2 for more information on Information Protection).

### **V. Legal Holds**

At times certain documents and records may be subject to litigation. Legal holds always supersede any retention requirements and the documents should be retained until you are notified that the hold has been closed and the records can once again be deleted or destroyed in accordance with the retention schedules.

### **VI. Records Retention Schedule**

A Records Retention Schedule is a list of records types created, received, or maintained and the length of time they must be retained to meet legal, operational, and historic obligations. Typically records that have met their retention requirements are no longer needed and can be destroyed.

### **VII. LAUSD Records Retention Schedule – Common Records for School Sites**

Attached to this reference guide is a Records Retention Schedule for records commonly maintained at school sites. The records and retentions listed apply only to those records found in school sites. Other offices and divisions within the District may be also responsible for retaining these records for a longer period of time to meet their legal, regulatory, and operational requirements. The Records Retention Schedule lists the following information:

- **Title/Description** - The name of the record as well as details about the record type including other offices or divisions that may have jurisdiction over the particular record.



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- **Classification** - Whether the record is Class 1 Permanent, Class 2 Optional, or Class 3 Disposable.
- **Retention** - The minimum length of time the record must be kept after it has been created, received, or finalized. Records organized and associated by school year should apply the retention to the school year as a whole, so that records from the 2012-2013 school year with a 5-Year retention could be safely deleted or destroyed at the conclusion of the 2017-2018 school year.

Questions about the Records Retention Schedule can be addressed to the Records Manager.

### **RELATED RESOURCES:**

BUL-1077.2 *Information Protection Policy*, dated July 18, 2017  
BUL-4926.2 *Attendance Manual: Policy and Procedures for Elementary, Secondary and Option Schools*, dated March 1, 2013  
BUL-6745.1 *Guidelines for the Required English Learner Advisory Committees and School Site Councils*, dated August 10, 2016  
BUL-6825.0 *Records Retention and Destruction (Other than Pupil Records)*, dated February 8, 2017  
BUL-6887.1 *Pupil Records: Access, Confidentiality, and Notice of Educational Rights*, dated March 6, 2019  
California Code of Regulations Title 5 Sections 16020 – 16027  
California Code of Regulations Title 8 Section 3203  
CASBO *Records Retention Manual 6<sup>th</sup> Edition*, published February 2016  
*Cumulative Record Handbook for Elementary Schools*, August 2018 Revision 3.0  
*Cumulative Record Handbook for Secondary Schools*, April 2017 Revision 6.0  
*Payroll Concepts Manual*, February 2017  
*Procurement Manual 8<sup>th</sup> Edition*, October 2018  
REF-1706.4 *Imprest Funds*, dated September 15, 2015  
REF-3930.6 *Flushing Requirements for Drinking Fountains and Faucets*, dated October 24, 2016  
REF-5803.4 *Emergency Drills and Procedures*, dated August 29, 2018  
REF-6294.3 *Secondary Official Roll Book*, dated September 14, 2017  
[\*Special Education Electronic Policy and Procedures Manual \(e-PPM\) 2018-2019 Program and Budget Handbook \(FSEP\)\*](#), ver. 02-15-2018

**ASSISTANCE:** For assistance or further information, please contact christian.meinke@lausd.net.



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RECORDS RETENTION SCHEDULE – COMMON SCHOOL SITE RECORDS**

ATTACHMENT A

<b>Title/Description</b>	<b>Classification</b>	<b>Retention</b>
<b>Accounting &amp; Disbursements</b> <ul style="list-style-type: none"> <li>• Imprest records including monthly reconciliations, receipts, and other supporting documentation (See REF-1706.4 )</li> </ul>	3	7 Years
<b>Budget &amp; Finance</b> (See Program and Budget Handbook (FSEP)) <ul style="list-style-type: none"> <li>• Adjustments</li> <li>• Control Sheets</li> <li>• State or Federal Programs</li> </ul>	3	7 Years
<b>Environmental Health &amp; Safety</b> <ul style="list-style-type: none"> <li>• Incident &amp; Injury Prevention Plans IIPP (CCR Title 8 Section3203)</li> </ul>	3	1 Year
<ul style="list-style-type: none"> <li>• Injury and Illness Prevention Records               <ul style="list-style-type: none"> <li>• Safety Inspection Reports</li> <li>• Regulatory Citations</li> <li>• Corrective Action Notices</li> <li>• Safety Committee Meeting Minutes</li> <li>• Cal/OSHA Form 300</li> <li>• Employee Injury/Accident Prevention Reports</li> <li>• Workers' Compensation Claim Reports (See REF-1279)</li> <li>• Employee Health and Safety Training Records</li> </ul> </li> </ul>	3	5 Years
<ul style="list-style-type: none"> <li>• Water Flush Logs (See REF-3930.6)</li> </ul>	3	3 Years
<b>Emergency Services</b> <ul style="list-style-type: none"> <li>• Emergency Drills (See REF-5803.4)               <ul style="list-style-type: none"> <li>○ Emergency Drill and Fire Alarm Test Log</li> <li>○ Drill Instructions to Staff</li> <li>○ Emergency Drill Data Worksheet</li> <li>○ Drill Certificates</li> </ul> </li> </ul>	3	2 Years
<b>Food Services</b> <ul style="list-style-type: none"> <li>• Cafeteria Invoices</li> <li>• Certifications</li> </ul>	3	4 Years

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Office of the Chief Financial Officer  
Office of Business Support



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<b>Title/Description</b>	<b>Classification</b>	<b>Retention</b>
<b>Payroll Records</b> – Supporting documentation (See Payroll Concepts Manual) <ul style="list-style-type: none"> <li>• Time cards</li> <li>• Substitute vouchers</li> <li>• Vacation requests</li> <li>• Approved time off</li> </ul>	3	7 Years
<b>Personnel Files</b> - Current & past employees of the school Original personnel records in school’s Personnel File. Personnel Files may include: <ul style="list-style-type: none"> <li>• Hiring/Selection records</li> <li>• Performance Evaluations</li> <li>• Disciplinary Action</li> <li>• Leave of Absence Requests (Copies)</li> <li>• Training records including certificates of completion and sign-off sheets for Mandatory Bulletins</li> <li>• Copies of licenses or professional certifications</li> <li>• Availability Schedules</li> </ul> Copies of records maintained by Human Resources and/or Personnel Commission may be disposed of when no longer needed at the school site.	1	PERM
<b>Procurement</b> – Procurement records are maintained in SAP. Any procurement records acquired by the school such as vendor quotes or proposals should be entered into SAP and do not need to be retained once confirmed (See Procurement Manual)	3	N/A
<b>Student Body</b> <ul style="list-style-type: none"> <li>• Quarterly Reports</li> <li>• Ledgers</li> </ul>	1	PERM



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<p><b>Student Records</b> – Consult the Cumulative Record Handbooks and the Student Record Center website for details on handling, processing, and digitizing of student records</p>		
<ul style="list-style-type: none"> <li>• Mandatory Permanent Pupil Records               <ul style="list-style-type: none"> <li>• Cumulative Files                   <ul style="list-style-type: none"> <li>• Senior High records</li> <li>• Elementary records</li> <li>• Health Information Card</li> <li>• Immunization Cards (pull out immunization copies, information should have been transferred to the immunization card)</li> <li>• Birth Certificate and other legal documents used to verify birth date</li> <li>• Copies of documents that verify U.S. residence</li> <li>• Original transcripts or student information from other districts</li> </ul> </li> <li>• Enrollment Records not maintained in the Cumulative Files or MiSiS that detail the legal name of the pupil, date of birth, method for verification of birth date, sex, place of birth, name and address of the parent of minor pupil, including address of the pupil if different from the parent and an annual verification of the name and address of the parent and residence of the pupil.</li> <li>• Academic Records not maintained in the Cumulative Files or MiSiS that detail the entering and leaving date of each school year and for any summer session or extra session; subjects taken during each year, half-year, summer session, or quarter; mark or number of credits toward graduation allowed for work taken; or date of high school graduation or equivalent</li> <li>• Verification of exemption from required immunization.</li> </ul> </li> </ul>	1	<p>5 Years after the expected graduation year, Mandatory Permanent Pupil records should be transferred to the Student Records Center for digitization and <b>permanent storage at the Student Records Center</b></p>



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<b>Student Records (Cont.)</b> – Consult the Cumulative Record Handbooks and the Student Record Center website for details on handling, processing, and digitizing of student records		
<ul style="list-style-type: none"> <li>• Mandatory Interim Pupil Records               <ul style="list-style-type: none"> <li>• Access logs</li> <li>• Special education program tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge (IEP/”green folders”)</li> <li>• Progress reports and/or notices</li> <li>• Parental restrictions regarding access to directory information</li> <li>• Parent or adult student rejoinders to challenged records and to disciplinary action</li> <li>• Parental authorizations or prohibitions of student participations in specific programs</li> <li>• Results of standardized tests</li> <li>• Notification to School of Child’s/Minor’s Placement Status (DCFS form #1399)</li> </ul> </li> </ul>	3	5 Years after graduation from High School or 5 years after the student leaves the District



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<p><b>Student Records (Cont.)</b> – Consult the Cumulative Record Handbooks and the Student Record Center website for details on handling, processing, and digitizing of student records</p>		
<ul style="list-style-type: none"> <li>• Permitted Records               <ul style="list-style-type: none"> <li>• Objective counselor and/or teacher ratings, e.g., SSPT Student Support and Progress Team (SSPT) Documents</li> <li>• Standardized test results older than three years</li> <li>• Routine discipline data</li> <li>• Verified reports of relevant behavioral patterns</li> <li>• All disciplinary notices</li> <li>• Attendance records not covered in the California Code of Regulations, Title 5, Section 400 (e.g. notes from parents including absence notices)</li> </ul> <p><i>Notes made or kept for the convenience of the classroom teacher may be disposed of when the student leaves the teacher’s roster or when the notes are no longer useful.</i></p> </li> </ul>	3	4 Years and no less than 6 months after the student leaves the District
<p><b>School Site Council</b> (see BUL-6745.1 Guidelines for the Required English Learner Advisory Committee (ELAC) and School Site Council (SSC))</p> <ul style="list-style-type: none"> <li>• Orientation and election meeting announcements, ballots, agendas, minutes, records of attendance for each stakeholder group and officer election, handouts, recommendations and actions from each meeting, official correspondences, bylaws, and all written documents with recommendations from the ELAC and the corresponding SSC responses.</li> </ul>	3	5 Years
<p><b>Teacher Roll Books</b> (see REF-6294.3 Secondary Official Roll Book) Semester or summer/intersession</p>	3	5 Years