



CASBO

Records Retention  
Documents

# Accounting & Budget Records

| Form No.<br>(If Any)                                      | Class | Record Title   | Required               |                          |                                  | **If Imaged**          |                    |
|---|-------|--|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|   |       |  | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
|   | 3     | Accounts Payable Reconciliation  | 3 Years                | 4 Years                  | Fiscal Accountability            | --                     | --                 |
|   | 3     | Accounts Receivable Reconciliation   | 3 Years                | 4 Years                  | Fiscal Accountability            | --                     | --                 |
| SACS<br>(J-200/300)<br>(J141)(J41)                        | 1     | Annual Financial and Budget Report   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| SACS<br>(J-400/500)                                       |       | County Superintendent of Schools   |                        |                          |                                  |                        |                    |
| SACS<br>(J-600/700)                                       | 1     | Annual Financial and Budget Report, Joint Powers Agencies  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| SACS<br>(J-301-CE)  | 1     | Annual Financial Report- Continuation Education Schools  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|   | 2     | Annual IMF Statement, Optional Cash Request (Credit Districts)   | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
|   | 2     | Annual Interest Accrued by Direct Order School Districts on K-8 Instructional Materials Fund   | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| SACS<br>(J-780)   | 1     | Annual Program Cost Data Report, Joint Powers Agencies   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| SACS<br>(J-380)   | 1     | Annual Program Cost Data Report, Single District   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| C-1- A  | 1     | Annual Report for Cal-SAFE Child Care Funding  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-22-A)                                   | 1     | Annual Report for Gifted and Talented Programs   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-22-A)                                   | 1     | Annual Report for Handicapped Pupils Attending an ROC/P  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-50-A  | 1     | Annual Report for Special Education Master Plan  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| SACS - SEA<br>(J-201SEA)                                  | 1     | Special Education Revenue Allocation   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| SACS<br>(J-200/300)<br>(J-44)                             | 1     | Annual Report of Abatements of Expenditures  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| (J-43-A)  | 1     | Annual Report of Accounts Receivable   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19C-A)<br>(1-19 A) Suppl<br>(County) | 1     | Annual Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Master Plan for Special Education Programs | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-A)<br>(J-18-A Supp)               | 1     | Annual Report of Attendance for High School Students Residing in the District  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-A)<br>(J-19-A Supp)               | 1     | Annual Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-A)<br>(J-19E-A)                   | 1     | Annual Report of Attendance for Jr. High School Grades 7 and 8 Only  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-A)<br>(J-18-A)                    | 1     | Annual Report of Attendance for Kindergarten and Elementary Pupils Residing in the District  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-A)<br>(J-18-A Supp)               | 1     | Annual Report of Attendance for Kindergarten and Elementary Pupils Residing Outside the Reporting District if Tuition is Charged   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-22-A)                                   | 1     | Annual Report of Attendance for Special Programs   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| B - A   | 1     | Annual Report of Attendance for Students Enrolled in District Cal-SAFE Programs  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-A)                                | 1     | Annual Report of Attendance for Students Residing in the District  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-43  | 1     | Annual Report of Current Liabilities   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      - - Feasibility to Microfilm at District Discretion

# Accounting & Budget Records... continued

| Form No.<br>(If Any)   | Class | Record Title  | Required               |                          |                                  | **If Imaged**          |                    |
|--|-------|---|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|  |       |   | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
| St Software<br>(J-18/19-A)                                       | 1     | Annual Report of Attendance for Supplement Students Residing Outside the Reporting District if Tuition is Charged   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J18/19CH-A)                                      | 1     | Annual Report of Charter School ADA Funded Through Revenue Limits (E.C.42238)   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-C-A<br>(J-18-A Supp))                    | 1     | Annual Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Master Plan for Special Education Programs | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| SACS -TRAN<br>(J-141)  | 1     | Annual Report of Pupil Transportation Expense   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| SACS-TRAN<br>J-141ROC/P  | 1     | Annual Report of ROC/P Transportation   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| SACS-TRAN<br>(J-141-S)   | 1     | Annual Report of Special Education Transportation Expense   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|  | 1     | Annual School District Audit Reports  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| VE-1,SDE100<br>SDE-100A,B<br>JTPA FORM,<br>SDE-101A &<br>SDE-103 | 2     | Application for Allocated Federal Vocational Education Funds  | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| J-22.4   | 1     | Application for Allowance for the Cost of Educating Exceptional Children Away from the District of Residence  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|  | 3     | Application for Approval of Elementary and High School Summer School  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| CD-1703  | 2     | Application for Capital Outlay Funds for Family Child Care Homes  | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| J-16   | 1     | Application for District Authority for Issuance of Warrants   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| I-111  | 1     | Application for Exemption from the Classroom Teacher Salary Limitation  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| SDE-100  | 2     | Application for Funding: Consolidated Categorical Aid Programs  | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| CD-9725<br>CD-3704   | 2     | Application for Funds to Provide Child Care and Development Services  | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| CD-1706  | 2     | Application for Revolving Loan Fund   | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| J-PCP  | 1     | Application for Special Allowance for Project-Connected Pupils  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|  | 3     | Application for the 1999-2000 Jack O'Connell Beginning-Teacher Salary Incentive Program Education Code Section 45023.4  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|  | 3     | Application for the 2000-2001 Beginning Teacher Minimum Salary Program Education Code Section 45023.1   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| 2VEA-1   | 2     | Application for VEA Funds - Basic Grant   | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| SAVEA-1  | 2     | Application for VEA Funds - Consumer and Homemaking Education - Basic Grant   | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| SBVEA-1  | 2     | Application for VEA Funds - Consumer and Homemaking Education - Economically Depressed Area Program/Services  | 5 Years                | 6 Years                  | (A)                              | --                     | -                  |
| 3VEA-1   | 2     | Application for VEA Funds - Program Improvement and Supportive Service  | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| 4VEA-1   | 2     | Application for VEA Funds-Special Programs for the Disadvantaged  | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
|  | 3     | Appropriation Ledger  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      -- - Feasibility to Microfilm at District Discretion

(A) - Final Audit - ref: Voc Ed Financial Report and Claim for Funds

# Accounting & Budget Records... continued

| Form No.<br>(If Any)         | Class | Record Title   | Required               |                          |                                  | **If Imaged**          |                    |
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|                              |       |  | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
| CD-9502                      | 1     | Attendance and Fiscal Reports for Alternative Payment and Child Protective Services Program  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-9501                      | 1     | Attendance and Fiscal Report for Child Care and Development Program  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-9500                      | 1     | Attendance and Fiscal Report for Child Development Program   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-9501                      | 1     | Attendance and Fiscal Report for County Welfare Departments  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-9516                      | 1     | Attendance and Fiscal Reports for School-age Community Child Care Programs   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-9517                      | 1     | Attendance and Fiscal Report for School-age Community Child Development Programs Alternative Payment                                   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-6507                      | 1     | Attendance and Fiscal Reports for School-age Parenting and Infant Development Programs   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-1400                      | 1     | Attendance and Fiscal Reports for Special Programs for the Severely Handicapped  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-8501                      | 1     | Attendance and Fiscal Report for State Preschool Programs  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-73-A1                      | 3     | Audio-Visual Worksheet for the County School Service Fund  | 3 Years                | 4 Years                  | Fiscal Accountability            | --                     |                    |
|                              | 1     | Auditor's Report   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                              | 1     | Audits for Child Development Programs Administered by Private Non-Profit and Public Agencies   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                              | (a)   | Bank Deposit Slips   | (a)                    | 1 Year                   | Audit Purposes                   | --                     | --                 |
|                              | 3     | Bank Reconciliation and Canceled Checks  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| CD-9725<br>CD-2405           | 3     | Budget Worksheet   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                              | 3     | Cash Collection Reports  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                              | 3     | Census Reports   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                              | 3     | Certification of FTE for School Site Employees Performance Bonus and Certification Staff Performance Incentive Act Awards              | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| J-67                         | 1     | Certification of Total Income, Attendance and Transportation for Development Centers for Handicapped Pupils                            | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19CH/E) | 1     | Charter School Educationally Disadvantaged Pupil Data  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-4                          | 1     | Claim for Reimbursement for County School Service Fund   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| A-1, A-3,<br>VE-5            | 1     | Claim for Reimbursement of Federal Vocational Education Funds  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-51                         | 1     | Classes for Adults Cost Data Report  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| VEA-30                       | 2     | Combined Application for VEA Funds, TitleIIA, TitleIIB, Title III B; including Vocational Education Projected Program Inventory System | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
|                              | 1     | Commercial Warrant Register  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-66                         | 1     | Cost Data Report for the Development Center for Handicapped Pupils Programs  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                              | 2     | County AFDC Report   | 4 Years                | 4 Years                  | --                               | --                     |                    |
| J-73                         | 1     | County School Service Fund<br>Financial Report<br>Budget<br>Preliminary Budget   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |

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(A) - Final Audit - ref: Voc Ed Financial Report and Claim for Funds

# Accounting & Budget Records... continued

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| J-73-5                                       | 1     | County School Service Fund Budget-Supplemental Schedule  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-73-C                                       | 1     | County School Service Fund Financial Report Supplement Cost Data Report  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-73-P                                       | 1     | County School Service Fund - Position Schedule   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-73-J                                       | 1     | County School Service Fund - Project Expenditure Detail  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-73-A                                       | 1     | County School Service Fund Supplemental Annual Financial Report  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software (J-27/28-A) (J-27-A) (J-28-A)    | 1     | County Superintendent's Report of Schools and Classes Maintained: Annual Report of Elementary and High School Attendance               | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software (J-27/28-P1) (J-27-P1) (J-28-P1) | 1     | County Superintendents Report of Schools and Classes Maintained: First Period Report of Elementary and High School Attendance          | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software (J-27-P2) (County)               | 1     | County Superintendents Report of Schools and Classes Maintained on a County-wide Basis: Second Period Report for Elementary Attendance | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software (J-27/28-P2) (J-27-P2) (J-28-P2) | 1     | County Superintendents Report of Schools and Classes Maintained: Second Period Report of Elementary and High School Attendance         | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-20   | 1     | County Superintendents Report of Small Schools   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software (J-27/28)                        | 1     | Days of Attendance and ADA (Report by Elementary and Secondary)  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-22.2-A                                     | 1     | Driver Training Cost Data Report   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| R-2  | 1     | Employee Ratio Summary Certification Document  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|  | (a)   | Encumbrance Detail Listing   | (a)                    | 1 Year                   | Fiscal Accountability            | --                     | --                 |
| J-73.4                                       | 1     | Expenditure of ECIA Funds  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-2710                                      | 2     | Expenditure Report for Start-up/Close-down Costs for F.Y.  | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| CD-9725                                      | 3     | Expenditures Worksheet   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| CD-2600                                      | 3     | Family Fee Schedule  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| SACS (J-200)                                 | 1     | Final Annual Financial and Budget Report   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| 794-017                                      | 1     | Final Expenditure and Performance Report for P.L.94-142  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|  | 1     | Final Financial Report. Demonstration Programs   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software (J-18/19-A) (J-19-A)Aden         | 1     | Final Report of Adult Education ADA  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| 2VEA-,3VEA-3, 4VEA-3, SAVEA-3, VEA-4 & 5     | 2     | Financial Report and Claim for Funds   | 5 Years                | 6 Years                  | (A)                              | -                      | -                  |
|  | 1     | Financial Statements - All Funds   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| SACS (J-251)                                 | 1     | First Interim Financial Report   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software (J-22-P1)                        | 1     | First Period Report for Gifted and Talented Programs   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software (J-22-P1)                        | 1     | First Period Report for Handicapped Pupils Attending an ROC/P  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      -- Feasibility to Microfilm at District Discretion

# Accounting & Budget Records... continued

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| J-50-P1  | 1     | First Period Report for Special Ed. Master Plan   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-22-P1)                                 | 1     | First Period Report for Special Programs  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J18/19C-P1)<br>(J-19-P1<br>Suppl)County  | 1     | First Period Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs            | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-P1)<br>(J-19-P1)                 | 1     | First Period Report of Attendance for High School Students Residing in the District   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19CH)<br>P-1 ADA                    | 1     | First Period Report of Charter School Funded Through Revenue Limits (E.C.42238)   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| C-1- P1  | 1     | First Period Report for Cal-SAFE Child Care Funding   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| B-P1   | 1     | First Period Report of Attendance for Students Enrolled in District Cal-SAFE Programs   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19/P1)<br>(J-19-P1)<br>Supplement   | 1     | First Period Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-P1)<br>(J-19E-P1)                | 1     | First Period Report of Attendance for Jr. High School Grades 7 and 8 Only   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-P1)<br>(J-18-P1)                 | 1     | First Period Report of Attendance for Kindergarten and Elementary Pupils Residing in the District   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-P1)<br>(J-18-P1)<br>Supplement   | 1     | First Period Report of Attendance for Kindergarten and Elementary Pupils Residing in the District if Tuition is Charged   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-P1)<br>(J-18-P1)                 | 1     | First Period Report of Attendance for Students Residing in the District   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-P1)<br>Supplement                | 1     | First Period Report of Attendance for Students Residing Outside the Reporting District if Tuition is Charged  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J18/19C-P1)<br>(J-18-P1)<br>Suppl County | 1     | First Period Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-9500  | 2     | Fiscal Report for Child Development Program   | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| CD-2507  | 1     | Fiscal Report for Resource and Referral Programs  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-8501  | 2     | Fiscal Report for State Preschool Program Audit   | 4 Years                | 5 Years                  | Final State/Federal              | --                     | --                 |
| K-12-A   | 3     | Form and Schedule for the Computation of the Annual Principal Apportionment   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| K-12-P1  | 3     | Form and Schedule for the Computation of the First Principal Apportionment  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|  | 3     | Form and Schedule for the Computation of the First Principal Revenue Limit for School Districts   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| K-12-P2  | 3     | Form and Schedule for the Computation of the Second Principal Apportionment   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|  | 3     | Form for the Computation of the First Principal Revenue Limit for the County School Service Fund  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | -                      | -                  |
|  | 3     | Fuel Tax - Claim for Refund   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|  | 1     | General Ledger  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|  | 3     | Impact of Salary Settlement on the School District Budget   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      - - Feasibility to Microfilm at District Discretion

(A) - Final Audit - ref: Voc Ed Financial Report and Claim for Funds

# Accounting & Budget Records... continued

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|                       |       |   | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
| J-12                  | 1     | Instructional Television Program Cost Data Report   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| SACS<br>(J-251)       | 1     | Interim Financial Reports   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                       | 3     | Investment Records  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                       | 3     | Invoices, District - Outgoing   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                       | 3     | Invoices, Vendor's  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                       | 3     | Journals -All Funds   | 3 Years                | 4 Years                  | Fiscal Accountability            | --                     | --                 |
|                       | 3     | Journal Vouchers  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                       | 3     | Ledgers -All Funds  | 3 Years                | Permanent                | Fiscal Accountability            | --                     |                    |
|                       | 1     | Mentor Teacher Financial Report   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-9 MH-A              | 1     | Morgan-Hart Program to Reduce Class Size in Grade 9<br>Report of Enrollment                                     | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| SACS<br>(J-380/580)   | 1     | National Public Education Financial Matrix Survey   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-31                  | 1     | Notification of Intent to Direct Order Instructional<br>Materials Using State Instructional Materials Allowance | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-30                  | 1     | Notification of Intent to Utilize the State Credit System<br>Instructional Materials Fund                       | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                       | 3     | Petty Cash Payments Memo  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                       | 3     | Preliminary Revenue Limit   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| CD-2921               | 3     | Preschool Incentive Grant Application   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| SACS-PCR<br>(J-380)   | 1     | Program Cost Report   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| SACS-PCRAF<br>(J-380) | 1     | Program Cost Report - Allocation Factors  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                       | 2     | Prior Year Conversion K-8 IMF Direct Order Districts  | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| SACS<br>(J-380)       | 1     | Prior Year Expenditures by Object Matrix Within<br>Program for General Fund                                     | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                       | 1     | Program Application and Financial Report (Mentor<br>Teacher)  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| A-127-D               | 1     | Program Financial Report (Staff Development Projects)   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                       | 3     | Purchase Orders - Board Copy  | 3 Years                | 4 Years                  | Fiscal Accountability            | --                     | --                 |
|                       | 3     | Receipts - District Collections   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| J-73.1                | 1     | Report of Accounts Receivable   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-152                 | 1     | Report of Attendance and Cost of Educating Adults in<br>County Correctional Facilities                          | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-65                  | 1     | Report of Attendance for Development Centers for the<br>Handicapped   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-73.2                | 1     | Report of Current Liabilities   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-22.2C               | 1     | Report of Driver Training Vehicles or Simulators  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-111-A               | 1     | Report of Individual Class Sessions as Required by<br>Education Code Section 41374                              | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                       | 2     | Report of Interest Earned on Instructional Materials<br>(Direct Order Districts)                                | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| J-29.1                | 1     | Report of "Miscellaneous" Funds   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-35                  | 1     | Report of Necessary Small High Schools  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-20-P1               | 1     | Report of Necessary Small Schools   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-20-P2               | 1     | Report of Necessary Small Schools   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-7)  | 1     | Report of Regular Day Classes and Enrollment for<br>Kindergarten and Elementary Grades                          | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-22.26               | 1     | Report of Replaced Driver Training Vehicles or<br>Simulators Used Exclusively for Driver Training               | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      - - Feasibility to Microfilm at District Discretion

# Accounting & Budget Records... continued

| Form No.<br>(If Any)                                   | Class | Record Title  | Required               |                          |                                  | **If Imaged**          |                    |
|--|-------|---|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|  |       |   | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
| SACS-TRAN<br>(J-142)                                   | 1     | Report of Replaced School Buses   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| P-15   | 1     | Report of Royalties Received for Copyrighted Work Developed with a State-Administered Federal Grant   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| SACS-TRAN<br>(J-143)                                   | 1     | Report of School Buses Purchased  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-18.1   | 1     | Report of Small Elementary Schools  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-29-B   | 1     | Report of the Amount of Taxes Annual Collected and Distributed for the Fiscal Year for School Districts   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-29-C   | 1     | Report of the Amount of Taxes Annual Collected and Distributed to the County Superintendent of Schools  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-29-C   | 1     | Report of the Estimated Amount of Taxes to be Collected for County Offices of Education   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-29-B   | 1     | Report of the Estimated Amount of Taxes to be Collected for School Districts  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-13/ CD-<br>2707                                      | 1     | Request for Allowance on Attendance because of Emergency Conditions   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-2703/<br>CD-7801                                    | 2     | Request for Approval of Instructional Equipment Expenditures  | 4 Years                | 5 Years                  | Final Audit                      | --                     |                    |
|  | 2     | Request for Fast Growth Allowance Instructional Materials   | 4 Years                | 5 Years                  | Final Audit                      | --                     |                    |
| J-73-R   | 1     | Request for Revision of County School Service Fund  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-6506  | 2     | Request for Revision of State Preschool Program Budget  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     |                    |
|  | (a)   | Requisitions  | (a)                    | 1 Year                   | Fiscal Accountability            | --                     | --                 |
| J-90-F   | 1     | Salary Data by Employee Classification  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| AIE-1  | 1     | SB 2264 Final Expenditure Report  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-6507  | 1     | School Age Parenting and Infant Development Program Report of Attendance, Income and Expenditures   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-73-T   | 1     | Second Period Attendance Reporting - Special Education  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-22-P2)                               | 1     | Second Period Report for Gifted and Talented Programs   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-22-P2)                               | 1     | Second Period Report for Handicapped Pupils Attending and ROC/P   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-22-P2)                               | 1     | Second Period Report for Special Programs   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-18/19-C-P2<br>(J-19-P2)<br>Supplement<br>(County)    | 1     | Second Period Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-P2)<br>(J-19-P2)               | 1     | Second Period Report of Attendance for High School Students Residing in the District  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-P2)<br>(J-19-P2)<br>Supplement | 1     | Second Period Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-P2)<br>(J-19E-P2)              | 1     | Second Period Report of Attendance for Jr. High School Grades 7 and 8 Only  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| SS-001   | 1     | Summer School Report/Survey   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |

Class 1 -Permanent Records

Class 2 -Optional Records

Class 3 -Disposable Records

-- Feasibility to Microfilm at District Discretion



# Accounting & Budget Records... continued

| Form No.<br>(If Any)   | Class | Record Title   | Required               |                          |                                  | **If Imaged**          |                    |
|--|-------|--|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|  |       |  | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
| St Software<br>(J-18/19-P2)<br>(J-18-P2)                     | 1     | Second Period Report of Attendance for Kindergarten and Elementary Pupils Residing in the District   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-P2)<br>(J-18-P2)<br>Supplement       | 1     | Second Period Report of Attendance for Kindergarten and Elementary Pupils Residing Outside the Reporting District if Tuition is Charged  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-P2)                                  | 1     | Second Period Report of Attendance for Students Residing in the District   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-P2)<br>Supplement                    | 1     | Second Period Report of Attendance for Students Residing Outside the Reporting District if Tuition is Charged  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-C-P2)<br>(J-18-P2)<br>Suppl (County) | 1     | Second Period Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| C-1- P2  | 1     | Second Period Report for Cal-SAFE Child Care Funding   | Permanent              | Permanent                |                                  | 0 ears                 | Permanent          |
| B - P2   | 1     | Second Period Report of Attendance for Students Enrolled in District Cal-SAFE Programs   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19CH)<br>P2 ADA                         | 1     | Second Period Report of Charter School Funded Through Revenue Limits (E.C.42238)   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|  | 1     | Second Period Report of School Attendance Days   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-50-P2  | 1     | Second Period Report of Special Education Master Plan  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-50   | 1     | Second Principal Apportionment Series Special Education, Forms for School Districts, County Offices of Education, and Special Education Local Plan Areas                         | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|  | 3     | Second Principal Revenue Limit Data Sheets and Schedules for School Districts  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|  | 3     | Second Principal Revenue Limit Form and Schedules for the County School Service Fund   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| J-50   | 1     | Special Education Master Plan  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| BT-401-A   | 3     | State, Local Sales and Use Tax Return  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| 1099   | 1     | Statement for Recipients of Miscellaneous Income   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-32   | 3     | State School Register  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|  | 3     | Stores Inventory Detail  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|  | 2     | Supplemental Combined Application for Vocational Education Funds, Subparts 2,3,4,5   | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| J-380<br>(J-41 A)  | 1     | Supplemental Annual Financial Report   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-22-A)<br>Supplement                        | 1     | Supplement to Annual Report for Gifted and Talented Programs   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-22-P1)<br>Supplement                       | 1     | Supplement to First Period Report for Gifted and Talented Programs   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-22-P2)<br>Supplement                       | 1     | Supplement to Second Period Report for Gifted and Talented Programs  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| SACS<br>(J-200)  | 1     | Tentative Annual Financial and Budget Report   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      -- Feasibility to Microfilm at District Discretion

(A) - Final Audit - ref: Voc Ed Financial Report and Claim for Funds

(A) - Final Audit - ref: Voc Ed Financial Report and Claim for Funds

# Accounting & Budget Records... continued

| Form No.<br>(If Any)  | Class | Record Title  | Required               |                          |  | **If Imaged**          |                    |
|-----------------------|-------|---|------------------------|--------------------------|--|------------------------|--------------------|
|                       |       |   | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period                 | Hard Copy<br>Retention | Media<br>Retention |
|                       | 3     | Textbook Ordering Information: Submissions of Orders/Invoices Charged Against Instructional Materials Fund  | 3 Years                | 4 Years                  | Timing/Fiscal Year                               | --                     | --                 |
| SACS-TRAN (J-141-T)   | 1     | Transfer of Transportation Services   | Permanent              | Permanent                |  | 4 Years                | Permanent          |
|                       | 2     | Transmittal of Quarterly Reports with Qualified or Negative Certifications (State Controller's Office)  | 4 Years                | 5 Years                  | Final Audit                                      | --                     | --                 |
| BT-401-U              | 3     | User Use Fuel Tax Report  | 3 Years                | 4 Years                  | Timing/Fiscal Year                               | --                     | --                 |
| BT-401 -V             | 3     | Vendor Use Fuel Tax Return  | 3 Years                | 4 Years                  | Timing/Fiscal Year                               | --                     | --                 |
|                       | 3     | Warrant Cancellation Request to County  | 3 Years                | 4 Years                  | Timing/Fiscal Year                               | --                     | --                 |
| SACS-TRAN (J-141CW-2) | 1     | Worksheet for a Cooperative Pupil Transportation System   | Permanent              | Permanent                | Only Report Filed                                | 4 Years                | Permanent          |
| J-51-W                | 3     | Worksheet for Classes for Adults Cost Data Report   | 3 Years                | 4 Years                  | Timing/Fiscal Year                               | --                     | --                 |
| SACS-TRAN (J-141-DEP) | 3     | Worksheet for Compiling Data for Computing Depreciation on District-Owned School Buses Used for Transportation Out-of-State or Community Recreation | 3 Years                | 4 Years                  | Timing/Fiscal Year                               | --                     | --                 |
| SACS-TRAN (J-141CW-1) | 3     | Worksheet for Cost Data for a Cooperative Pupil Transportation System   | 3 Years                | Permanent                | Report is Class 1 (7 Yr. Statute of Limitations) | --                     | --                 |
| SACS-TRAN (J-141-W)   | 3     | Worksheet for Cost Data Report for a Single District Pupil Transportation System  | 3 Year                 | Permanent                | Report is Class 1 (7 Yr. Statute of Limitations) | --                     | --                 |
| J-73-CW               | 3     | Worksheet for County School Service Fund Financial Report Supplemental Cost Data Report   | 3 Years                | 4 Years                  | Timing/Fiscal Year                               | --                     | --                 |
| J-22.2A-W             | 3     | Worksheet for Driver Training Cost Data Report  | 3 Years                | 4 Years                  | Timing/Fiscal Year                               | --                     | --                 |
| J-66-W                | 3     | Worksheet for the Cost Data Report for the Development Center for Handicapped Pupils Program  | 3 Years                | 4 Years                  | Timing/Fiscal Year                               | --                     | --                 |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      -- Feasibility to Microfilm at District Discretion

(A) - Final Audit - ref: Voc Ed Financial Report and Claim for Funds

(A) - Final Audit - ref: Voc Ed Financial Report and Claim for Funds

# Administration/Board Minutes & Correspondence

| Form No.<br>(If Any) | Class | Record Title   | Required               |                          |   | **If Imaged**          |                    |
|----------------------|-------|--|------------------------|--------------------------|---|------------------------|--------------------|
|                      |       |  | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period                    | Hard Copy<br>Retention | Media<br>Retention |
|                      | 1     | Boundary Change Documents  | Permanent              | Permanent                |   | 4 Years                | Permanent          |
|                      | 1     | Budgets  | Permanent              | Permanent                |   | 4 Years                | Permanent          |
|                      | 1     | California Assessment Program: Grades Two, Three and Six   | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| CD-7504/<br>CD-2215  | 2     | Certification of Compliance with Child Care Maintenance of Effort  | 4 Years                | 5 Years                  | Final Audit   | --                     | --                 |
|                      | 1     | Controller's Reports   | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| J-4-A                | 1     | Cooperative County Publication Projects Approval of Meetings and Attendees   | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| P-11                 | 1     | Copyright Authorization Agreement (Publisher Already Selected)   | Permanent              | Permanent                | In Case of Dispute                                  | 4 Years                | Permanent          |
| P-12                 | 1     | Copyright Authorization Agreement (Publisher Not Yet Selected)   | Permanent              | Permanent                | In Case of Dispute                                  | 4 Years                | Permanent          |
| P-10                 | 2     | Copyright Authorization Request Form   | 4 Years                | 4 Years                  | --  | --                     | --                 |
|                      | 3     | Correspondence   | 3 Years                | 4 Years                  | Timing/Fiscal Year                                  | --                     | --                 |
| R-5                  | 1     | County Report of School Bond, Loan, and Revenue Limit Election   | Permanent              | Permanent                |   | 4 Years                | Permanent          |
|                      | 1     | District Request for Authorization to Maintain School or Contract for the Education of Pupils Outside the District   | Permanent              | Permanent                |   | 4 Years                | Permanent          |
|                      | 1     | Election Calls   | Permanent              | Permanent                |   | 4 Years                | Permanent          |
|                      | (a)   | Election Detail Documents (e.g. Ballots)   | (a)                    | 1 Year                   | As Long as Needed in Case of Dispute                | --                     | --                 |
|                      | 1     | Election Returns and Reports   | Permanent              | Permanent                |   | 4 Years                | Permanent          |
|                      | 1     | Minutes - Board  | Permanent              | Permanent                |   | 4 Years                | Permanent          |
|                      | 1     | Minutes of Committees  | Permanent              | Permanent                |   | 4 Years                | Permanent          |
|                      | 3     | Notes, Transcripts, and Recordings Used in Taking Minutes  | 3 Years                | 4 Years                  | Keep Longer if Needed in Connection with Litigation | --                     | --                 |
|                      | 2     | Notification of Intent to Hold Elementary and High School Summer School Sessions                                     | 4 Years                | 5 Years                  | Final Audit   | --                     | --                 |
|                      | 2     | Report of Copyright Work Developed with a State-Administered Federal Grant   | 4 Years                | 5 Years                  | Final State/Federal Audit                           | --                     | --                 |
|                      | 2     | Report of Royalties Received for Copyrighted Work Developed with a State-Administered Federal Grant                  | 4 Years                | 5 Years                  | Final State/ Federal Audit                          | --                     | --                 |
|                      | 1     | Request to Use Instructional Materials Fund Credit to Purchase Materials Not Adopted by the State Board of Education | Permanent              | Permanent                |   | 4 Years                | Permanent          |
|                      | 1     | Results of Bond/Tax Elections  | Permanent              | Permanent                |   | 4 Years                | Permanent          |
|                      | 1     | Rules, Regulations, Policies Resolutions Referenced in Minutes   | Permanent              | Permanent                |   | 4 Years                | Permanent          |
|                      | 2     | Senate Bill 1882 Applications  | 4 Years                | 5 Years                  | Final Audit   | --                     | --                 |
| DSCR-89              | 3     | Standard School Crime Reporting Program, District Summary  | 3 Years                | Permanent                | Possible Litigation                                 | --                     | --                 |
| DSCR-89              | 3     | Statement of Economic Interest Program, District Summary   | 7 Years                | 7Years                   | Keep Until End of Term of Office                    | --                     | --                 |
| NCES-2407            | 1     | 1980 Census Data by School District  | Permanent              | Permanent                |   | 4 Years                | Permanent          |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      -- Feasibility to Microfilm at District Discretion  
(a) - No Legal Requirements

# CBEDS (California Basic Education Data Systems)

| Form No.<br>(If Any) | Class | Record Title  | Required               |                          |                                       | **If Imaged**          |                    |
|----------------------|-------|---|------------------------|--------------------------|---------------------------------------|------------------------|--------------------|
|                      |       |   | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period      | Hard Copy<br>Retention | Media<br>Retention |
|                      |       | CBEDS Forms/Reports County/District Information                     |                        |                          | Maintain for Reference                |                        |                    |
|                      | (a)   | Forms School Information Forms All Standard CBEDS<br>Output Reports | (a)                    | 4 Years                  | Purposes for Fiscal<br>Accountability | --                     | --                 |

Class 1 -Permanent Records  
(a) - No Legal Requirements

Class 2 -Optional Records

Class 3 -Disposable Records

-- Feasibility to Microfilm at District Discretion

# Certification Records

| Form No.<br>(If Any) | Class | Record Title   | Required               |                          |   | **If Imaged**           |                    |
|----------------------|-------|--|------------------------|--------------------------|---|-------------------------|--------------------|
|                      |       |  | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period                        | Hard Copy<br>Retention  | Media<br>Retention |
| J-14.1               | 1     | Affidavit of the Proper Certification for Work Performed by Certificated Employees             | Permanent              | Permanent                |   | 4 Years                 | Permanent          |
| J-9-A                | 1     | Annual Certification of the Application for Specialist Teachers in Reading                     | Permanent              | Permanent                |   | 4 Years                 | Permanent          |
| J-10                 | 1     | Certification of the Application for Allowance for Specialist Teachers in Reading              | Permanent              | Permanent                |   | 4 Years                 | Permanent          |
|                      | (a)   | Credential Application Record Card   | (a)                    | 1 Year                   | Hold Until Credential is Received                       | --                      | --                 |
|                      | 1     | Individual Referral Certification for Training   | Permanent              | Permanent                |   | 4 Years                 | Permanent          |
|                      | 1     | Licenses   | Permanent              | Permanent                |   | 4 Years                 | Permanent          |
|                      | 1     | Notice of Employment   | Permanent              | Permanent                |   | 4 Years                 | Permanent          |
|                      | 1     | Personnel Action Forms   | Permanent              | Permanent                |   | 4 Years                 | Permanent          |
|                      | 1     | Personnel Records: Employment and Assignment Records   | Permanent              | Permanent                |   | 4 Years                 | Permanent          |
|                      | 1     | Personnel Records/Information  | Permanent              | Permanent                |   | 4 Years                 | Permanent          |
| J-10-B               | 3     | Preliminary Certification for the Application for Allowance for Specialist Teachers in Reading | 3 Years                | 4 Years                  |   | Timing/Fiscal<br>1 Year | --                 |
|                      | 1     | Teaching Certificates  | Permanent              | Permanent                |   | 4 Years                 | Permanent          |
|                      | 1     | Teaching Credentials   | Permanent              | Permanent                |   | 4 Years                 | Permanent          |
|                      | 1     | Teaching Permits   | Permanent              | Permanent                |   | 4 Years                 | Permanent          |
|                      | (a)   | Temporary County Credential  | (a)                    | 1 Year                   | Hold Until Credential is Received                       | --                      | --                 |
|                      | 1     | Validation of Service Without Proper Credential  | Permanent              | Permanent                |   | 4 Years                 | Permanent          |
| SBEW-2               | 3     | Waiver Request   | 3 Years                | 3 Years                  | Waiver Effective Two Years after State Board acts on it | --                      | --                 |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      - - Feasibility to Microfilm at District Discretion

(a) - No Legal Requirements

# Child Development - Child Care

| Form No.<br>(If Any) | Class | Record Title  | Required               |                          |                                  | **If Imaged**          |                    |
|----------------------|-------|---|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|                      |       |   | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
| CD-2600-A            | 2     | Admission Priorities  | 4 Years                | 5 Years                  | Final Audit                      | -                      | --                 |
| CD-8208-A            | 1     | Alternative Child Care Program<br>Employee Record Clearance   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-200/300<br>(J-41)  | 1     | Annual Financial and Budget Report  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-1703              | 2     | Application for Capital Outlay<br>Funds for Family Child Care Homes                                     | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| CD-2209              | 1     | Application for Child Development License   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-9600              | 2     | Application for Child Development Services and<br>Certification of Eligibility                          | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| CD-9602              | 2     | Application for Child Development Services - Migrant<br>and Federal Base (English and Spanish)          | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| CD-2712              | 2     | Application for Enrollment in State Preschool Program<br>Audit  | 4 Years                | 5 Years                  | Final State/Federal              | --                     | --                 |
|                      | 2     | Application for Funding   | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| CD-9725<br>CD-3704   | 2     | Application for Funds to Provide Child Care and<br>Development Services                                 | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| CD-1707              | 2     | Application for Relocatable Child Care and Development<br>Facility                                      | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| CD-1706              | 2     | Application for Revolving Loan Fund   | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| CD-9502              | 1     | Attendance and Fiscal Report for Alternative Payment<br>and Child Protective Service Program            | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-9501              | 1     | Attendance and Fiscal Report for Child Care and<br>Development Program                                  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-9500              | 1     | Attendance and Fiscal Report for Child Development<br>Programs  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-9501              | 1     | Attendance and Fiscal Report for County Welfare<br>Departments  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-9516              | 1     | Attendance and Fiscal Report for School-age Community<br>Child Care Services                            | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-9517              | 1     | Attendance and Fiscal Report for School-age Community<br>Child Development Programs Alternative Payment | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-6507              | 1     | Attendance and Fiscal Report for School-age Parenting in<br>Infant Development Program                  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-1400              | 1     | Attendance and Fiscal Report for Special Programs for<br>the Severely Handicapped                       | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-8501              | 1     | Attendance and Fiscal Report for State Preschool<br>Programs  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-2504              | 1     | Attendance and Services Data Report for Resource and<br>Referral Program                                | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | Audits for Child Development Programs Administered by<br>Private Non-Profit and Public Agencies         | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-9725<br>CD-2405   | 3     | Budget Worksheet  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| CD-9725              | 3     | Calendar  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | -                      | --                 |
| CD-9212              | 2     | Center Compliance Review Personal Certification   | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| CD-7504/<br>CD-2215  | 2     | Certificate of Compliance with Child Care Maintenance<br>of Effort                                      | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| CD-3704              | 2     | Certification of Application Information  | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| CD-3701<br>(CD-9725) | 3     | Certified Personnel Roster  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| CD-7701              | 2     | Child Care and Development Program Waiver Request   | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| CD-7701<br>CD-3700   | 2     | Child Development Waiver Requests   | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |

Class 1 -Permanent Records

Class 2 -Optional Records

Class 3 -Disposable Records

- - Feasibility to Microfilm at District Discretion

# Child Development - Child Care ... continued

| Form No.<br>(If Any)            | Class | Record Title  | Required               |                          |                                  | **If Imaged**          |                    |
|---------------------------------|-------|---|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|                                 |       |   | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
| CD-2406<br>CD-3705<br>(CD-9725) | 2     | Child Ratio Schedule  | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| CD-9730                         | 1     | Days of Operation   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-7414                         | 2     | Declaration of In-Kind Contributions for Campus Children's Centers                          | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| CD-9607                         | 2     | Emergency and Identification Information Cards (English and Spanish)                        | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| CD-9400                         | 1     | Enrollment and Attendance Register for Child Care and Development                           | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-8200                         | 1     | Enrollment and Attendance Register for State Preschool Program                              | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-2710                         | 2     | Expenditure Report for Start-up/Close-down Costs for F.Y.                                   | 4 Years                | 5 Years                  | Final Audit                      | --                     |                    |
| CD-9725                         | 3     | Expenditures Worksheet  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| CD-9212<br>CD-3705              | 2     | Facility Compliance Review - Personnel  | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| CD-2600                         | 3     | Family Fee Schedule   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| CD-9500                         | 2     | Fiscal Report for Child Development Programs  | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| CD-2507                         | 1     | Fiscal Report for Resource and Referral Programs  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-8501                         | 2     | Fiscal Report for State Preschool Program Audit   | 4 Years                | 5 Years                  | Final State/Federal              | --                     | --                 |
| CD-2205                         | 3     | Injury Report   | 3 Years                | Permanent                | Possible Litigation              | --                     | --                 |
| CD-9603                         | 3     | Instructions for CD-9602 (Application for Child Development Services - Migrant and Federal) | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| CD-8403                         | 2     | Intent/Request to Provide or Expand Child Care and Development Services                     | 4 Years                | 5 Years                  | Final Audit                      | --                     |                    |
| CD-8604                         | 2     | Inventory Register  | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| CD-3702                         | 3     | Latchkey - Personnel Certification  | 3 Years                | Permanent                | Possible Litigation              | --                     | --                 |
| CD-3700                         | 3     | Latchkey - Request for a Waiver of the State Participation Limit                            | 3 Years                | Permanent                | Possible Litigation              | --                     | --                 |
| CD-9500-A                       | 1     | Migrant Specialized Services - Attendance and Fiscal Report for Child Development Programs  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-2210,<br>2211                | 2     | Monthly Certification of Contract Compliances Child Development Services                    | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| CD-8806                         | 3     | Order Form  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| CD-2206                         | 1     | Parents Report - Child's Preadmission Health History  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-2207                         | 1     | Physician's Report -Child's Preadmission Health History                                     | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-2921<br>(CD-9710)            | 2     | Preschool Incentive Grant Application   | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| CD-1108                         | 2     | Proposal for One-Time Only Funds for Children with Special Needs                            | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| CD-1100                         | 3     | Rate Increase Request/Application   | 3 Years                | 4 Years                  | Fiscal Accountability            | --                     | --                 |
| CD-9520                         | 2     | Report of Enrollment  | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| CAL SAFE<br>Form B              | 2     | Report of Attendance for students enrolled in District Cal Safe Program                     | 3 Years                | 4 Years                  | Final Audit                      |                        |                    |
| CAL SAFE<br>Form C-1            | 2     | Report of Child Care Funding, School District and County Office of Education                | 3 Years                | 4 Years                  | Final Audit                      |                        |                    |
| CD-2707/ J-13                   | 1     | Request for Allowance of Attendance Because of Emergency Conditions                         | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-2703<br>(CD-7801)            | 3     | Request for Approval of Equipment   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                                 | 3     | Request for Approval of Facility Renovation   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| CD-2703/<br>CD-7801             | 2     | Request for Approval of Instructional Equipment Expenditures                                | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      -- Feasibility to Microfilm at District Discretion

# Child Development - Child Care ... continued

| Form No.<br>(If Any) | Class | Record Title   | Required               |                          | Reason For Recommended<br>Period | **If Imaged**          |                    |
|----------------------|-------|--|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|                      |       |  | Hard Copy<br>Retention | Recommended<br>Retention |                                  | Hard Copy<br>Retention | Media<br>Retention |
| CD-2700              | 3     | Request for Approval of Out-of-State Travel  | 3 Years                | 4 Years                  | Fiscal Accountability            | --                     | --                 |
| CD-6506              | 2     | Request for Revision of State Preschool Program Budget Audit                             | 4 Years                | 5 Years                  | Final State/Federal              | --                     | --                 |
| CD-6507              | 2     | Attendance and Fiscal Report for School Age Parenting and Infant Development Program     | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| CD-2504              | 3     | Service Data Report for Resource and Referral Program                                    | 3 Years                | 4 Years                  | Fiscal Accountability            | --                     | --                 |
| CD-9725              | 3     | Staffing Worksheet   | 3 Years                | 4 Years                  | Fiscal Accountability            | --                     | --                 |
| CD-9606              | 3     | Statement of Incapacity (English and Spanish)  | 3 Years                | 4 Years                  | Possible Litigation              | --                     | --                 |
| CD-9605              | 3     | Training Verification (English and Spanish)  | 3 Years                | Permanent                | Possible Litigation              | --                     | --                 |
| CD-1002A             | 3     | Worksheet for rating the Program Quality Rev. (PQR) - Center Based Preschool Age Program | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| CD-1002D             | 3     | Worksheet for rating the PQR - Family Child Care   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| CD-1002B             | 3     | Worksheet for rating the PQR - Infant Toddler  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| CD-1002E             | 3     | Worksheet for rating the PQR - School Age Child Care Program                             | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| CD-1002C             | 3     | Worksheet for rating the PQR - School Age Parenting and Infant Development (SAPID)       | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |

Class 1 -Permanent Records

Class 2 -Optional Records

Class 3 -Disposable Records

-- Feasibility to Microfilm at District Discretion



# Child Welfare and Attendance

| Form No.<br>(If Any)   | Class | Record Title  | Required               |                          |                                  | **If Imaged**          |                    |
|--|-------|---|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|  |       |   | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
|  | 1     | Affidavit for Change of Name of Minor   | Permanent              | Permanent                | With "Cum" File                  | 4 Years                | Permanent          |
|  | 1     | Affidavit for Proof of Age of Minor   | Permanent              | Permanent                | With "Cum" File                  | 4 Years                | Permanent          |
|  | 1     | Amnesty Education Audit Report  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE Annual,<br>J-22-A  | 1     | Annual Report for Gifted and Talented Programs  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE Annual,<br>J-22-A  | 1     | Annual Report for Handicapped Pupils Attending an ROC/P   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE Annual,<br>J-18/19-C-A<br>(J-19-A)<br>Supplement<br>(County) | 1     | Annual Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Master Plan for Special Education Programs            | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE Annual,<br>J-18/19-A<br>(1-19-A)                             | 1     | Annual Report of Attendance for High School Students Residing in the District   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE Annual,<br>J-18/19-A<br>(J-19-A)<br>Supplement               | 1     | Annual Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE Annual,<br>J-18/19-A<br>(J-19E-A).                           | 1     | Annual Report of Attendance for Jr. High School Grades 7 and 8 only   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE Annual,<br>J-18/19-A<br>(J-18-A)                             | 1     | Annual Report of Attendance for Kindergarten and Elementary Pupils Residing in the District   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE Annual,<br>J-18/19-A<br>(J-18-A)<br>Supplement               | 1     | Annual Report of Attendance for Kindergarten and Elementary Pupils Residing Outside the Reporting District if Tuition is Charged  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE Annual,<br>J-22-A  | 1     | Annual Report of Attendance for Special Programs  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE Annual,<br>J-18/19-A   | 1     | Annual Report of Attendance for Students Residing in the District   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE Annual,<br>J-18/19-A<br>Supplement                           | 1     | Annual Report of Attendance for Students Residing Outside the Reporting District if Tuition is Charged  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-18/19-C-A<br>(J-19-A)<br>Supplement<br>(County)                | 1     | Annual Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Master Plan for Special Education Programs | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-9502  | 1     | Attendance and Fiscal Report for Alternative Payment and Child Protective Service Program   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-9501  | 1     | Attendance and Fiscal Report for Child Care and   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-9500  | 1     | Attendance and Fiscal Report for Child Development Program  | Permanent              | Permanent                |                                  | 4Year                  | Permanent          |
| CD-9501  | 1     | Attendance and Fiscal Report for County Welfare Departments   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-9516  | 1     | Attendance and Fiscal Report for School-age Community Child Care Program  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-9507  | 1     | Attendance and Fiscal Report for School-age Community Child Development Programs Alternative Payment  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-6507  | 1     | Attendance and Fiscal Report for School-age Parenting and Infant Development Program  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-1400  | 1     | Attendance and Fiscal Report for Special Programs for the Severely Handicapped  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |

Class 1 -Permanent Records

Class 2 -Optional Records

Class 3 -Disposable Records

- - Feasibility to Microfilm at District Discretion

# Child Welfare and Attendance ...continued

| Form No.<br>(If Any)   | Class | Record Title   | Required               |                          |   | **If Imaged**          |                    |
|--|-------|--|------------------------|--------------------------|---|------------------------|--------------------|
|  |       |  | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period                          | Hard Copy<br>Retention | Media<br>Retention |
| CD-8501  | 1     | Attendance and Fiscal Reports for State Preschool Program  | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| CD-2504  | 1     | Attendance and Service Data Report for Resource and Referral Program   | Permanent              | Permanent                |   | 4 Years                | Permanent          |
|  | (a)   | CBEDS Forms/Reports<br>• County/District Information Form<br>• School Information Form<br>• All Standard CBEDS Output Reports  | (a)                    | 1 Year                   | Maintain for Reference Purposes for Fiscal Accountability | --                     | --                 |
| J-67   | 1     | Certification of Total Income, Attendance and Transportation for Development Centers for Handicapped Pupils  | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| J-27/28-A<br>(J-27-A)<br>(J-28-A)                              | 1     | County Superintendent's Report of Schools and Classes Maintained: Annual Report for Elementary and High School Attendance  | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| CDE P1,<br>J-27/28-P1<br>(J-27-P1)<br>(J-28-P1)                | 1     | County Superintendent's Report of Schools and Classes Maintained: First Period Report for Elementary and High School Attendance                                      | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| CDE P2, J-27-<br>P2<br>(County)                                | 1     | County Superintendent's Report of Schools and Classes Maintained on a County-wide Basis: Second Period Report for Elementary School Attendance                       | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| CDE P2,<br>J-27/28-P2<br>(J-27-P2)<br>(J-28-P2)                | 1     | County Superintendent's Report of Schools and Classes Maintained: Second Period Report for Elementary and High School Attendance                                     | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| CDE P1, J-<br>27/28  | 1     | Days of Attendance and ADA (Report by Elementary and Secondary)  | Permanent              | Permanent                |   | 4 Years                | Permanent          |
|  | (a)   | Declaration of Residency and Responsibility  | (a)                    | 1 Year                   | Internal Working Papers                                   | --                     | --                 |
| CD-9400  | 1     | Enrollment and Attendance Register for Child Care and Development  | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| CD-8200  | 1     | Enrollment and Attendance Register for State Preschool Program   | Permanent              | Permanent                |   | 4 Years                | Permanent          |
|  | 3     | Exemption from Compulsory Public School Attendance   | 3 Years                | 4 Years                  | Fiscal Accountability                                     | --                     | --                 |
| J-18/19-A<br>(1-19-A)<br>Addendum                              | 1     | Final Report of Adult Education ADA  | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| CDE P1, J-22-<br>P1  | 1     | First Period Report for Gifted and Talented Programs   | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| CDE P1, J-22-<br>P1  | 1     | First Period Report for Handicapped Pupils Attending an ROC/P  | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| CDE P1, J-22-<br>P1  | 1     | First Period Report for Special Programs   | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| CDE P1,<br>J-18/19-C-P1<br>(J-19-P1)<br>Supplement<br>(County) | 1     | First Period Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| CDE P1,<br>J-18/19-P1<br>(J-19-P1)                             | 1     | First Period Report of Attendance for High School Students Residing in the District  | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| CDE P1,<br>J-18/19-P1<br>(J-19-P1)<br>Supplement               | 1     | First Period Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged.  | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| CDE P1,<br>J-18/19-P1<br>(J-19E-P1)                            | 1     | First Period Report of Attendance for Jr. High School Grades 7 and 8 Only  | Permanent              | Permanent                |   | 4 Years                | Permanent          |

Class 1 -Permanent Records

Class 2 -Optional Records

Class 3 -Disposable Records

-- Feasibility to Microfilm at District Discretion

# Child Welfare and Attendance ...continued

| Form No.<br>(If Any)   | Class | Record Title  | Required               |                          |                                  | **If Imaged**          |                    |
|--|-------|---|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|  |       |   | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
| CDE P1,<br>J-18/19-P1<br>(J-18-P1)                             | 1     | First Period Report of Attendance for Kindergarten and Elementary Pupils Residing in the District   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE P1,<br>J-18/19-P1<br>(J-18-P1)<br>Supplement               | 1     | First Period Report of Attendance for Kindergarten and Elementary Pupils Residing Outside the Reporting District if Tuition is Charged  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE P1,<br>J-18/19-P1  | 1     | First Period Report of Attendance for Students Residing in the District   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE P1,<br>J-18/19-P1<br>Supplement                            | 1     | First Period Report of Attendance for Students Residing Outside the Reporting District if Tuition is Charged  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE P1,<br>J-18/19-C-P7<br>(J-18-P1)<br>Supplement<br>(County) | 1     | First Period Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|  | 3     | Input for Computer/Attendance Information   | 3 Years                | 4 Years                  | Fiscal Accountability            | --                     | --                 |
| CD-9500-A  | 1     | Migrant Specialized Services - Attendance and Fiscal Report for Child Development Program   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|  | (a)   | Mistreatment of Minor Report  | (a)                    | 1 Year                   | Information                      | --                     | --                 |
|  | 3     | Notes from Parents (Including Absence Notices)  | 3 Years                | 4 Years                  | Fiscal Accountability            | --                     | --                 |
|  | 3     | Notice of Student Suspension  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|  | 1     | Notice to Parent from SARB  | Permanent              | Permanent                | With "Cum" File                  | 4 Years                | Permanent          |
|  | 3     | Notification to Parent Regarding Ed. Code 48200-Absence from School   | 3 Years                | 4 Years                  | Timing/Fiscal year               | --                     | --                 |
|  | (a)   | Notification to Remove Pupil from School Premises During School Hours by Peace Officer  | (a)                    | 1 Year                   | Legal Purposes                   | --                     | --                 |
| B1-4   | (a)   | Permit to Employ and Work   | (a)                    | (a)                      | Most Current                     | --                     | --                 |
| J-65   | 1     | Report of Attendance for Development Centers for the Handicapped  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-35   | 1     | Report of Necessary Small High School   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-20-P1  | 1     | Report of Necessary Small Schools   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-20-P2  | 1     | Report of Necessary Small Schools   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-7  | 1     | Report of Regular Day Classes and Enrollment of Kindergarten and Elementary Grades  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-7CSR   | 1     | Report of Enrollment For Kindergarten and Grades One through Three for School Districts and Charter Schools Participating in the K-3, Class Size Reduction Program              | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-18.1   | 1     | Report of Small Elementary Schools  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-2707/J-13   | 1     | Request for Allowance of Attendance Because of Emergency Conditions   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|  | (a)   | Request for Home Calls  | (a)                    | 1 Year                   | Fiscal Accountability            | --                     | --                 |
| 202-019  | 3     | Request for Letter, Office Conference or Complaint in Cases Involving Violations of Specified Ed. Code Section  | 3 Years                | 4 Years                  | Timing/Fiscal Years              | --                     | --                 |
|  | 1     | Request for School Attendance   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| B1-1 CSDE  | (a)   | Request for Work Permit and Statement of intent to Employ Minor   | (a)                    | (a)                      | Most Current                     | --                     | --                 |
|  | 1     | SARB Information Form   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|  | 1     | School ADA Report   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-6507  | 1     | School-age Parenting and Infant Development Program Report of Attendance, Income and Expenditures   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      -- Feasibility to Microfilm at District Discretion  
(a) - No Legal Requirements

# Child Welfare and Attendance ...continued

| Form No.<br>(If Any)                               | Class | Record Title  | Required               |                          |                                  | **If Imaged**          |                    |
|--|-------|---|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|  |       |   | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
| CDE P2, J-73-T                                     | 1     | Second Period Attendance Reporting - Special Education  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE P2, J-22-P2                                    | 1     | Second Period Report for Gifted and Talented Programs   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE P2, J-22-P2                                    | 1     | Second Period Report for Handicapped Pupils Attending an ROC/P  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE P2, J-22-P2                                    | 1     | Second Period Report for Special Programs   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE P2, J-18/19-C-P2 (J-19-P2) Supplement (County) | 1     | Second Period Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE P2, J-18/19-P2 Supplement                      | 1     | Second Period Report of Attendance for High School Students Residing in the District  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE P2, J-18/19-P2 Supplement                      | 1     | Second Period Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE P2, J-18/19-P2 Supplement                      | 1     | Second Period Report of Attendance for Jr. High School Grades 7 and 8 Only  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE P2, J-18/19-P2 (J-18-P2)                       | 1     | Second Period Report of Attendance for Kindergarten and Elementary Pupils Residing in the District  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE P2, J-18/19-P2 (J-18-P2) Supplement            | 1     | Second Period Report of Attendance for Kindergarten and Elementary Pupils Residing Outside the Reporting District if Tuition is Charged                               | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE P2, J-18/19-P2                                 | 1     | Second Period Report of Attendance for Students Residing in the District  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE P2, J-18/19-P2 Supplement                      | 1     | Second Period Report of Attendance for Students Residing Outside the Reporting District if Tuition is Charged   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE P2, J-18/19-C-P2 (J-18-P2) Supplement (County) | 1     | Second Period Report of Elementary Attendance for County Superintendent of Schools for Schools and Special Education Programs   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-32   | 3     | State School Register   | 3 Years                | 4 Years                  | riming/Fiscal Year               | --                     | --                 |
|  | 3     | Student Misconduct Statement  | 3 Years                | 4 Years                  | Fiscal Accountability            | --                     | --                 |
| J-22-A Supplement                                  | 1     | Supplement to Annual Report for Gifted and Talented Programs  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE P1, J-22-P1 Supplement                         | 1     | Supplement to First Period Report for Gifted and Talented Programs  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CDE P2, J-22-P2 Supplement                         | 1     | Supplement to Second Period Report for Gifted and Talented Programs   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|  | 2     | Survey of Neglected and Delinquent Children   | 4 Years                | 4 Years                  |                                  | --                     | --                 |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      - - Feasibility to Microfilm at District Discretion  
(a) - No Legal Requirements

# Continuation Schools

| Form No.<br>(If Any)  | Class | Record Title   | Required               |                          |                                  | **If Imaged**          |                    |
|-----------------------|-------|--|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|                       |       |  | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
| J-301-CE<br>(J-41-CE) | 1     | Annual Financial Report - Continuation Education School                | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                       | 1     | Board Adopted Criteria for Establishment of a Continuation High School | Permanent              | Permanent                | Board Minutes                    | 4 Years                | Permanent          |
| CE-002<br>CE-001      | 3     | Continuation Education Year-end Report                                 | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      - - Feasibility to Microfilm at District Discretion

# Contracts

| Form No.<br>(If Any)       | Class | Record Title   | Required                    |  |                                  | **If Imaged**          |                    |
|----------------------------|-------|--|-----------------------------|--|----------------------------------|------------------------|--------------------|
|                            |       |  | Hard Copy<br>Retention      | Recommended<br>Retention                           | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
|                            | 2     | Bids - Educational and Data Processing, Insurance, Large (Dollar) Equipment Purchases, Security, Crossing Guards, Transportation, and Portable Buildings | 5 Years                     | 5 Years  | (A)                              | --                     | -                  |
|                            | 2     | Contracts (All)  | 5 Years                     | 5 Years  | (A)                              | --                     | --                 |
|                            | 3     | Insurance Policies and Endorsements (Closed or Terminated)   | 3 Years                     | 4 Years  | Timing/Fiscal Year               | --                     | --                 |
|                            | 2     | Vendor's Files   | 5 Years                     | 5 Years  | (A)                              | --                     | --                 |
| Class 1 -Permanent Records |       | Class 2 -Optional Records  | Class 3 -Disposable Records | -- Feasibility to Microfilm at District Discretion |                                  |                        |                    |

# Curriculum & Instruction

| Form No.<br>(If Any) | Class | Record Title  | Required               |                          | Reason For Recommended<br>Period | **If Imaged**          |                    |
|----------------------|-------|---|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|                      |       |   | Hard Copy<br>Retention | Recommended<br>Retention |                                  | Hard Copy<br>Retention | Media<br>Retention |
|                      | 2     | Application for Continuation Demonstration Programs in Reading, and Mathematics                           | 4 Years                | 5 Years                  | Final Audit                      | --                     |                    |
|                      | 2     | California Assessment Program: Grade 3 - Survey of Basic Skills   | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
|                      | 2     | California Assessment Program: Grade 6 - Survey of Basic Skills   | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
|                      | 2     | California Assessment Program: Grade 8 - Survey of Academic Skills  | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
|                      | 2     | California Learning Assessment System-(Grades 5, 7,10)  | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
|                      | 2     | Classroom Library Materials Act Expenditure Report  | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
|                      | 1     | Demonstration Programs in Reading and Mathematics: Preliminary Fiscal Report                              | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 2     | Demonstration Programs in Reading and Mathematics: Request for Amendment or Revision                      | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
|                      | 2     | Individual Test of Academic Skills (Grades 2 -10)   | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| R-30-LC              | 2     | Language Census Report - School Data  | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
|                      | 2     | Mathematics Professional Development Grant (AB1331) Budget Line Item Detail Report                        | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
|                      | 2     | Notification of Intent to Hold Elementary and High School Summer School Sessions                          | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
|                      | 2     | Proficiency Assessment Report (Grades 6,9,11,12)  | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
|                      | 2     | School Library Act Expenditure Report   | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
|                      | 3     | Special Studies as Needed   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                      | 2     | Staff Development Buy-Back: Application for Funding   | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
|                      | 3     | Survey of Academic Skills: Grade 12   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                      | 3     | Textbook Ordering Information: Submission of Orders/Invoices Charged Against Instructional Materials Fund | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |

Class 1 -Permanent Records

Class 2 -Optional Records

Class 3 -Disposable Records

-- Feasibility to Microfilm at District Discretion

# Child Nutrition and Food Distribution Division Office of Child Nutrition Services

## Policy Memorandum No. 85-306, February 1990

### Policy

Effective January 1, 1990, Child Nutrition Program shall be retained for a period of three years after the submission of the fiscal year's final Claim for Reimbursement. In cases where audit findings have not been resolved, records shall be retained beyond the three-year period until the audit issues are resolved. This policy also applies to adult day care food program sponsors.

### Background

On July 21, 1989, Assembly Bill 1226 was signed into law as Chapter 194, Statutes of 1989, effective January 1, 1990. This legislation specifies that Child Nutrition Program records shall be retained in accordance with regulations adopted by the United States Department of Agriculture. The enactment of this legislation establishes consistency between state law and federal regulation with regards to the retention of child Nutrition Program records.

## Food Services Records

| Form No.<br>(If Any)  | Class | Record Title  | Required               |                          |                                  | **If Imaged**          |                    |
|-----------------------|-------|---|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|                       |       |   | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
|                       | 2     | Accounts Payable Records  | 3 Years                | 4 Years                  | Audit Resolution                 | --                     | --                 |
|                       |       | Program Agreement: School Breakfast National School Lunch, Special Milk, State Meal Supplement                      | 3 Years                | 4 Years                  | Audit Resolution                 | --                     | --                 |
| CA Dept. of<br>ED/NSD | 2     | Agreement for Child & Adult Care Food Program, CACFP  | 3 Years                | 4 Years                  | Audit Resolution                 | --                     | --                 |
| CA Dept. of<br>ED/FNS | 2     | Program Site Application - CACFP  | 3 Years                | 4 Years                  | Audit Resolution                 | --                     | --                 |
| CA Dept of<br>ED/FDP  | 2     | Advance Orders for Flour and Direct Shipment to Processor Order Form  | 3 Years                | 4 Years                  | Audit Resolution                 | --                     | --                 |
| CA Dept of<br>ED/FDP  | 2     | Agreement and Food Offering for Summer Food Serve Programs for Children   | 3 Years                | 4 Years                  | Audit Resolution                 | --                     | --                 |
| CA Dept of<br>ED/CNFD | 2     | Agreement for Distribution of Donated Food  | 3 Years                | 4 Years                  | Audit Resolution                 | --                     | --                 |
| CA Dept. of<br>ED/NSD | 2     | Annual Audit Status Certification   | 3 Years                | 4 Years                  | Audit Resolution                 | --                     | --                 |
| State Software        | 1     | Annual Financial and Budget Report  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CA Dept. of<br>ED/NSD | 2     | Annual Participation Statement: School Breakfast, NSLP, Special Milk, State Meal, Supplement                        | 3 Years                | 4 Years                  | Audit Resolution                 | --                     | --                 |
| CA Dept of<br>ED/FDP  | 2     | Annual Summer and Year-Round Offering - School  | 3 Years                | 4 Years                  | Audit Resolution                 | --                     | --                 |
| CA Dept of<br>ED/FDP  | 2     | Annual Summer Camp Offering   | 3 Years                | 4 Years                  | Audit Resolution                 | --                     | --                 |
| CA Dept. of<br>ED/NSD | 2     | Annual Summer Food Service Program for Children - Special Milk Program, State Meal and/or Meal Supplement Programs. | 3 Years                | 4 Years                  | Audit Resolution                 | --                     | --                 |
| CA Dept. of<br>ED/NSD | 2     | Application for Funding - Breakfast, Lunch and Special Milk   | 3 Years                | 4 Years                  | Audit Resolution                 | --                     | --                 |
| CA Dept. of<br>ED/FNS | 2     | Application for NSLP Breakfast, Milk, State Meal and Meal Supplement Programs                                       | 3 Years                | 4 Years                  | Audit Resolution                 | --                     | --                 |
| CA Dept. of<br>ED/NSD | 2     | Application for Seamless Summer Feeding Waiver (SSFW)   | 3 Years                | 4 Years                  | Audit Resolution                 | --                     | --                 |
| CA Dept. of<br>ED/FNS | 1     | Audits for US Department of Agriculture   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                       | 2     | Cafeteria Stores Invoices   | 3 Years                | 4 Years                  | Audit Resolution                 | --                     | --                 |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      -- Feasibility to Microfilm at District Discretion

NSD = Nutrition Services Division; FDP = Food Distribution Program; FNS = Food & Nutrition Services (USDA)



# Food Services Records ... continued

| Form No.<br>(If Any) | Class | Record Title  | Required            |                       |                               | **If Imaged**       |                 |
|----------------------|-------|---|---------------------|-----------------------|-------------------------------|---------------------|-----------------|
|                      |       |   | Hard Copy Retention | Recommended Retention | Reason For Recommended Period | Hard Copy Retention | Media Retention |
| CA Dept. of ED/FNS   | 2     | Certification of Continuance: Policy Statement for Free and Reduced Price Meals for Free Milk   | 3 Years             | 4 Years               | Audit Resolution              | --                  | --              |
|                      | 2     | Checks and Bank Statements  | 3 Years             | 4 Years               | Audit Resolution              | --                  | --              |
| CA Dept. of ED/NSD   | 2     | Claim for Reimbursement: CACFP, School Lunch and Breakfast, State meal Program, Summer Food Service Programs, Special Milk Program            | 3 Years             | 4 Years               | Audit Resolution              | --                  | --              |
|                      | 2     | Coordinated Review Effort (CRE) Summation Report  | 3 Years             | 4 Years               | Audit Resolution              | --                  | --              |
|                      | 2     | Daily Reports   | 3 Years             | 4 Years               | Audit Resolution              | --                  | --              |
|                      | 2     | Deposit Slips   | 3 Years             | 4 Years               | Audit Resolution              | --                  | --              |
|                      | 1     | Financial Statements  | Permanent           | Permanent             |                               | 4 Years             | Permanent       |
|                      | 1     | Fixed Asset Records   | Permanent           | Permanent             |                               | 4 Years             | Permanent       |
| CA Dept of ED/FDP    | 2     | Food Offering Form for Warehouse Agencies   | 3 Years             | 4 Years               | Audit Resolution              | --                  | --              |
|                      | 2     | Invoices - Outgoing   | 3 Years             | 4 Years               | Audit Resolution              | --                  | --              |
|                      | 2     | Journal and Ledgers Statement   | 3 Years             | 4 Years               | Audit Resolution              | --                  | --              |
|                      | 2     | Meal Tickets and Registers  | 3 Years             | 4 Years               | Audit Resolution              | --                  | --              |
|                      | 2     | Milk Records  | 3 Years             | 4 Years               | Audit Resolution              | --                  | --              |
|                      | 2     | National School Lunch and Milk Receipts   | 3 Years             | 4 Years               | Audit Resolution              | --                  | --              |
|                      | 2     | Food Inventory  | 3 Years             | 4 Years               | Audit Resolution              | --                  | --              |
|                      | 2     | NSLP Agreement: Production Worksheets (Dailies by Managers and Cooks)   | 3 Years             | 4 Years               | Audit Resolution              | --                  | --              |
|                      | 2     | Payroll Records   | 3 Years             | 4 Years               | Audit Resolution              | --                  | --              |
| CA Dept. of ED/NSD   | 2     | Policy Statement for: Free and Reduced Meals and Free Milk, Free Milk (Special Milk Program for Milk-only Schools, Addendum for Prov. 1,2,&3, | 3 Years             | 4 Years               | Audit Resolution              | --                  | --              |
|                      | 2     | Receipts from Collections   | 3 Years             | 4 Years               | Audit Resolution              | --                  | --              |
| CA Dept of ED/FDP    | 2     | Commodity Offering for State Warehouse Agencies   | 3 Years             | 4 Years               | Audit Resolution              | --                  | --              |
| CA Dept. of ED/NSD   | 2     | Reimbursement Claim: School Lunch, Breakfast and Special Milk Programs  | 3 Years             | 4 Years               | Audit Resolution              | --                  | --              |
|                      | 2     | Requisitions  | 3 Years             | 4 Years               | Audit Resolution              | --                  | --              |
|                      | 2     | Sales Tax Records   | 3 Years             | 4 Years               | Audit Resolution              | --                  | --              |
| CA Dept. of ED/NSD   | 2     | State Meal Programs: Annual Participation Statement   | 3 Years             | 4 Years               | Audit Resolution              | --                  | --              |
|                      | 2     | Vouchers  | 3 Years             | 4 Years               | Audit Resolution              | --                  | --              |
|                      | 2     | Workers Compensation Files  | 3 Years             | 4 Years               | Audit Resolution              | --                  | --              |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      - - Feasibility to Microfilm at District Discretion

NSD = Nutrition Services Division; FDP = Food Distribution Program; FNS = Food & Nutrition Services (USDA)

**Portions of the Food Service Records above were obtained from:**

- CASBO, Southern Section, Accounting Research & Development Committee
- CASBO, Southern Section, Child Nutrition Research & Development Committee

NSD = Nutrition Services Division; FDP = Food Distribution Program; FNS = Food & Nutrition Services (USDA)

# Garnishments

| Form No.<br>(If Any)       | Class | Record Title  | Required               |                          |                                  | **If Imaged**          |                    |
|----------------------------|-------|---|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|                            |       |   | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
| 982.5 (1)                  | (a)   | Application for Earnings Withholding Order                          | 2 Years                | 2 Years                  | (A)                              | --                     | --                 |
| 982.5 (5)                  | (a)   | Claim of Exemption  | 2Years                 | 2Years                   | (A)                              | --                     | --                 |
| 982.5 (2)                  | (a)   | Earnings Withholding Order  | 2 Years                | 2 Years                  | (A)                              | --                     | --                 |
| USM-296(98)                | (b)   | Earnings Withholding Order  | 2Years                 | 2Years                   | (A)                              | --                     | --                 |
| 982.5 (3)                  | (a)   | Earnings Withholding Order for Support                              | 2 Years                | 2 Years                  | (A)                              | --                     | --                 |
| BT-425-E                   | (c)   | Earnings Withholding Order for Taxes                                | 2Years                 | 2Years                   | (A)                              | --                     | --                 |
| FTB2905-M                  | (d)   | Earnings Withholding Order for Taxes                                | 2Years                 | 2Years                   | (A)                              | --                     | --                 |
| DE9400                     | (e)   | Earnings With holding Order for Taxes                               | 2Years                 | 2Years                   | (A)                              | --                     | --                 |
| 982.5 (4)                  | (a)   | Employer's Return   | 2 Years                | 2 Years                  | (A)                              | -                      | -                  |
| BT-425-M                   | (c)   | Modification of Order to Withhold Tax                               | 2 Years                | 2 Years                  | (A)                              | --                     | --                 |
| 982.5 (6)                  | (a)   | Notice of Filing of Claim of Exemption                              | 2 Years                | 2 Years                  | (A)                              | --                     | --                 |
| 668-W                      | (f)   | Notice of Levy on Wages, Salary, and Other Income                   | 2 Years                | 2 Years                  | (A)                              | --                     | --                 |
| 982.5 (7)                  | (a)   | Notice of Opposition to Claim Exemption                             | 2 Years                | 2 Years                  | (A)                              | --                     | --                 |
| 982.5 (10)                 | (a)   | Notice of Termination or Modification of Earnings Withholding Order | 2Years                 | 2Years                   | (A)                              | --                     | --                 |
| 1285.7                     | (a)   | Order Assigning Salary or Wages                                     | 2Years                 | 2Years                   | (A)                              | --                     | --                 |
| 982.5 (9)                  | (a)   | Order Determining Claim of Exemption                                | 2 Years                | 2 Years                  | (A)                              | --                     | --                 |
| B-2020                     | (g)   | Order to Deliver Paychecks to Trustee                               | 2 Years                | 2 Years                  | (A)                              | --                     | --                 |
| 668-R                      | (f)   | Release of Levy on Wages, Salary, and Other Income                  | 2 Years                | 2Years                   | (A)                              | --                     | --                 |
| FTB2906-M                  | (d)   | Termination of Order to Withhold Tax                                | 2Years                 | 2 Years                  | (A)                              | --                     | --                 |
| 1807 (EorN) or 1829 (EorN) | (g)   | Voluntary Petition - Chapter 7 Liquidation                          | 2 Years                | 2 Years                  | (A)                              | --                     | --                 |

(a) -Judicial Council of California

(b) - US Dept of Justice, US Marshals Service

(c) - State of California Board of Equalization

(d) - State of California Franchise Tax Board

(e) - State of California Employment Development Department

(f) - Department of the Treasury - IRS

(g) - United States Bankruptcy Court

(A) - Government Code 26202 (Nothing in Wage Garnishment Law - CCP)

-- Feasibility to Microfilm at District Discretion

# Health Services Records

| Form No.<br>(If Any) | Class | Record Title  | Required            |                       |                                      | **If Imaged**       |                 |
|----------------------|-------|---|---------------------|-----------------------|--------------------------------------|---------------------|-----------------|
|                      |       |   | Hard Copy Retention | Recommended Retention | Reason For Recommended Period        | Hard Copy Retention | Media Retention |
| PM-100               | 3     | Annual Report of Hearing Testing  | 3 Years             | 4 Years               | Timing/Fiscal Year                   | --                  | --              |
| PM-272               | 1     | Annual School District and Private School Report of Screening Examinations and Waivers and Invoices: CHDP | Permanent           | Permanent             |                                      | 4 Years             | Permanent       |
| PM-160               | 3     | Billing/Screening-CHDP  | 3 Years             | 4 Years               | Timing/Fiscal Year                   | --                  |                 |
| PM-286               | 1     | California School Immunization Record   | Permanent           | Permanent             |                                      | 4 Years             | Permanent       |
| PM-171               | 3     | Certificate of Physical to Enter First Grade  | 3 Years             | 4 Years               | Timing/Fiscal Year                   | --                  | --              |
|                      | 3     | Certificate of Waiver to Enter First Grade  | 3 Years             | 4 Years               | Timing/Fiscal Year                   | --                  | --              |
|                      | (a)   | CHDP Appointment and Information  | (a)                 | (a)                   | Retain until Appointment is made     | --                  | --              |
|                      | 3     | Consent for Physical  | 3 Years             | 4 Years.              | Timing/Fiscal Year                   | --                  | --              |
|                      | (a)   | Consent to Administer Medication Administered   | (a)                 | 5 Years               | Retain as long as                    | --                  | --              |
| H519                 | 3     | Consent to Immunize   | 3 Years             | 4 Years               | Timing/Fiscal Year                   | --                  | --              |
|                      | (a)   | Consent to Transport  | (a)                 | 1 Year                | Retain During School Year            | --                  | --              |
|                      | (a)   | Dental Referral/Parent Response   | (a)                 | (a)                   | Most Current                         | --                  | --              |
|                      | (a)   | Doctors and Hospital Records  | (a)                 | (a)                   | Most Current                         | --                  | --              |
|                      | (a)   | Health Information/Parent Questionnaire   | (a)                 | (a)                   | Most Current                         | --                  | --              |
|                      | 1     | Health Record Card (Student)  | Permanent           | Permanent             | With "Cum" File                      | 4 Years             | Permanent       |
|                      | 1     | Hearing Referral/Test Results (Fail Tests and Prescriptions)  | Permanent           | Permanent             |                                      | 4 Years             | Permanent       |
|                      | (a)   | Immunization Notification/Requests  | (a)                 | (a)                   | Most Current                         | --                  |                 |
|                      | 1     | Immunization Record (Student)   | Permanent           | Permanent             | With "Cum" File                      | 4 Years             | Permanent       |
| CD-2206              | 1     | Parents Report - Child's Preadmission Health History  | Permanent           | Permanent             |                                      | 4 Years             | Permanent       |
|                      | 1     | Physical Performance Test Report Annual Report  | Permanent           | Permanent             |                                      | 4 Years             | Permanent       |
| CD-2207              | 1     | Physician's Report - Child's Preadmission Health History  | Permanent           | Permanent             |                                      | 4 Years             | Permanent       |
|                      | (a)   | Release of Health Information Authorization   | (a)                 | (a)                   | Retain Until Information is Received | --                  | --              |
|                      | (a)   | Restricted Physical Education Activity Guide  | (a)                 | (a)                   | Most Current                         | --                  | --              |
| PM-236               | 1     | School Immunization Survey Annual Report  | 3                   | 4                     | --                                   | --                  |                 |
|                      | (a)   | Scoliosis Referral/Screen Results   | (a)                 | (a)                   | Most Current                         | --                  | --              |
|                      | 3     | Student Physical Evaluation   | 3 Years             | 4 Years               | Timing/Fiscal Year                   | --                  | --              |
|                      | 1     | Vision Referral/Test Results (Fail Tests and Prescriptions)   | (a)                 | (a)                   | Until Graduation                     | 4 Years             | Permanent       |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      -- Feasibility to Microfilm at District Discretion

# Insurance Records

| Form No.<br>(If Any) | Class | Record Title   | Required               |                          |                                  | **If Imaged**          |                    |
|----------------------|-------|--|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|                      |       |  | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
|                      | 1     | Accident or Injury Reports - Industrial Injury   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | Accident or Injury Reports - Involving a Minor for Which a Claim For Damages has been Filed (all records including the insurance policy) | Permanent              | Permanent                | (A)                              | 4 Years                | Permanent          |
|                      | 3     | Accident or Injury Reports - No Claim Filed  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                      | 3     | Accident or Injury Reports - Other - After Litigation  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| CAL/OSHA<br>No.200   | 2     | Log and Summary of Occupational Injuries and Illness   | 5 Years                | 5 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                      | 1     | Policies - Involving a Minor for Which a Claim for Damages has been Filed  | Permanent              | Permanent                | (A)                              | 4 Years                | Permanent          |
|                      | 3     | Policies - Other - After Policy Period   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                      | 1     | Reports - Insurance - Annual   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| DE-56<br>(DE-8112)   | 3     | Unemployment Insurance, Local Experience Charges   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| J-3                  | 1     | Unemployment Insurance Report - K-12   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | Unemployment Insurance Returns   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 3     | Workers' Compensation Insurance Letters from Vendors   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      - - Feasibility to Microfilm at District Discretion

(A) These records cease to be Class 1      - - Permanent records one year after the claim has been settled or the statute of limitations has run. Title 5,16023 (c) (2) (B)

# J Forms/State Forms

| Form No.<br>(If Any)                                   | Class | Record Title  | Required               |                          |                                  | **If Imaged**          |                    |
|--|-------|---|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|  |       |   | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
| J-3  | 1     | Unemployment Insurance Reports K-12   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-4  | 1     | Claim for Reimbursement for County School Service Fund  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-4-A  | 1     | Cooperative County Publication Projects Approval of Meetings and Attendees  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-7  | 1     | Report of Regular Day Classes and Enrollment for Kindergarten and Elementary Grades   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-7 CSR  | 1     | Report of Enrollment for Kindergarten and Grade One through Three for School Districts and Charter Schools Participating in the K-3, Class Size Reduction Program                         | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-9 MH-A   | 1     | Morgan-Hart Program to Reduce Class Size in Grade 9   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-9-A  | 1     | Annual Certification of the Application for Specialist Teachers in Reading  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-10   | 1     | Certification of the Application for Allowance for Specialist Teachers in Reading   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| I-10-B   | 3     | Preliminary Certification for the Application for Allowance for Specialist Teachers in Reading  | 3 Years                | 4 Years                  | Timing/ Fiscal Year              | --                     |                    |
| J-12   | 1     | Instructional Television Program Cost Data Report   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-13   | 1     | Request for Allowance on Attendance Because of Emergency Conditions   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-14.1   | 1     | Affidavit of the Proper Certification for Work Performed by Certificated Employees  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-16   | 1     | Application for District Authority for Issuance for Warrants  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-18.1   | 1     | Report of Small Elementary Schools  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>J-18/19-A)<br>(J-19-A)                  | 1     | Annual Report of Attendance for High School Students Residing in the District   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19A)<br>(J-19-ASuppl)             | 1     | Annual Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-A)<br>(J-19E-A)                | 1     | Annual Report of Attendance for Jr. High School Grades 7 and 8 Only   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-A)<br>(J-18-A)                 | 1     | Annual Report of Attendance for Kindergarten and Elementary Pupils Residing in the District   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19A)<br>(J-18-ASuppl)             | 1     | Annual Report of Attendance for Kindergarten and Elementary Pupils Residing Outside the Reporting District if Tuition is Charged  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| (St Software<br>(J-18/19-Suppl)                        | 1     | Annual Report of Attendance for Students Residing Outside the Reporting District if Tuition is Charged  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-A)<br>(J-19-A)                 | 1     | Final Report of Adult Education ADA   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J18/19-C-A)<br>(J-19-ASuppl)<br>County | 1     | Annual Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Master Plan for Special Education Programs            | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J18/19-C-A)<br>(J-18-ASuppl)<br>County | 1     | Annual Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Master Plan for Special Education Programs | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |

Class 1 -Permanent Records

Class 2 -Optional Records

Class 3 -Disposable Records

-- Feasibility to Microfilm at District Discretion

# J Forms/State Forms ... continued

| Form No.<br>(If Any)  | Class | Record Title   | Required               |                          |                                  | **If Imaged**          |                    |
|---|-------|--|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|   |       |  | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
| St Software<br>(J18/19-C-P1<br>(J-19-P1)<br>Suppl<br>(County) | 1     | First Period Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>J-18/19-C-P2<br>(J-19-P2)                      | 1     | Second Period Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs | Permanent              | Permanent                |                                  | 4 years                | Permanent          |
| St Software<br>(J18/19-C-P2<br>(J-19-P2)<br>Suppl<br>(County) | 1     | Second Period Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs | Permanent              | Permanent                |                                  | 4 years                | Permanent          |
| St Software<br>(J-18/19<br>CH-P1)                             | 1     | Charter School ADA Funded Through Revenue Limits (E.C.42238) First Period Report of Attendance.  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19<br>CH-P2)                             | 1     | Charter School ADA Funded Through Revenue Limits (E.C.42238) Second Period Report of Attendance  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J18/19CH-A)                                   | 1     | Charter School ADA Funded Through Revenue Limits (E.C.42238) Annual Report of Attendance   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19 CH/<br>BG/U-P1)                       | 1     | Charter School ADA Funded Through Block Grants (E.C.47633) First Period Report of Attendance   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19 CH/<br>BG/U-P2)                       | 1     | Charter School ADA Funded Through Block Grants (E.C.47633) Second Period Report of Attendance  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19<br>CH/BG/U-A)                         | 1     | Charter School ADA Funded Through Block Grants (E.C.47633) Annual Report of Attendance   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-18/19 CH/E  | 1     | Charter School Educationally Disadvantaged Pupil Data  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-P1)<br>(J-19-P1)                      | 1     | First Period Report of Attendance for High School Students Residing in the District  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-P1)<br>(J-19-P1)<br>Supplement        | 1     | First Period Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-P1)<br>(J-19E-P1)                     | 1     | First Period Report of Attendance for Jr. High School Grades 7 and 8 Only  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-P1)<br>(J-18-P1)                      | 1     | First Period Report of Attendance for Kindergarten and Elementary Pupils Residing in the District  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-P1)<br>(J-18-P1)<br>Supplement        | 1     | First Period Report of Attendance for Kindergarten and Elementary Pupils Residing Outside the Reporting District if Tuition is Charged   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-P2)<br>(J-18-P2)                      | 1     | Second Period Report of Attendance for Kindergarten and Elementary Pupils Residing in the District   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-P2)<br>(J-18-P2)<br>Supplement        | 1     | Second Period Report of Attendance for Kindergarten and Elementary Pupils Residing Outside the Reporting District if Tuition is Charged  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      - - Feasibility to Microfilm at District Discretion

# J Forms/State Forms ... continued

| Form No.<br>(If Any)                                   | Class | Record Title  | Required               |                          |                                  | **If Imaged**          |                    |
|--|-------|---|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|  |       |   | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
| St Software<br>(J-18/19-P1)                            | 1     | First Period Report of Attendance for Students Residing in the District   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-P1)<br>Supplement              | 1     | First Period Report of Attendance for Students Residing Outside the Reporting District if Tuition is Charged              | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-P2)                            | 1     | Second Period Report of Attendance for Students Residing in the District  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-P2)<br>Supplement              | 1     | Second Period Report of Attendance For Students Residing Outside the Reporting District if Tuition is Charged             | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-P2)<br>(J-19-P2)               | 1     | Second Period Report of Attendance for High School Students Residing in the District                                      | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-P2)<br>(J-19-P2<br>Supplement) | 1     | Second Period Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-18/19-P2)<br>(J-19E-P2)              | 1     | Second Period Report of Attendance for Jr. High School Grades 7 and 8 Only  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-20   | 1     | County Superintendent's Report of Small Schools   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-20-P1  | 1     | Report of Necessary Small Schools   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-20-P2  | 1     | Report of Necessary Small Schools   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-22-A)                                | 1     | Annual Report for Gifted and Talented Programs  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-22-A)                                | 1     | Annual Report for Handicapped Pupils Attending an ROC/P   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-22-A)                                | 1     | Annual Report of Attendance for Special Programs  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-22-A<br>Supplement)                  | 1     | Supplement to Annual Report for Gifted and Talented Programs  | Permanent              | Permanent                |                                  | 4 years                | Permanent          |
| St Software<br>(J-22-P1)                               | 1     | First Period Report for Gifted and Talented Programs  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-22-P1)                               | 1     | First Period Report for Handicapped Pupils Attending an ROC/P   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-22-P1)                               | 1     | First Period Report for Special Programs  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-22-P1<br>Supplement)                 | 1     | Supplement to First Period Report for Gifted and Talented Programs  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-22-P2)                               | 1     | Second Period Report for Gifted and Talented Programs   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-22-P2)                               | 1     | Second Period Report for Handicapped Pupils Attending an ROC/P  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-22-P2)                               | 1     | Second Period Report for Special Programs   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software<br>(J-22-P2<br>Supplement)                 | 1     | Supplement to Second Period Report for Gifted and Talented Programs   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-22.2A  | 1     | Driver Training Cost Data Report  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-22.2A-W  | 3     | Worksheet for Driver Training Cost Data Report  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| J-22.26  | 1     | Report of Replaced Driver Training Vehicles and Simulators Used Exclusively for Driver Training                           | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J 22.2C  | 1     | Report of Driver Training Vehicles or Simulators  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |

Class 1 -Permanent Records

Class 2 -Optional Records

Class 3 -Disposable Records

- - Feasibility to Microfilm at District Discretion

# J Forms/State Forms ... continued

| Form No.<br>(If Any)                         | Class | Record Title   | Required               |                          |                                  | **If Imaged**          |                    |
|--|-------|--|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|  |       |  | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
| J-22.4                                       | 1     | Application for Allowance for the Cost of Educating Exceptional Children Away from the District of Residence                                     | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software (J-27-P2) (County)               | 1     | County Superintendent's Report of Schools and Classes Maintained on a County-wide Basis: Second Period Report for Elementary School Attendance   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software (J-27/28)                        | 1     | Days of Attendance and ADA (Report by Elementary and Secondary)  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|  | (a)   | Declaration of Residency and Responsibility  | No legal requirement   | 1 Year                   |                                  |                        | -                  |
| St Software (J-27/28-A) (J-27-A) (J-28-A)    | 1     | County Superintendent's Report of Schools and Classes Maintained: Annual Report of Elementary and High School Attendance                         | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| St Software (J-27/28-P1) (J-27-P1) (J-28-P1) | 1     | County Superintendent's Report of Schools and Classes Maintained: First Period Report for Elementary and High School Attendance                  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-27/28-P2 (J-28-P2) (J-27-P2)               | 1     | County Superintendent's Report of Schools and Classes Maintained: First Period Report for Elementary and High School Attendance                  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-29-B Annual                                | 1     | Report of the Amount of Taxes Collected and Distributed for the Fiscal Year for School Districts   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-29-B                                       | 1     | Report of the Estimated Amount of Taxes to be Collected for School Districts   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-29-C Annual                                | 1     | Report of the Amount of Taxes Collected and Distributed to the County Superintendent of Schools  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-29-C                                       | 1     | Report of the Estimated Amount of Taxes to be Collected for County Offices of Education  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-29.1                                       | 1     | Report of "Miscellaneous" Funds  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-30   | 1     | Notification of Intent to Utilize the State Credit System Instructional Materials Fund   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| (J-30) old                                   | 1     | Application for Severance Allowance on Account of Property Acquired for State Highway Purposes   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-31   | 1     | Notification of Intent to Direct Order Instructional Materials Using State Instructional Materials Allowance                                     | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| (J-31) old                                   | 1     | Report of Open Space Land Adjustment   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-32   | 3     | State School Register  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| J-35   | 1     | Report of Necessary Small High School (Not Required for Necessary Continuation Schools)  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-43   | 1     | Annual Report of Current Liabilities   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-43-A                                       | 1     | Annual Report of Accounts Receivable   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-50 Series                                  | 1     | Second Principal Apportionment Special Education Forms for School Districts, County Offices of Education, and Special Education Local Plan Areas | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-50   | 1     | Special Education Master Plan  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-50-A                                       | 1     | Annual Report for Special Education Master Plan  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-50-P1                                      | 1     | First Period Report for Special Education Master Plan  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-50-P2                                      | 1     | Second Period Report for Special Education Master Plan   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-51   | 1     | Classes for Adults Cost Data Report  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      - - Feasibility to Microfilm at District Discretion



# J Forms/State Forms ... continued

| Form No.<br>(If Any)  | Class | Record Title  | Required               |                          |  | **If Imaged**          |                    |
|-----------------------|-------|---|------------------------|--------------------------|--|------------------------|--------------------|
|                       |       |   | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period                 | Hard Copy<br>Retention | Media<br>Retention |
| J-51-W                | 3     | Worksheet for Classes for Adults Cost Data Report   | 3 Years                | 4 Years                  | Timing/Fiscal Year                               | --                     | --                 |
| J-65                  | 1     | Report of Attendance for Development Centers for the Handicapped  | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| J-66                  | 1     | Cost Data Report for the Development Center for Handicapped Pupils Programs   | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| J-66-W                | 3     | Worksheet for the Cost Data Report for the Development Center for Handicapped Pupils Program  | 3 Years                | 4 Years                  | Timing/  | --                     | --                 |
| J-67                  | 1     | Certification of Total Income, Attendance and Transportation for Development Centers for Handicapped Pupils   | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| J-73                  | 1     | County School Service Fund I. Financial Report II. Final Budget III. Preliminary Budget   | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| J-73-A                | 1     | County School Service Fund Supplemental Annual Financial Report   | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| J-73-A1               | 3     | Audio Visual Worksheet for the County School Service Fund   | 3 Years                | 4 Years                  | Fiscal   | --                     | --                 |
| J-73-C                | 1     | County School Service Fund Financial Report Supplement Cost Data Report   | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| J-73-CW               | 3     | Worksheet for County School Service Fund Financial Report Supplemental Cost Data Report   | 3 Years                | 4 Years                  | Timing/  | --                     | --                 |
| J-73-J                | 1     | County School Service Fund - Project Expenditure Detail   | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| J-73-P                | 1     | County School Service Fund - Position Schedule  | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| J-73-R                | 1     | Request for Revision of County School Service Fund  | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| J-73-S                | 1     | County School Service Fund Budget - Supplemental Schedule   | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| J-73-T                | 1     | Second Period Attendance Reporting Special Education  | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| J-73.1                | 1     | Report of Accounts Receivable   | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| J-73.2                | 1     | Report of Current Liabilities   | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| J-73.4                | 1     | Expenditure of ECIA Funds   | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| J-90-B                | 1     | Health and Welfare Benefits, Certificated Personnel in the Teacher Bargaining Unit  | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| J-90-F                | 1     | Salary Data by Employee Classification  | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| J-90-S                | 1     | Teacher Bargaining Unit Base Certificated Salary Schedule   | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| J-111                 | 1     | Application for Exemption from the Classroom Teacher Salary Limitation  | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| J-111-A               | 1     | Report of Individual Class Sessions as Required by Education Code Section 41374   | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| SACS-TRAN (J-141)     | 1     | Annual Report of Pupil Transportation Expense   | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| SACS-TRAN (J-141CW-1) | 3     | Worksheet for Cost Data for a Cooperative Pupil Transportation System   | 3 Years                | Permanent                | Report is Class 1 (7 Yr. Statute of Limitations) | --                     |                    |
| SACS-TRAN (J-141CW-2) | 1     | Worksheet for a Cooperative Pupil Transportation System   | Permanent              | Permanent                | Only Report Filed                                | 4 Years                | Permanent          |
| SACS-TRAN (J-141-DEP) | 3     | Worksheet for Compiling Data for Computing Depreciation on District-Owned School Buses Used for Transportation Out-of-State or Community Recreation | 3 Year                 | Permanent                | Timing/Fiscal Year                               | --                     | --                 |
| SACS-TRAN (J141ROC/P) | 1     | Annual Report of ROC/P Transportation   | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| SACS-TRAN (J-141-S)   | 1     | Annual Report of Special Education Transportation Expense   | Permanent              | Permanent                |  | 4 Years                | Permanent          |

Class 1 -Permanent Records

Class 2 -Optional Records

Class 3 -Disposable Records

-- Feasibility to Microfilm at District Discretion

# J Forms/State Forms ... continued

| Form No.<br>(If Any)            | Class | Record Title  | Required               |                          |  | **If Imaged**          |                    |
|---------------------------------|-------|---|------------------------|--------------------------|--|------------------------|--------------------|
|                                 |       |   | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period                 | Hard Copy<br>Retention | Media<br>Retention |
| SACS-TRAN<br>(J-141-SW)         | 3     | Worksheet for Special Education Pupil Transportation Data Report                    | 3 Years                | 4 Years                  | Report is Class 1 (7 Yr. Statute of Limitations) | --                     | --                 |
| SACS-TRAN<br>(J-141-T)          | 1     | Transfer of Transportation Services   | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| SACS-TRAN<br>(J-141-W)          | 3     | Worksheet for Cost Data Report for a Single District Pupil Transportation System    | 3 Years                | Permanent                | Report is Class 1 (7 Yr Statute of Limitations)  | --                     |                    |
| SACS-TRAN<br>(J-142)            | 1     | Report of Replaced School Buses   | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| SACS-TRAN<br>(J-143)            | 1     | Report of School Buses Purchased  | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| J-152                           | 1     | Report of Attendance and Cost of Educating Adults in County Correctional Facilities | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| SACS<br>(J-200)                 | 1     | Final Annual Financial and Budget Report  | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| SACS<br>(J-200)                 | 1     | Tentative Annual Financial and Budget Report  | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| SACS<br>(J-200/300)<br>(J-41)   | 1     | Annual Financial and Budget Report  | Permanent              | Permanent-               |  | 4 Years                | Permanent          |
| SACS<br>(J-200/300)<br>(J-44)   | 1     | Annual Report of Abatements of Expenditures   | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| SACS<br>(J-251)                 | 1     | First Interim Financial Report  | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| SACS<br>(J-251)                 | 1     | Interim Financial Reports   | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| SACS<br>(J-251)                 | 1     | Second Interim Financial Report   | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| SACS<br>(J-301-CE)<br>(J-41-CE) | 1     | Annual Financial Report -Continuation Education Schools                             | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| SACS-PCR<br>(J-380)             | 1     | Annual Program Cost Data Report, Single District                                    | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| SACS<br>(J-380<br>Matrix)       | 1     | Prior Year Expenditures by Object Within Program for General Fund                   | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| SACS<br>(J-380)<br>(141-A)      | 1     | Supplemental Annual Financial Report  | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| SACS<br>(J-380/580<br>Matrix)   | 1     | National Public Education Financial Survey  | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| SACS -CEA<br>(J-385)            | 1     | Current Expense Formula/Minimum Classroom Comp                                      | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| SACS -CAT<br>(J-390)            | 1     | Categoricals - Fed/St/Local Grant Awards, Rev & Exp                                 | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| SACS<br>(J-400/500)             | 1     | Annual Financial and Budget Report, County Superintendent of Schools                | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| SACS<br>(J-600/700)             | 1     | Annual Financial and Budget Report, Joint Powers Agencies                           | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| SACS<br>(J-780)                 | 1     | Annual Program Cost Data Report, Joint Powers Agencies                              | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| J-PCP                           | 1     | Application for Special Allowance for Project-Connected Pupils                      | Permanent              | Permanent                |  | 4 Years                | Permanent          |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      - - Feasibility to Microfilm at District Discretion

# Legal Provisions

# Title 5 California Code of Regulations (K-12)

## California Code of Regulation Title 5, Division 1, Chapter 16

### Subchapter 2 – Destruction of Records of School Districts

#### Article 1 General Provisions

##### Section 16020. Definition of Records

(a) As used in this article, “records” means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained or which are prepared or retained as necessary or convenient to the discharge of official duty.

Amended effective 1-13-84

Section 16021. Repealed effective January 13, 1984.

##### Section 16022. Classification of records

(a) **Prior Year Records** – Before January 1, the district superintendent (or a person designated by the district not employing a superintendent) shall review documents and papers originating during the prior school year and classify them as Class 1 – Permanent, Class 2 – Optional, Class 3 – Disposable

(b) **Continuing Records** – Records of a continuing nature, i.e., active and useful for administrative, legal, fiscal, or other purposes over a period of years, shall not be classified until such usefulness has ceased. A pupil’s cumulative record, if not transferred, is a continuing record until the pupil ceases to be enrolled in the district.

(c) **Microfilm Copy** – Whenever an original record is photographed, microphotographed or otherwise reproduced on film, the copy thus made is hereby classified as Class 1 – Permanent. The original record, unless classified as Class 2 – Optional, may be classified as Class 3 – Disposable and may then be destroyed in accordance with this chapter if the following conditions have been met:

(d) The reproduction was accurate in detail and on film of a type approved for permanent, photographic records by the United States Bureau of Standards.

(e) The superintendent has attached to or incorporated in the microfilm copy has signed and dated certification of compliance with the provisions of Section 1531 of the Evidence Code.

(f) The microfilm copy was placed in a conveniently accessible file, and provision was made for preserving permanently, examining and using the same.

(g) Any “historical inventory of equipment” shall be a continuing record as provided in subdivision (b) and shall not be subject to classification for retention or destruction until the inventory is superseded or until the equipment is removed from district ownership

Amended effective 1-13-84

# Title 5 California Code of Regulations (K-12) ... continued

## Article 2 Period of Retention

### Section 16023. Class – 1 Permanent Records

The original of each of the records listed in this section, or one exact copy thereof when the original is required by law to be filed with another agency, is a Class – 1 Permanent record and shall be retained indefinitely, unless microfilmed in accordance with Section 16022(c).

(a) Annual Reports

(1) Official Budget

(2) Financial report of all funds, including cafeteria and student body funds.

(3) Audit of all funds.

(4) Average daily attendance, including Period 1 and Period 2 reports.

(5) Other major annual reports, including:

(A) Those containing information relating to property, activities, financial condition, or transactions.

(B) Those declared by board minutes to be permanent

(b) Official Actions

(1) Minutes of the Board of Committees Thereof, including the text of a rule, regulation, policy, or resolution not set forth verbatim in the minutes but included therein by reference only.

(2) Elections, including the class, if any, for and the result (but not including detail documents, such as ballots) of an election called, conducted or canvassed by the governing board for a board member, his recall, issuance of bonds incurring any long-term liability, change in maximum tax rates, reorganization, or any other purpose.

(3) Records transmitted by another agency that pertain to that agency's action with respect to district reorganization.

(c) Personnel Records

(1) Employees

(A) All detail records relating to employment, assignment, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick leave record, rate of compensation, salaries or wages paid, deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detail records, a complete proven summary payroll record for every employee of the school district containing the same data may be classified as Class 1 – Permanent, and the detail records may then be classified as Class 3 – Disposable.

(B) Information of a derogatory nature defined in Education Code Section 44031 shall be Class 1 – Permanent only after it becomes final. This information becomes final when:

## **Title 5 California Code of Regulations (K-12) ... continued**

1. The time for filing a grievance has lapsed, or
2. The document has been sustained by the grievance process.

(C) Information of a derogatory nature as defined in Education Code Section 44031 shall be Class 3 – Disposable if prior to the effective date of this section the document was subject of grievance process and was not sustained.

(2) Pupils

(A) The records of enrollment and scholarship for each pupil required by Section 432.

(B) All records pertaining to any accident or injury involving a minor for which a claim for damages has been filed as required by law, including any policy of liability insurance relating thereto, except that these records cease to be Class 1 – Permanent records one year after the claim has been settled or the statute of limitations has run.

(d) Property Records

All detail records relating to land, buildings, and equipment. In lieu of such detail records, a complete property ledger may be classified as Class 1 – Permanent, and the detail records may then be classified as Class 3 – Disposable, if the property ledger includes:

(1) All fixed assets.

(2) An equipment inventory.

(3) For each unit of property, the date of acquisition or augmentation, the person from who acquired, an adequate description or identification, and the amount paid, and comparable data if the unit is disposed of by sale, loss, or otherwise.

Amended effective 1-13-84

### **Section 16024. Class 2 – Optional Records**

Any record worthy of temporary preservation but not classified as Class 1 – Permanent may be classified as Class 2 – Optional and shall then be retained until reclassified as Class 3 – Disposable. If the superintendent and governing board agree that classification should not be made by the time specified in Section 16022, all records of the prior year may be classified as Class 2 – Optional pending further review and classification within one year.

Amended effective 1-13-84

### **Section 16025. Class 3 – Disposable Records**

All records not classified as Class 1 – Permanent or Class 2 – Optional shall be classified as Class 3 – Disposable, including but not limited to detail records relating to:

(a) Records Basic to Audit, including those relating to attendance, average daily attendance, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets, cancelled checks and stubs, student body and cafeteria fund records, etc.), and detail records used in the preparation of any other report. Teachers' registers may be classified as Class 3 – Disposable only if all information required in Section 432 is retained in other records or if the General Record pages are removed from the register and are classified as Class 1 – Permanent.

## **Title 5 California Code of Regulations (K-12) ... continued**

(b) Periodic Reports, including daily, weekly, and monthly reports, bulletins and instructions.

### Section 16026. Retention Period

A Class 3 – Disposable record shall not be destroyed until after the third July 1 succeeding the completion of the audit required by Education Code Section 41020 or of any other legally required audit, or after the ending date of any retention period required by any agency other than the State of California, whichever date is later. A continuing record shall not be destroyed until the fourth year after it has been classified as Class 3 – Disposable.

### Section 16027. Destruction of Records

Unless otherwise specified in this chapter, all Class 3 – Disposable records shall be destroyed during the third school year after the school year in which they originated (e.g., 1976-77 records may be destroyed after July 1, 1980).

Amended effective 1-13-84

Section 16028. Repealed effective January 13, 1984.

**Article 3 repealed effective December 9, 1979.**

# **Title 5 California Code Of Regulations (C.C.)**

## **Division 6. California Community Colleges**

### **Chapter 10. Community College Administration**

#### **Subchapter 2.5. Retention and Destruction of Records**

##### **ARTICLE 1. GENERAL PROVISIONS**

###### **Section 59020. Definition of Records**

- (a) For purposes of this subchapter, "records" means all records, maps, books, papers, data processing output, and electronic documents that a Community College district is required by law to prepare or retain by law or official duty. "Records" includes "student records" as defined in section 76210 of the Education Code.
- (b) The following documents are not "records" and may be destroyed at any time:
- (1) Additional copies of documents beyond the original or one copy. (A person receiving a duplicated copy need not retain it.)
  - (2) Correspondence between district employees that does not pertain to personnel matters or constitute a student record.
  - (3) Advertisements and other sales material received.
  - (4) Textbooks used for instruction, and other instructional materials, including library books, pamphlets and magazines.

Note: Authority cited: Sections 66700, 70901 and 76220, Education Code. Reference: Sections 76210 and 76220, Education Code.

###### **Section 59021. Scope of Chapter**

The provisions of this chapter apply only in the event that the destruction or retention of records by the district is not otherwise authorized or provided for by law.

Note: Authority cited: Sections 66700, 70901 and 76220, Education Code. Reference: Section 76220, Education Code.

###### **Section 59022. Classification of Records**

- (a) The governing board of each Community College district shall establish an annual procedure by which the chief executive officer, or other designee shall review documents and papers received or produced during the prior academic year and classify them as Class 1-Permanent, Class 2-Optional, or Class 3- Disposable.



# **Title 5 California Code Of Regulations (C.C.) ...continued**

(b) All records not classified prior to July 1, 1976, are subject to the same review and classification as in (a). If such records are three or more years old and classified as Class 3-Disposable, they may be destroyed without further delay, but in accordance with article 3.

(c) Records originating during a current academic year shall not be classified during that year.

(d) Records of a continuing nature, i.e., active and useful for administrative, legal, fiscal, or other purposes over a period of years, shall not be classified until such usefulness has ceased.

(e) Whenever an original Class 1-Permanent record is photographed, microphotographed, or otherwise reproduced on film or electronically, the copy thus made is hereby classified as Class 1-Permanent. The original record, unless classified as Class 2-Optional, may be classified as Class 3-Disposable, and may then be destroyed in accordance with this chapter if the following conditions have been met:

(1) The reproduction was accurate in detail.

(2) The chief executive officer, or other designee, has attached to or incorporated in the copy or system a signed and dated certification of compliance with the provisions of section 1531 of the Evidence Code, stating in substance that the copy is a correct copy of the original, or a specified part thereof, as the case may be.

(3) The copy was placed in an accessible location and provision was made for preserving permanently, examining and using same.

(4) In addition, if the record is photographed or microfilmed, the reproduction must be on film of a type approved for permanent, photographic records by the United States Bureau of Standards.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 66700 and 70901, Education Code; and Section 1531, Evidence Code.

## **ARTICLE 2. PERIOD OF RETENTION**

### **Section 59023. Class 1 – Permanent Records**

The original of each of the records listed in this Section, or one exact copy thereof when the original is required by law to be filed with another agency, is a Class 1-Permanent record and shall be retained indefinitely, unless copied or reproduced in accordance with Subsection (e) of Section 59022.

(a) The following annual reports:

(1) official budget;

(2) financial report of all funds, including cafeteria and student body funds;

(3) audit of all funds;

(4) full-time equivalent student, including Period 1 and Period 2 reports; and

(5) other major annual reports, including:

(A) those containing information relating to property, activities, financial condition, or transactions; and

(B) those declared by board minutes to be permanent.

# **Title 5 California Code Of Regulations (C.C.) ...continued**

(b) The following official actions:

- (1) minutes of the board or committees thereof, including the text of a rule, regulation, policy, or resolution not set forth verbatim in minutes but included therein by reference only;
- (2) elections, including the call, if any, for and the result (but not including detail documents, such as ballots) of an election called, conducted or canvassed by the governing board for a board member, the board member's recall, issuance of bonds, incurring any long-term liability, change in maximum tax rates, reorganization, or any other purpose; and
- (3) records transmitted by another agency that pertain to that agency's action with respect to district reorganization.

(c) The following personnel records of employees. All detail records relating to employment, assignment, employee evaluations, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick leave record, rate of compensation, salaries or wages paid, deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detail records, a complete proven summary payroll record for every employee of the school district containing the same data may be classified as Class 1-Permanent, and the detail records may then be classified as Class 3- Disposable.

(d) The following student records:

- (1) the records of enrollment and scholarship for each student. Such records of enrollment and scholarship may include but need not be limited to:
  - (A) name of student;
  - (B) date of birth;
  - (C) place of birth;
  - (D) name and address of a parent having custody or a guardian, if the student is a minor;
  - (E) entering and leaving date for each academic year and for any summer session or other extra session;
  - (F) subjects taken during each year, half year, summer session or quarter; and
  - (G) if grades or credits are given, the grades and number of credits toward graduation allowed for work taken.

# Title 5 California Code Of Regulations (C.C.) ...continued

(2) All records pertaining to any accident or injury involving a student for which a claim for damages has been filed as required by law, including any policy of liability insurance relating thereto, except that these records cease to be Class 1-Permanent records, one year after the claim has been settled or after the applicable statute of limitations has run.

(e) Property Records. All detail records relating to land, buildings, and equipment. In lieu of such detail records, a complete property ledger may be classified as Class 1-Permanent, and the detail records may then be classified as Class 3-Disposable, if the property ledger includes:

(1) all fixed assets;

(2) an equipment inventory; and

(3) for each unit of property, the date of acquisition or augmentation, the person from whom acquired, an adequate description or identification, and the amount paid, and comparable data if the unit is disposed of by sale, loss, or otherwise.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

## Section 59024. Class 2 – Optional Records

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Any record worthy of further preservation but not classified as Class 1- Permanent may be classified as Class 2-Optional and shall then be retained until reclassified as Class 3-Disposable. If the chief executive officer, or other designee, determines that classification should not be made by the time specified in section 59022, all records of the prior year may be classified as Class 2-Optional, pending further review and classification within one year.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

## Section 59025. Class 3 – Disposable Records

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All records, other than Continuing Records, not classified as Class 1-Permanent or Class 2-Optional, shall be classified as Class 3-Disposable, including, but not limited to, detail records relating to:

(a) records basic to audit, including those relating to attendance, full-time equivalent student, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets, canceled checks and stubs, student body and cafeteria fund records, etc.), and detail records used in the preparation of any other report; and

(b) periodic reports, such as daily, weekly, and monthly reports, bulletins, and instructions.

# **Title 5 California Code Of Regulations (C.C.) ...continued**

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

## **Section 59026. Retention Period**

(a) Generally, a Class 3-Disposable record, unless otherwise specified in this Subchapter, should be destroyed during the third college year after the college year in which it originated (e.g., 1993-94 plus 3 = 1996-97). Federal programs, including various student aid programs, may require longer retention periods and such program requirements shall take precedence over the requirements contained herein.

(b) With respect to records basic to an audit, a Class 3-Disposable record shall not be destroyed until after the third July 1 succeeding the completion of the audit required by Education Code Section 84040 or of any other legally required audit, or that period specified by Section 59118, or after the ending date of any retention period required by any agency other than the State of California, whichever date is later.

(c) With respect to continuing records, a continuing record shall not be destroyed until the third year after it has been classified as Class 3- Disposable.

Note: Authority cited: Sections 66700, 70901, 71020.5 and 84500, Education Code. Reference: Section 70901, Education Code.

## **ARTICLE 3. PROCEDURES FOR DESTRUCTION**

### **Section 59027. Chief Administrative Officer Actions**

(a) The chief administrative officer, or the designee of that officer, shall:

(1) Personally supervise the classification of records.

(2) Mark each file or other container as to classification and the school year in which the records originated. If the records are classified as Class 3- Disposable, the chief administrative officer shall also mark the school year in which such records are to be destroyed.

(3) Supervise the destruction of records.

(b) The chief administrative officer or designee shall submit to the governing board a list of records recommended for destruction, and shall certify that no records are included in the list in conflict with these regulations.

# **Title 5 California Code Of Regulations (C.C.) ...continued**

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

## **Section 59028. Board Action**

The governing board shall:

- (a) Approve or disapprove the recommendation of its designee.
- (b) Order a reclassification when necessary or desirable.
- (c) Order by action recorded in the minutes (with lists attached) the destruction of records in accordance with these regulations.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

## **Section 59029. Manner of Destruction**

Upon the order of the governing board that specified records shall be destroyed, such records shall be permanently destroyed by such foolproof methods as shredding, burning, or pulping; and such destruction shall be supervised by the chief executive officer or other designee.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

## **Section 59030. Certification as to Content of Records Destroyed by Calamity.**

Whenever in any college year the community college register of any instructor, or other records of any district are destroyed by conflagration or public calamity, preventing the instructor and college officers from making their annual reports in the usual manner and with accuracy, affidavits of the instructor, the president, or other officers of the district, certifying as to the contents of the destroyed register or other records, shall be accepted by all college authorities for all purposes pertaining to the district, except that of calculations of full-time equivalent students (FTES).

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

## **Section 59031. Full-time Equivalent Student Records Where Area Hit by Calamity.**

Whenever the full-time equivalent student of a community college district has been materially affected in any college year by conflagration, public calamity, or epidemic of unusual duration and prevalence, the regular annual reports of the instructor, the president, or officers of the district, shall be accepted by all

## **Title 5 California Code Of Regulations (C.C.) ...continued**

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

### **Section 59033. Attendance Accounting For Lost or Destroyed Records.**

Whenever any attendance records have been lost or destroyed by conflagration or public calamity, attendance accounting related to such records shall be made in accordance with section 58031.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

### **Section 59040. College Year.**

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

### **Section 59041. Academic Year.**

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

# California Education Code (K-12)

## Chapter 2 Governing Boards

### Article 8 Records and Reports

#### *Duty to Keep Certain Records and Reports*

35250. The Governing Board of every school district shall:

(a) Certify or attest to actions taken by the governing board whenever such certification or attestation is required for any purpose.

(b) Keep an accurate account of the receipts and expenditures of school moneys.

(c) Make an annual report, on or before the first day of July, to the county superintendent of schools in the manner and form and on the blanks prescribed by the Superintendent of Public Instruction.

(d) Make or maintain such other records or reports as are required by law.

#### *Certification as to Contents of Destroyed Records*

35251. Whenever in any school year the school register of any teachers, or other records of any school district are destroyed by conflagration or public calamity, preventing the teacher and school officers from making their annual reports in the usual manner and with accuracy, affidavits of the teachers, the school principals, or other officers of the school district, certifying as to the contents of the destroyed register or other records, shall be accepted by all school authorities for all school purposes appertaining to the school district, except that of average daily attendance.

#### *Average Daily Attendance Records Where Area Hit by Calamity*

35252. Whenever the average daily attendance of any school district has been materially affected in any school year by conflagration, public calamity, or epidemic of unusual duration and prevalence, the regular annual reports of the teacher, the school principal, or officers of the school district shall be accepted by all school officers for all school matters appertaining to the school district, except that of average daily attendance.

#### *Regulations to Destroy Records*

35253. Whenever the destruction of records of a district is not otherwise authorized or provided for by law, the governing board of the district may destroy such records of the district in accordance with regulations of the Superintendent of Public Instruction which he is herewith authorized to adopt.

#### *Microfilming or photographic copies of records.*

35254. The governing board of any school district may make microfilm or photographic copies of any records of the district. The original of any records of which a photographic or microfilm copy has been made may be destroyed when provision is made for permanently maintaining such photographic or microfilm copies in the files of the district, except that no original record that is basic to any required audit shall be destroyed prior to the second July 1st succeeding the completion of the audit. *Records of Joint School District*

# California Education Code (K-12)... continued

35255. In any joint school district, all returns, reports, certificates, estimates, petitions, and other papers of any kind relating to schools and school districts, required by law to be filed with or presented to the board of supervisors or county superintendent of schools, shall be filed with or presented to the supervisors or superintendent of schools of each county in which any portion of the district is situated.

## Chapter 3 Reorganization of School Districts - General Provisions

### Article 7 Disposition of Records, Funds, Property, and Obligations When Reorganized

#### *Disposal of Records*

35562. If all the territory of any school district becomes part of two or more districts of any type, and the inclusion in the two or more new school districts of the several portions of territory comprising the whole of the original district is effective for all purposes on the same date, the records of the original district shall be disposed of as follows:

(a) All records of the original district which are required by law to be kept on file shall be deposited with the governing board of the district which, after the reorganization has become effective for all purposes, has located within its boundaries the former office of the superintendent of the original district.

(b) Records of employees shall be transferred to the district thereafter employing the personnel or thereafter maintaining the last place of employment.

(c) Records of pupils shall be transferred to the district which, after the date on which the reorganization becomes effective for all purposes, maintains the school in which a pupil was last enrolled.

## Chapter 6.5 Pupil Records

### Article 2 Definitions

#### *Definitions*

49061. As used in this chapter:

(a) "Parent" means ...

(b) "Pupil record" means any item of information directly related to an identifiable pupil, other than directory information, which is maintained by a school district or required to be maintained by an employee in the performance of his duties whether recorded by handwriting, print, tapes, film, microfilm or other means.

"Pupil record" shall not include informal notes related to a pupil compiled by a school officer or employee which remain in the sole possession of the maker and are not accessible or revealed to any other person except a substitute. For purposes of this subdivision, "substitute" means a person who performs the duties of the individual who made the notes on a temporary basis, and does not refer to a person who permanently succeeds the maker of the notes in his or her position.



# California Education Code (K-12)...continued

## Article 3 General Provisions

### *Records Establishment, Maintenance and Destruction*

49062. School districts shall establish, maintain, and destroy pupil records according to regulations adopted by the State Board of Education. Pupil records shall include a pupil's health record. Such regulations shall establish state policy as to what items of information shall be placed into pupil records and what information is appropriate to be compiled by individual school officers or employees under the exception to pupil records provided in subdivision (b) of Section 49061. No pupil records shall be destroyed except pursuant to such regulations or as provided in subdivisions (b) and (c) of Section 49070.

### *Transfer of Permanent Enrollment and Scholarship Record*

49068. Whenever a pupil transfers from one school district to another or to a private school, or transfers from a private school to a school district within the state, the pupil's permanent record or a copy thereof shall be transferred by the former district or private school upon a request from the district or private school where the pupil intends to enroll. Any school district requesting such a transfer of a record shall notify the parent of his right to receive a copy of the record and a right to a hearing to challenge the content of the record. The State Board of Education is hereby authorized to adopt rules and regulations concerning the transfer of records.

## Article 4 Rights of Parents

### *Challenging Content of Records*

49070. Following an inspection and review of a pupil's records, the parent of a pupil or former pupil of a school district may challenge the content of any pupil record.

(a) The parent of a pupil may file a written request with the superintendent of the district to correct or remove any information recorded in the written records concerning his child which he alleges to be: (1) inaccurate, (2) an unsubstantiated personal conclusion or inference, (3) a conclusion or inference outside of the observer's area of competence, or (4) not based on the personal observation of a named person with the time and place of the observation noted.

(b) Within 30 days of receipt of such request, the superintendent or his designee shall meet with the parent and the certificated employee who recorded the information in question, if any, and if such employee is presently employed by the school district. The superintendent shall then sustain or deny the allegations.

If the superintendent sustains any or all of the allegations, he shall order the correction or the removal and destruction of the information. However, in accordance with Section 49066, the superintendent shall not order a pupil's grade to be changed unless the teacher who determined such grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which such grade was given and is, to the extent practicable, included in all discussions relating to the changing of such grade.

## California Education Code (K-12)... continued

If the superintendent denies any or all of the allegations and refuses to order the correction or the removal of the information, the parent may, within 30 days of the refusal, appeal the decision in writing to the governing board of the school district.

(c) Within 30 days of receipt of such an appeal, the governing board shall, in closed session with the parent and the certificated employee who recorded the information in question, if any, and if such employee is presently employed by the school district, determine whether or not to sustain or deny the allegations.

If the governing board sustains any or all of the allegations, it shall order the superintendent to immediately correct or remove and destroy the information from the written records of the pupil. However, in accordance with Section 49066, the governing board shall not order a pupil's grade to be changed unless the teacher who determined such grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which such grade was given and is, to the extent practicable, included in all discussions relating to the changing of such grade.

The decision of the governing board shall be final.

Records of these administrative proceedings shall be maintained in a confidential manner and shall be destroyed one year after the decision of the governing board, unless the parent initiated legal proceedings relative to the disputed information within the prescribed period.

(d) If the final decision of the governing board is unfavorable to the parent, or if the parent accepts an unfavorable decision by the district superintendent, the parent shall have the right to submit a written statement of his objections to the information. This statement shall become a part of the pupil's school record until such time as the information objected to is corrected or removed.

### *Right to Include Statement or Response to Disciplinary Actions*

49072. Whenever there is included in any pupil record information concerning any disciplinary action taken by school district personnel in connection with the pupil, the school district maintaining such record or records shall allow the pupil's parent to include in such pupil record a written statement or response concerning the disciplinary action.

## **Article 5 Privacy of Pupil Records**

### *Access to Records by Any Person with Written Parental Consent*

49075. A school district may permit access to pupil records to any person for whom a parent of the pupil has executed written consent specifying the records to be released and identifying the party or class of parties to whom the records may be released. The recipient must be notified that the transmission of the information to others without the written consent of the parent is prohibited. The consent notice shall be permanently kept with the record file.

# California Education Code (C.C.)

## Chapter 6 Miscellaneous Provisions

### Article 1 Records and Reports

#### *Duty to Keep Certain Records and Reports*

72600. The governing board of every community college district shall:

(a) Certify or attest to actions taken by the governing board whenever such certification or attestation is required for any purpose.

(b) Keep an accurate account of the receipts and expenditures of district moneys in accordance with the provisions of Sections 84030 and 84031.

(c) Make an annual report, on or before the first day of July, to the county superintendent of schools in the manner and form and on the blanks prescribed by the board of governors.

(d) Make or maintain such other records or reports as are required by law.

#### *Certification as to Contents of Destroyed Records*

72601. Whenever in any college year the community college register of any instructor, or other records of any district are destroyed by conflagration or by public calamity, preventing the instructor and college officers from making their annual reports in the usual manner and with accuracy, affidavits of the instructor, the president, or other officers of the district, certifying as to the contents of the destroyed register or other records, shall be accepted by all college authorities for all purposes appertaining to the district, except that of average daily attendance.

*Amended by Stats. 1981, Ch. 470 effective 1-1-82.*

#### *Average Daily Attendance Records Where Area Hit by Calamity*

72602. Whenever the average daily attendance of a community college district has been materially affected in any college year by conflagration, public calamity, or epidemic of unusual duration and prevalence, the regular annual reports of the instructor, the president, or officers of the district, shall be accepted by all college officers for all matters appertaining to the district, except that of average daily attendance.

*Amended by Stats. 1981, Ch. 470 effective 1-1-82.*

#### *Regulations to Destroy Records*

72603. Whenever the destruction of records of a district is not otherwise authorized or provided for by law, the governing board of the district may destroy such records of the district in accordance with regulations of the board of governors which they are authorized to adopt.

72604. Repealed 1981 Laws, Ch. 470 and 471 effective 1-1-82.

# California Education Code (C.C.)... continued

## *Records of Joint School Districts*

72605. In any joint community college district, all returns, reports, certificates, estimates, petitions, and other papers of any kind relating to community colleges and community college districts, required by law to be filed with or presented to the board of supervisors or county superintendent of schools, shall be filed with or presented to the supervisors or superintendent of schools of each county in which any portion of the district is situated.

## **Chapter 1.5 Student Records**

### **Article 2 Definitions**

#### *Definitions*

76210. As used in this chapter:

(a) "Student record" means any item of information directly related to an identifiable student, other than directory information, which is maintained by a community college or required to be maintained by any employee in the performance of his duties whether recorded by handwriting, print, tapes, film, microfilm or other means.

"Student record" shall not mean confidential letters and statements of recommendations maintained by a community college on or before January 1, 1975, provided that such letters or statements are not used for purposes other than those for which they were specifically intended, nor shall it mean information provided by a student's parents relating to applications for financial aid or scholarships, nor shall it mean information related to a student compiled by a community college officer or employee which remains in the sole possession of the maker and is not accessible or revealed to any other person except a substitute. For purposes of this subdivision, "substitute" shall mean a person who performs in a temporary basis the duties of the individual who made the notes and does not refer to a person who permanently succeeds the maker of the notes in his or her position.

"Student record" shall also not include information related to a student created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his professional or paraprofessional capacity, or assisting in that capacity, and which are created, maintained, or used only in connection with the provision of treatment to the student and is not available to anyone other than persons providing such treatment; provided, however, that such a record may be personally reviewed by a physician or other appropriate professional of the student's choice.

(b) "Student record" shall not mean information maintained by a community college law enforcement unit if the personnel of the unit do not have access to student records pursuant to Section 76423, if the information maintained by the unit is kept apart from information maintained pursuant to subdivision (a) of this section, if the information is maintained solely for law enforcement purposes, and if the information is not made available to person other than law enforcement officials of the same jurisdiction, nor shall it mean information maintained in the normal course of business pertaining to persons who are employed by a community college, provided that such information relates exclusively to such person in that person's capacity as an employee and is not available for use for any other purpose.

# California Education Code (C.C.)... continued

## Article 3 General Provisions

### *Regulations/Establishment, Maintenance, and Destruction*

76220. Community college districts shall establish, maintain, and destroy student records according to regulations adopted by the Board of governors of the California Community Colleges. Such regulations shall establish state policy as to what items of information shall be placed into student records and what information is appropriate to be compiled by individual community college officers or employees under the exception to student records provided in subdivisions (a) and (b) of Section 76210. No student records shall be destroyed except pursuant to such regulations or as provided in subdivisions (b) and (c) of Section 76232.

### *Transfer of Records; Notice of Rights; Regulations*

76225. Whenever a student transfers from one community college or public or private institution of postsecondary education to another within the state, appropriate records or a copy thereof shall be transferred by the former community college, college or university, or school or school district upon a request from the student; provided, however, that the community college, college or university, or school or school district from which the student is transferring may notify the student that the student's records will be transferred upon payment by the student of all fees and charges due the community college, college or university, or school or school district. Any community college, college or university, or school or school district making such a transfer of such records shall notify the student of his right to receive a copy of the record and his right to a hearing to challenge the content of the record.

The Board of Governors of, the California Community Colleges may adopt rules and regulations concerning transfer of such records to, from, or between schools under its jurisdiction.

## Article 4 Rights of Students

### *Challenging Content of Records*

76232. (a) Any student may file a written request with the chief administrative officer of a community college district to correct or remove information recorded in his student records which he alleges to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference (3) a conclusion or inference outside of the observer's area of competence or (4) not based on the personal observation of a named person with the time and place of the observation noted.

(b) Within 30 days of receipt of such request, the chief administrative officer or his designee shall meet with the student and the certificated employee who recorded the information in question, if any, and if such employee is presently employed by the community college district. The chief administrative officer or his designee shall then sustain or deny the allegations.

# California Education Code (C.C.)... continued

If the chief administrative officer or his designee sustains any or all of the allegations, he shall order the correction or removal and destruction of the information.

If the chief administrative officer or his designee denies any or all of the allegations and refuses to order the correction or removal of the information, the student may, within 30 days of the refusal, appeal the decision in writing to the governing board of the community college district.

(c) Within 30 days of receipt of such an appeal, the governing board shall, in closed session with the student and the certificated employee who recorded the information in question, if any, and if such employee is presently employed by the community college district, determine whether to sustain or deny the allegations.

If the governing board sustains any or all of the allegations, it shall order the chief administrative officer or his designee to immediately correct or remove and destroy the information.

The decision of the governing board shall be final.

Records of these administrative proceeding shall be maintained in a confidential manner and shall be destroyed one year after the decision of the governing board, unless the student initiates legal proceedings relative to the disputed information within the prescribed period.

(d) If the final decision of the governing board is unfavorable to the student, or if the student accepts an unfavorable decision by the chief administrative officer, the student shall have the right to submit a written statement of his objections to the information. This statement shall become a part of the student's record until such time as the information objected to is corrected or removed.

## *Right to Include Statement or Response to Disciplinary Actions*

76233. Whenever here is included in any student record information concerning any disciplinary action taken by community college personnel in connection with the student, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

## **Article 5 Privacy of Student Records**

### *Access to Records by any Person With Written Consent of Student*

76242. A community college district may permit access to student records to any person for whom the student has executed written consent specifying the records to be released and identifying the party or class of parties to whom the records may be released. The recipient must be notified that the transmission of the information to others without the written consent of the student is prohibited. The consent notice shall be permanently kept with the record file.

# Government Code Section 14756 (of the California Codes)

**Government Code Section 14756 states:** The public records of any state agency may be microfilmed, electronically data imaged, or otherwise photographically reproduced and certified upon the written authorization of the head of the agency. The microfilming, electronic data imaging, or photographic reproduction shall be made in compliance with the minimum standards or guidelines, or both, as recommended by the American National Standards Institute or the Association for Information and Image Management, and as adopted by the Department of General Services in consultation with the Secretary of State, for recording of permanent records or nonpermanent records.

The certification of each reproduction or set of reproductions shall be in accordance with the standards, or have the approval, of the Attorney General. The certification shall contain a statement of the identity, description, and disposition or location of the records reproduced, the date, reason, and authorization for the reproduction, and other information that the Attorney General requires.

The certified reproductions shall be deemed to be original public records for all purposes, including introduction in courts of law and state agencies.

# Child Nutrition and Food Distribution Division Office of Child Nutrition Services

Policy Memorandum No.85-306, February 1990

## Policy

Effective January 1, 1990, Child Nutrition Program records shall be retained for a period of three years after the submission of the fiscal year's final Claim for Reimbursement. In cases where audit findings have not been resolved, records shall be retained beyond the three-year period until the audit issues are resolved. This policy also applies to adult day care food program sponsors.

## Background

Federal regulations governing Child Nutrition Programs stipulate a three-year record retention period; however, based on requirements of the California Education Code, Section 33421, a five-year record retention period for Child Nutrition Program records has been in effect.

On July 21, 1989, Assembly Bill 1226 was signed into law as Chapter 194, Statutes of 1989, effective January 1, 1990. This legislation specifies that Child Nutrition Program records shall be retained in accordance with regulations adopted by the United States Department of Agriculture. The enactment of this legislation establishes consistency between state law and federal regulation with regards to the retention of child Nutrition Program records.



# Table of References

Administration of Public Transportation

Attendance, Pupil and Administration Services Annual Bulletin  
General Bulletin County of Los Angeles, Office of Education

California Code of Regulations (CCR) Title 5

California Code of Civil Procedures

California Department Of General Services - Public School Construction

California Education Code

California Highway Patrol School Bus Driver's and Carrier's Handbook

Child Nutrition and Food Distribution Division Office of Child Nutrition Services,  
Policy Memorandum

Code of Federal Regulations

Commercial Code

Data Acquisition Calendars - California State Department of Education

Federal Register - Guide to Records Retention Requirements

Government Code

Institute Of Transportation Studies - University Of California

Payroll Management Guide

Records Disposition Handbook - Records Management Division, Department of General Services,  
State of California

Vocational Education Financial Report and Claim for Funds Workbook

Wage Garnishment Law

# Legal Records

| Form No.<br>(If Any) | Class | Record Title                               | Required               |                          |  | **If Imaged**          |                    |
|----------------------|-------|--|------------------------|--------------------------|--|------------------------|--------------------|
|                      |       |  | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period   | Hard Copy<br>Retention | Media<br>Retention |
|                      |       | Election Calls                             | Permanent              | Permanent                |  | 4 Years                | Permanent          |
|                      | 1     | Election Returns                           | Permanent              | Permanent                |  | 4 Years                | Permanent          |
|                      | 2     | Legal Opinions - County Counsel            | 4 Years                | 4 Years                  | Save until Superseded  | --                     | --                 |
|                      | 2     | Litigation Documents (Including Subpoenas) | 4 Years                | Permanent                | Save until 3 Years after<br>Case has been Settled or<br>Decided and all Rights of<br>Appeal have Expired | --                     | --                 |
|                      | 1     | Reorganizational File                      | Permanent              | Permanent                | 4 Years  | 4 Years                |                    |
|                      | 1     | Territorial Transfers File                 | Permanent              | Permanent                | 4 Years  | 4 Years                |                    |

Class 1 -Permanent Records

Class 2 -Optional Records

Class 3 -Disposable Records

-- Feasibility to Microfilm at District Discretion

# Maintenance & Operations Records

| Form No.<br>(If Any) | Class | Record Title                        | Required               |                          | Reason For Recommended<br>Period | **If Imaged**          |                    |
|----------------------|-------|-------------------------------------|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|                      |       |                                     | Hard Copy<br>Retention | Recommended<br>Retention |                                  | Hard Copy<br>Retention | Media<br>Retention |
|                      | 3     | Budget Justification Forms          | 4 Years                | 4 Years                  | Department Use                   | --                     | --                 |
|                      | 2     | Construction Files                  | 5 Years                | 5 Years                  | (A)                              | --                     | --                 |
|                      | (a)   | Correspondence - General            | 0 Years                | 1 Year                   | Reference Purposes               | --                     | --                 |
|                      | 3     | Deferred Maintenance Certification  | 5 Years                | 8 Years                  | In case of audit                 | 8 years                |                    |
| SAB 40-1             | 3     | Deferred Maintenance Five Year Plan | 5 Years                | 8 Years                  | In case of audit                 | 8 years                |                    |
|                      | 3     | Emergency Orders (Original)         | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                      | 1     | Facilities Inventory                | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 3     | Inspection Reports                  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                      | (a)   | Job Requisitions                    | 0 Years                | 1 Year                   | Reference Purposes               | --                     | --                 |
|                      | 3     | Job Requisitions Log                | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                      | 3     | Memoranda - In and Out              | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                      | 3     | Preventive Maintenance Schedules    | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                      | 3     | Service Call Orders                 | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                      | 3     | Time Reports                        | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                      | 3     | Vandalism Inspection Reports        | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                      | 3     | Work Orders                         | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                      | 3     | Work Reports                        | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      -- Feasibility to Microfilm at District Discretion

# Microfilm and Other Applications

The following outlines the various applications of microfilming techniques that may be utilized by all divisions and departments in managing their individual records. Each organization is responsible for determining the applications for microfilm and the microform to be used, whether it is microfilm cartridge or microfiche.

**Microfilm, Microfiche** - Microfilm, or microfiche, is a micro-photographic image of record material, which may be retained in lieu of the record itself. The following requirements apply to micro-photographic images of any class of records:

1. The image must be accurate in detail.
2. The film must meet ANSI (American National Standards Institute) standards.
3. The film or fiche must incorporate the Superintendent's signed and dated certification of compliance with the provisions of the Evidence Code.
4. The image must be conveniently accessible and provision made for preserving permanently, examining and using of the film.

**Optical Disk** - Please refer to the Commercial Code authorization of recordation on optical disk.

Electronic copies – Education Code Section 35254 states that “The governing board of any school district may make photographic, microfilm, or electronic copies of any records of the district. The original of any records of which a photographic, microfilm, or electronic copy has been made may be destroyed when provision is made for permanently maintaining the photographic, microfilm or electronic copies in the files of the district, except that no original record that is basic to any required audit shall be destroyed prior to the second July 1<sup>st</sup> succeeding the completion of the audit.”

The following applications should be considered:

**Space Saving** - Permanent records or records to be kept for a period of ten years or longer should be microfilmed to save storage space. This process applies whether the records are to be kept in the office or sent to the warehouse for storage when they have become inactive.

Records which are too active to send to the warehouse for storage, but by volume create a storage problem in office areas, may be microfilmed and effectively save office storage space and cost.

**Fast Retrieval** - Fast retrieval of records information saves labor costs and provides better customer service. However, to achieve any appreciable savings the retrieval rate should be fairly high. For example, if retrieval of information took only one hour per day, the savings would be negligible. But, if retrieval time was four or five hours per day, then an attractive labor savings can be realized by implementing a document imaging system.

**Protection of Records** - Microfilm is the least expensive of all reproduction methods. In the case of very valuable documents, which are referenced frequently, the hard copies are microfilmed for use in the office and the hard copies may be stored in a safe place. File integrity is also maintained since the documents are on a microfilm roll where the images remain on the roll in proper order.

**Reduced Filing Time** - A great deal of time can be spent in fine sorting of documents and placing them in file folders. Random microfilming using an appropriate indexing method and batch sorting before microfilming can eliminate filing and thus provide a savings in clerical costs.

**Rapid Reproduction** - Microfilm can be used for fast reproduction work in lieu of other copying processes. When documents are microfilmed and the microfilm is used to make paper prints, a savings is realized because of the low cost of the film, the speed of filming, and the speed of the automatic printer.

# Payroll Records

| Form No.<br>(If Any) | Class | Record Title   | Required               |                          |                                  | **If Imaged**          |                    |
|----------------------|-------|--|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|                      |       |  | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
| DE43<br>DE7          | 1     | Annual Reconciliation of California Personal Income Tax Withheld -EDD                                    | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | Deduction Register (Voluntary or Withholding)  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| W-2C                 | 1     | Corrected Wage and Tax Statement   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| DE9423               | 1     | Contribution Return and Report of School Employees Wages Under the Unemployment Insurance Code           | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | Earnings Reports (Quarterly)   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| W-4                  | 1     | Employee's Withholding Allowance Certificate   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | Federal Withholding Tax Reports  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| DE8112               | 1     | Notice of Local Experience Charge for Calendar Quarter Ended   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | Payroll Adjustment Orders  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 3     | Payroll ("A") Warrants   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                      | 1     | Payroll ("A") Warrant Registers  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | Payroll and Salary Records   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | Payroll Office Records   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| DE9423               | 1     | Quarterly Contribution Return and Report of School Employees Wages Under the Unemployment Insurance Code | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| DE8003<br>(DE938SEF) | 1     | Quarterly Contribution Return Under the Unemployment Insurance Code                                      | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| DE938                | 1     | Quarterly PIT Return Adjustment Form   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| DE6                  | 1     | Quarterly Wage and Withholding Report  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| 941                  | 1     | Employer's Quarterly Federal Tax Return  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| 941C                 | 1     | Supporting Statement to Correct Information  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| DE88                 |       | Report of PIT Contributions  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| DE34                 | 3     | Report New Employees   | 3 Years                | 4 Years                  | Timing/Fiscal Year               |                        |                    |
| DE542                | 3     | Report of Independent Contractors  | 3 Years                | 4 Years                  | Timing/Fiscal Year               |                        |                    |
| J-90                 | 1     | Salary & Benefits Schedule for the Certificated Bargaining Unit  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| DE3DP<br>(DE3B)      | 1     | State EDD Quarterly Contribution Return  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | Status Changes (Employee)  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | Termination Records - Payroll  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | Time Records (Accrued Vacations, Sick Leave, etc.)   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | Time Reports (Payroll - Certificated and Classified)   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 3     | Time Sheets/Cards  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| J-3                  | 1     | Unemployment Insurance Report  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| W-2                  | 1     | Wage and Tax Statement   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |

Class 1 -Permanent Records

Class 2 -Optional Records

Class 3 -Disposable Records

-- Feasibility to Microfilm at District Discretion

# Personnel Records

| Form No.<br>(If Any) | Class | Record Title  | Required               |                          | Reason For Recommended<br>Period                                | **If Imaged**          |                    |
|----------------------|-------|---|------------------------|--------------------------|---|------------------------|--------------------|
|                      |       |   | Hard Copy<br>Retention | Recommended<br>Retention |   | Hard Copy<br>Retention | Media<br>Retention |
|                      | (a)   | CBEDS Forms/Reports<br>• County/District Information Form<br>• School Information Form<br>• All Standard CBEDS Output Reports | (a)                    | 4 Years                  | Maintain for Reference<br>Purposes for Fiscal<br>Accountability | --                     | --                 |
| R-2                  | 1     | Employee Ratio Summary Certification Document   | Permanent              | Permanent                |   | 4 Years                | Permanent          |
|                      | 3     | Employment Applications   | 3 Years                | 4 Years                  | Timing/Fiscal Year  | --                     | --                 |
|                      | 3     | Employment Eligibility Lists  | 3 Years                | 4 Years                  | Timing/Fiscal Year  | --                     | --                 |
| J-90-B               | 1     | Health and Welfare Benefits, Certificated Personnel in<br>the Teacher Bargaining Unit   | Permanent              | Permanent                |   | 4 Years                | Permanent          |
|                      | 1     | Personnel Files (Terminated)  | Permanent              | Permanent                |   | 4 Years                | Permanent          |
|                      | 3     | Recruitment Files   | 3 Years                | 4 Years                  | Timing/Fiscal Year  |                        | --                 |
|                      | 3     | Returned Letters - Inactive Recruitment   | 3 Years                | 4 Years                  | Timing/Fiscal Year  |                        | --                 |
| J-90-F               | 1     | Salary Data by Employee Classification  | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| J-90-S               | 1     | Teacher Bargaining Unit Base Certificated Salary<br>Schedule  | Permanent              | Permanent                |   | 4 Years                | Permanent          |

Class 1 -Permanent Records

Class 2 -Optional Records

Class 3 -Disposable Records

-- Feasibility to Microfilm at District Discretion

# Property Records

| Form No.<br>(If Any) | Class | Record Title   | Required               |                          |                                  | **If Imaged**          |                    |
|----------------------|-------|--|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|                      |       |  | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
| J-200/300<br>(J-41)  | 1     | Annual Financial and Budget Report Bond Interest and Redemption Fund State School Building Fund State School Building Lease-Purchase Fund  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | Application for Capital Outlay Funds for Family Child Care Homes   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | Appraisals   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 2     | Architect Agreements Audit (A)   | 5 Years                | 5 Years                  | Or More for Final                | --                     | --                 |
|                      | 1     | Bid Conditions (Advertised)  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 3     | Bid Envelopes  | 3-6 Years              | 3-6 Years                | --                               | --                     | --                 |
|                      | 1     | Bids: Capital Outlay - Successful Bidder   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | Building Fund Records  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | Capital Assets Valuation Record  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | Capital Inventory Record   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | Capital Outlay and General Non-Salary Payment Files  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | Capital Property Loss Report   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | Capital Property -Retirement   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | Certification of Completion of Contract  | Permanent              | Permanent                | Board Minutes                    | 4 Years                | Permanent          |
|                      | 1     | Change Order (Construction)  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 2     | Contract for Construction Audit (A)  | 5 Years                | 5 Years                  | Or More for Final                | --                     | --                 |
|                      | 2     | Contractor Payment Requests Audit (A)  | 5 Years                | 5 Years                  | Or More for Final                | --                     | --                 |
|                      | 1     | Escrow Materials   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | Fixed Assets (Detail Records)  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | Joint Use Agreements   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | Lease Agreements   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 3     | Materials and Labor Bonds  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                      | 3     | Performance Bonds  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                      | 1     | Property Ledger  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | Records of Fixed Assets: Land: Deeds, Title Insurance, other agency approvals Buildings and Site Improvements: Drawings, Specifications, Contracts, Certifications of Compliance, Inspector of Record Verified Reports | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 2     | Schedule of Building Fund Vouchers Audit (A)   | 4 Years                | 4 Years                  | Or More for Final                | --                     | --                 |
| SAB 184<br>(OAL 184) | 1     | Summary of Expenditure and Construction Progress   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      -- Feasibility to Microfilm at District Discretion

# Pupil Personnel Services Records

| Form No.<br>(If Any) | Class | Record Title  | Required               |                          | Reason For Recommended<br>Period | **If Imaged**          |                    |
|----------------------|-------|---|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|                      |       |   | Hard Copy<br>Retention | Recommended<br>Retention |                                  | Hard Copy<br>Retention | Media<br>Retention |
|                      | 1     | Authorization for Release of Pupil Services Information | Permanent              | Permanent                | With "Cum" File                  | 4 Years                | Permanent          |
|                      | (a)   | Psychological Screening and Diagnosis                   | (a)                    | 4 Years                  | Internal Working Papers          | --                     |                    |
|                      | 1     | Request for Counseling Services                         | Permanent              | Permanent                | With "Cum" File                  | 4 Years                | Permanent          |
|                      | (a)   | Request for Psychological Evaluation                    | (a)                    | 4 Years                  | Internal Working Papers          | --                     |                    |
|                      | (a)   | Request for Teaching Services                           | (a)                    | 4 Years                  | Internal Working<br>Papers       | --                     | --                 |

**NOTE:** Also refer to Special Education Records

Papers

Class 1 -Permanent Records

Class 2 -Optional Records

Class 3 -Disposable Records

-- Feasibility to Microfilm at District Discretion

(a) - No Legal Requirements



# Pupil Records

A pupil's cumulative record is of a continuing nature as it is active and useful over a period of time, if not transferred, and is not classified until such usefulness has ceased or the pupil ceases to be enrolled in the district. (Title 5, Division 1, Chapter 16, sub-chapter 2, article 1, Section 16022 (b) for k-12 and Title 5, Division 6, Chapter 10, sub-chapter 2.5, article 1, Section 59022 (b) for C.C. of the California Code of Regulations)

For further information as to what records make up a pupil's/student's record, the reader should read Title II, Division 4, Part 27, Chapter 6.5 PUPIL RECORDS (K-12) or Title III, Division 7, Part 47, Chapter 1.5 STUDENT RECORDS (C.C.) in the California Education Code. Pertinent portions of the 2 chapters appear in the Legal Provisions section of this document.

| Form No.<br>(If Any) | Class | Record Title  | Required               |                          | Reason For Recommended<br>Period                                | **If Imaged**          |                    |
|----------------------|-------|---|------------------------|--------------------------|---|------------------------|--------------------|
|                      |       |   | Hard Copy<br>Retention | Recommended<br>Retention |   | Hard Copy<br>Retention | Media<br>Retention |
|                      | (a)   | CBEDS Forms/Reports<br>• County/District Information Form<br>• School Information Form<br>• All Standard CBEDS Output Reports | (a)                    | 4 Years                  | Maintain for Reference<br>Purposes for Fiscal<br>Accountability | --                     | --                 |
| SCRP-01              | 3     | Crime and Violence - Penal Code Sections 628,628.1 and 628.2  | 3 Years                | Permanent                | Possible Litigation   | --                     | --                 |
|                      | 3     | Input for Computer/Attendance Information   | 3 Years                | 4 Years                  | Fiscal Accountability   | --                     | --                 |
|                      | 3     | Notes from Parents  | 3 Years                | 4 Years                  | Fiscal Accountability   | --                     | --                 |
|                      | 1     | Pupil Locator and History Card (To District office when pupil leaves)   | Permanent              | Permanent                |   | 4 Years                | Permanent          |
|                      | 1     | Pupils Cumulative Record  | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| J-32                 | 3     | State School Register   | <u>3 Years</u>         | <u>4 Years</u>           | Timing/Fiscal Year  | --                     | --                 |

Class 1 -Permanent Records

Class 2 -Optional Records

Class 3 -Disposable Records

-- Feasibility to Microfilm at District Discretion

(a) - No Legal Requirements

# Purchasing Records

| Form No.<br>(If Any) | Class | Record Title                                      | Required               |                          |                                  | **If Imaged**          |                    |
|----------------------|-------|---|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|                      |       |   | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
|                      | 3     | Air Travel Reservations                           | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                      | 3     | Purchase Orders (Numerical, Alpha, Blanket, Etc.) | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                      | 3     | Purchasing Bids                                   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                      | 3     | Requisitions                                      | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                      | 3     | Standard School Supplies Agreements               | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |

Class 1 -Permanent Records

Class 2 -Optional Records

Class 3 -Disposable Records

-- Feasibility to Microfilm at District Discretion

# Regional Occupation Centers/Programs

| Form No.<br>(If Any)     | Class | Record Title  | Required               |                          |   | **If Imaged**          |                    |
|--------------------------|-------|---|------------------------|--------------------------|---|------------------------|--------------------|
|                          |       |   | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period          | Hard Copy<br>Retention | Media<br>Retention |
| J27/28                   | 1     | County Superintendent Report of Schools and Classes Maintained, Second Period Report of Elementary and High School Attendance | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| J27/28-A                 | 1     | County Administered ROC/P ADA Report  | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| State Software (J18/19)  | 1     | ROC/P JPA Participating Districts' Report of ROP Attendance   | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| State Software (J22-A)   | 1     | Annual Report for Handicapped Pupils Attending an ROC/P   | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| J-141-ROC/P              | 1     | Annual Report of ROC/P Transportation Expense   | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| VE-77                    |       | Application for ROC/ROP Course Approval   | Permanent              | Permanent                | OBSOLETE                                  | 4 Years                | Permanent          |
| VE-77R                   |       | Course Revision Approval - ROC/ROP  | Permanent              | Permanent                | OBSOLETE                                  | 4 Years                | Permanent          |
| State Software (J-22-P1) | 1     | First Period Report for Handicapped Pupils Attending an ROC/P   | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| State software (J-22-P2) | 1     | Second Period Report for Handicapped Pupils Attending an ROC/P  | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| Form R/Y (P1) & (A)      | 1     | Form for Determination of the Revenue Limit   | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| VE-73                    |       | Report of Revenues Earned by ROC/P Centers and Programs   | Permanent              | Permanent                | OBSOLETE                                  | 4 Years                | Permanent          |
| VE-78                    | 1     | ROC/ROP Course Verification   | Permanent              | Permanent                | Filed electronically-<br>no form retained | 4 Years                | Permanent          |
| VE-80-A                  |       | ROC/P Annual Staff Report   | Permanent              | Permanent                | NO LONGER<br>REQUIRED                     | 4 Years                | Permanent          |
| VE-80-B /CDE 101E-1      | 1     | ROC/P Annual Enrollment   | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| VE-80-C /CDE101E-2       | 1     | ROC/P Annual Follow-up of Programs Completers   | Permanent              | Permanent                |   | 4 Years                | Permanent          |
| Schedule A               | 1     | Schedule to Determine the Data to Compute the Revenue Limit   | Permanent              | Permanent                |   | 4 Years                | Permanent          |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      - - Feasibility to Microfilm at District Discretion

# Retirement Records

| Form No.<br>(If Any) | Class | Record Title  | Required               |                          |                                  | **If Imaged**          |                    |
|----------------------|-------|---|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|                      |       |   | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
| <b>OASDI</b>         |       |   |                        |                          |                                  |                        |                    |
|                      | 1     | OASDI Reports Permanent   | Permanent              | 4 Years                  | Permanent                        |                        |                    |
|                      | 1     | States Reports of Adjustments -OASDI                            | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      |       | ---   |                        |                          | -                                | -                      | -                  |
| <b>PERS</b>          |       |   |                        |                          |                                  |                        |                    |
|                      | 3     | Membership Data Forms - PERS                                    | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                      | 1     | Payroll Listing for PERS  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 3     | Request for Final Payroll Information - PERS                    | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| <b>STRS</b>          |       |   |                        |                          |                                  |                        |                    |
|                      | 2     | Certificate of Termination and Computation of Sick Leave - STRS | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
|                      | 3     | Membership Data Forms - STRS                                    | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                      | 1     | Sick Leave Summary Transmittal - STRS                           | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 3     | STRS Approval of Disability Allowance                           | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                      | 1     | STRS - Contribution Transmittal Report                          | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 1     | STRS Report of Retirement Contributions (Monthly)               | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                      | 3     | STRS Verification of Services                                   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                      | 3     | STRS Verification (Part-time and Substitute)                    | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| <b>OTHER</b>         |       |   |                        |                          |                                  |                        |                    |
|                      | 3     | Authorization for Contribution and/or Rate Adjustment           | 3 Years                | 4 Years                  | Payment Period Plus 3 Years      | --                     | --                 |
|                      | 3     | Report of Status Change or Separation                           | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                      | 1     | Retirees Separation Listing                                     | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      - - Feasibility to Microfilm at District Discretion

# Special Education Records

| Form No.<br>(If Any)                                | Class | Record Title  | Required               |                          |                                  | **If Imaged**          |                    |
|---|-------|---|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|   |       |   | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
| J-22-A  | 1     | Annual Report for Handicapped Pupils Attending an ROC/P   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-50-A  | 1     | Annual Report for Special Education Master Plan   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-18/19-C-A<br>(J-19-A)<br>Supplement<br>(County)   | 1     | Annual Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Master Plan for Special Education Programs            | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-22-A  | 1     | Annual Report of Attendance for Special Programs  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-18/19-C-A<br>(J-18-A)<br>Supplement<br>(County)   | 1     | Annual Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Master Plan for Special Education Programs | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-2728-A  | 1     | Annual Report of Attendance for Students Residing in the District/County Superintendent Report of Schools and Classes Maintained  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-141-S<br>/SACS TRAN                               | 1     | Annual Report of Special Education Transportation Expense   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-201-SEA   | 1     | Special Education Revenue Allocation  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|   | 1     | Application for Developing a Local Education Agency Plan for Special Education  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| SE-65   | 1     | Application to Renew Program Approval for Program for Educationally Handicapped   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|   | 2     | Assessment Plan/Reports   | 3 Years                | Permanent                | Possible Litigation              | 4 Years                | Permanent          |
| CD-1400   | 1     | Attendance and Fiscal Report for Special Programs for the Severely Handicapped  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-67  | 1     | Certification of Total Income, Attendance and Transportation for Development Centers for Handicapped Pupils   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|   | 1     | Child-by-Child Plan: Basic Diagnostic Data  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-66  | 1     | Cost Data Report for Development Center for the Handicapped Pupils Program  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| 794-017   | 1     | Final Expenditure and Performance Report for P.L.94-142   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-22-P1   | 1     | First Period Report for Handicapped Pupils Attending ROC/P  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-50-P1   | 1     | First Period Report for Special Education Master Plan   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-22-P1   | 1     | First Period Report for Special Programs  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-18/19-C-P1<br>(J-19-P1)<br>Supplement<br>(County) | 1     | First Period Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs                      | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-18/19-C-P1<br>(J-18-P1)<br>Supplement<br>(County) | 1     | First Period Report of Elementary Attendance for County Superintendent of schools for Education of Students in County Operated Community Schools and Special Education Programs           | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-2728-P1   | 1     | First Period Report of Attendance for Students Residing in the District/County Superintendent Report of Schools and Classes Maintained  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| OE-9058   | 1     | Handicapped Children Receiving Special Education and Related Services   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|   | 3     | Individualized Education Program  | 3 Years                | Permanent                | Possible Litigation              | -                      | --                 |
| 0E-9055-1   | 1     | Incentive Grant Application Under Part B of the Education of the Handicapped Act, as Amended by P.L.94-142  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |

**NOTE:** Also refer to Pupil Personnel Services Records

Class 1 -Permanent Records

Class 2 -Optional Records

Class 3 -Disposable Records

- - Feasibility to Microfilm at District Discretion

# Special Education Records ... continued

| Form No.<br>(If Any)                       | Class | Record Title   | Required            |                       |  | **If Imaged**       |                 |
|--|-------|--|---------------------|-----------------------|--|---------------------|-----------------|
|  |       |  | Hard Copy Retention | Recommended Retention | Reason For Recommended Period                    | Hard Copy Retention | Media Retention |
| SED86-02                                   | 2     | Interagency Implementation of Chapter 265 Government Code Data Report  | 4 Years             | 5 Years               | Final Audit                                      | --                  | --              |
|  | 2     | Licensed Children Institution Emergency Impaction Funds Request  | 4 Years             | 5 Years               | Final Audit                                      | --                  | --              |
|  | 2     | Low Incidence Directory (per E.C. Section 56137, collected every 2 years.)   | 4 Years             | 5 Years               | Final Audit                                      | --                  | --              |
|  | 2     | Parent Consent for Release of Information  | 3 Years             | Permanent             | Possible litigation                              | --                  | --              |
|  | 2     | Parent Notification of Meeting and Intent to Participate   | 3 Years             | Permanent             | Possible litigation                              | --                  | --              |
|  | 2     | Parent Rights and Procedure Safeguard  | 3 Years             | Permanent             | Possible Litigation                              | --                  | --              |
| R-1  | 1     | Private School Affidavit   | Permanent           | Permanent             |  | 4 Years             | Permanent       |
|  | 2     | Record of Local Review and/or Referral   | 3 Years             | Permanent             | Possible Litigation                              | --                  | --              |
|  | 2     | Registration of Visually Handicapped Students  | 4 Years             | 4 Years               | --   | --                  |                 |
| J-65                                       | 1     | Report of Attendance for Development Centers for the Handicapped   | Permanent           | Permanent             |  | 4 Years             | Permanent       |
|  | 1     | Report of Special Education Due Process Hearings   | Permanent           | Permanent             |  | 4 Years             | Permanent       |
| J-22-P2                                    | 1     | Second Period Report for Handicapped Pupils Attending an ROC/P   | Permanent           | Permanent             | --   | --                  |                 |
| J-50-P2                                    | 1     | Second Period Report for Special Education Master Plan   | Permanent           | Permanent             |  | 4 Years             | Permanent       |
| J-22-P2                                    | 1     | Second Period Report for the Gifted Supplement and Talented Program  | Permanent           | Permanent             |  | 4 Years             | Permanent       |
| J-18/19-C-P2 (J-19-P2) Supplement (County) | 1     | Second Period Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs            | Permanent           | Permanent             |  | 4 Years             | Permanent       |
| J-18/19-C-P2 (J-18-P2) Supplement (County) | 1     | Second Period Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs | Permanent           | Permanent             |  | 4 Years             | Permanent       |
| J-27/28-P2                                 | 1     | Second Period Report of Attendance for Students in the District/County Superintendents Report of Schools and classes maintained  | Permanent           | Permanent             |  | 4 Years             | Permanent       |
| J-50 Series                                | 1     | Second Principal Apportionment Special Education Forms for School Districts, County Offices of Education, and Special Education Local Plan Areas                                 | Permanent           | Permanent             |  | 4 Years             | Permanent       |
|  | 1     | Selpa Special Education Funding Exhibit New Funding Model  | Permanent           | Permanent             |  | 4 Years             | Permanent       |
| SE 06-90                                   | 2     | Special Education End-of-Year Report   | 4 Years             | 5 Years               | Final Audit                                      | --                  | --              |
|  | 2     | Special Education FRZ Forms  | 4 Years             | 5 Years               | Final Audit                                      | --                  | --              |
| J-50                                       | 1     | Special Education Master Plan  | Permanent           | Permanent             |  | 4 Years             | Permanent       |
|  | 2     | Special Education Program Review Evaluation Report   | 4 Years             | 5 Years               | Final Audit                                      | --                  | --              |
| R-30 SE                                    | 1     | Special Education Pupil Count  | Permanent           | Permanent             |  | 4 Years             | Permanent       |
| 776-001                                    | 3     | Special Materials and Equipment Report (For Disabled Students)   | 3 Years             | 4 Years               | Timing/Fiscal Year                               | --                  | --              |
|  | 3     | Structured Interview Guide for Special Education Programs in California  | 3 Years             | 4 Years               | Timing/Fiscal Year                               | --                  | --              |
|  | 1     | Survey of Special Education Programs   | Permanent           | Permanent             |  | 4 Years             | Permanent       |
| OSE-01                                     | 2     | Waiver Request   | 4 Years             | 4 Years               | --   | --                  |                 |
| J-66-W                                     | 3     | Worksheet for Cost Data Report for Development Centers for the Handicapped Pupils Program  | 3 Years             | 4 Years               | Timing/Fiscal Year                               | --                  | --              |
| J-141-SW /SACS TRAN                        | 3     | Worksheet for Special Education Pupil Transportation Data Report   | 3 Years             | 4 Years               | Report is Class 1 (7 Yr. Statute of Limitations) | --                  | --              |

**NOTE:** Also refer to Pupil Personnel Services Records

Class 1 -Permanent Records

Class 2 -Optional Records

Class 3 -Disposable Records

-- Feasibility to Microfilm at District Discretion

# Special Schools Records

| Form No.<br>(If Any)                | Class | Record Title  | Required               |                          |                                  | **If Imaged**          |                    |
|-------------------------------------|-------|---|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|                                     |       |   | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
| <b>CAL-SAFE</b>                     |       |   |                        |                          |                                  |                        |                    |
| C-1 -A                              | 1     | Annual Report for Cal-SAFE Child Care Funding   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| B - A                               | 1     | Annual Report of Attendance for Students Enrolled in District Cal-SAFE Programs                             | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| C-1 - P1                            | 1     | First Period Report for Cal-SAFE Child Care Funding   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| B-P1                                | 1     | First Period Report of Attendance for Students Enrolled in District Cal-SAFE Programs                       | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| C-1- P2                             | 1     | Second Period Report for Cal-SAFE Child Care Funding  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| B - P2                              | 1     | Second Period Report of Attendance for Students Enrolled in District Cal-SAFE Programs                      | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| <b>CHARTER SCHOOLS</b>              |       |   |                        |                          |                                  |                        |                    |
| J-18/19CH -A                        | 1     | Annual Report of Charter School ADA Funded Through Revenue Limit (E.C.42238)                                | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-18/19CH/E                         | 1     | Charter School Educationally Disadvantaged Pupil Data   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| <b>CHARTER SCHOOLS ...continued</b> |       |   |                        |                          |                                  |                        |                    |
| J-18/19CH-P1                        | 1     | First Period Report of Charter School ADA Funded Through Revenue Limits (E.C.42238)                         | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-18/19CH-P2                        | 1     | Second Period Report of Charter School ADA Funded Through Revenue Limits (E.C.42238)                        | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| <b>JUVENILE COURT SCHOOLS</b>       |       |   |                        |                          |                                  |                        |                    |
| A127D                               | 2     | Annual Expenditure Report, Part II. Part of Consolidated Application for Education Programs, ECIA Chapter I | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| SDE-100                             | 2     | Application for Funding:Consolidated Categorical Aid Programs   | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
|                                     | 2     | California State Department of Education Expenditure Report, PL 94-142                                      | 4 Years                | 5 Years                  | Final Audit                      | --                     | --                 |
| J-27/28                             | 1     | Monthly Report of Attendance in Classes for Special Schools   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-32                                | 3     | State Schools Registers - Centralized Attendance at Juvenile Halls  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      - - Feasibility to Microfilm at District Discretion

# State & Federal Special Projects/Programs

| Form No.<br>(If Any)              | Class | Record Title   | Required               |                          |                                  | **If Imaged**          |                    |
|-----------------------------------|-------|--|------------------------|--------------------------|----------------------------------|------------------------|--------------------|
|                                   |       |  | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
| <b>ADULT EDUCATION</b>            |       |  |                        |                          |                                  |                        |                    |
|                                   | 2     | ABE Total Enrollment Report  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| A-22                              | 2     | Adult Education Program Approval   | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| VE-81-B                           | 2     | Adult Education - Vocational Program Annual Enrollment Report Form   | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | -                  |
|                                   | 2     | Any Narrative Summaries  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| A-22                              | 2     | Application for Federal Funding under PL 91-230, Section 306   | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| A-22                              | 2     | Application for Federal Funding Under PL 100-297, Section 321  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| J-51                              | 1     | Classes for Adults Cost Data Report  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-18/19-A<br>(J-19-A)<br>Addendum | 1     | Final Report of Adult Education ADA  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-18/195-A                        | 1     | District Supplement - Annual Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-152                             | 1     | Report of Attendance and Cost of Educating Adults in County Correctional Facilities  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                                   | 3     | Section 321 Letter of Intent   | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| J-51-W                            | 3     | Worksheet for Classes for Adults Cost Data Report  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| <b>BILINGUAL EDUCATION</b>        |       |  |                        |                          |                                  |                        |                    |
|                                   | 2     | Any Narrative Summaries  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
|                                   | 2     | Application for Subgrant Emergency Immigrant Education Assistance  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| A127W-BT2                         | (a)   | Bilingual Teacher Waiver Information   | (a)                    | 1 Year                   | Must Apply Annually              | --                     | --                 |
|                                   | 2     | Budget and Program Information: Emergency Immigrant Education Assistance Program   | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| A127W-BT3                         | (a)   | Certificate of Partial Completion  | (a)                    | 1 Year                   | Must Apply Annually              | --                     | --                 |
| A127W-BT1                         | (a)   | Check List of Assurances   | (a)                    | 1 Year                   | Must Apply Annually              | --                     | -                  |
| AO-400                            | 1     | Emergency Immigrant Education Program (EIEP) Grant Award   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                                   | 2     | Emergency Immigrant Education Program (EIEP) Proposed Budget & Activities  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
|                                   | 1     | Final Expense Report Emergency Immigrant Education Assistance Program  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                                   | 1     | Final Fiscal & Performance Report: Emergency Immigrant Education Program   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| R-30-LC                           | 1     | Language Census Report - School Data   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| SDE-103                           | 2     | Program Information: Emergency Immigrant Education Assistance Program  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
|                                   | 2     | Refugee Student Report   | 4 Years                | 4 Years                  | --                               | --                     | --                 |
|                                   | 2     | Test Results Reporting Form for Compensatory Education and State Bilingual Audit Education Programs                                      | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| ED-GCS007                         | 1     | U.S. Department of Education Grant Award Notification  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| A127W-BT<br>CAL-SAFE              | (a)   | Waiver Request Bilingual Teacher   | (a)                    | 1 Year                   | Must Apply Annually              | --                     |                    |
| Form A                            | 1     | County Cal-SAFE Programs Attendance Report   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| Form B                            | 1     | District Cal-SAFE Attendance Report  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      - - Feasibility to Microfilm at District Discretion  
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# State & Federal Special Projects/Programs...continued

| Form No.<br>(If Any)                    | Class | Record Title  | Required               |                          |                                  | **If Imaged**          |                    |
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|   |       |   | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
| <b>BILINGUAL EDUCATION ...continued</b> |       |   |                        |                          |                                  |                        |                    |
| Form C-1                                | 1     | Cal-SAFE Child Care Funding for School Districts and County Offices of Education                    | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| Form C-2                                | 1     | Cal-SAFE Funding for County Offices of Education per E.C. 2551.3                                    | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| Form C-2(a)                             | 1     | Cal-SAFE Funding for Students Attending Court Schools, Community Schools, and Community Day Schools | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| <b>CLASS SIZE REDUCTION (CSR)</b>       |       |   |                        |                          |                                  |                        |                    |
| Title VI Application                    | 2     | Federal CSR LEA (PL 105-277)  | (a)                    | Annual Audit             | --                               | --                     | --                 |
| Application                             | 2     | State Operations K-3 CSR Program  | (a)                    | Annual Audit             | --                               | --                     | --                 |
| Application                             | 2     | State Facilities K-3 CSR Program  | (a)                    | Annual Audit             | --                               | --                     | --                 |
| J-7CSR                                  | 2     | State CSR Enrollment Report (P-2)   | (a)                    | Annual Audit             | Permanent                        | Permanent              | --                 |
| J-9MH-A                                 | 2     | Morgan-Hart Grade 9 CSR Enrollment Report   | (a)                    | Annual Audit             | --                               | --                     | --                 |
| <b>C E T A (Replaced by JTPA)</b>       |       |   |                        |                          |                                  |                        |                    |
| CETA VE-6a                              | 2     | Analytical statement of Project Cost Estimate   | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| CETA VE-18                              | 2     | Authorized Signature Certification  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| CETA VE-13                              | 1     | CETA Purchased Property Inventory at Close of Project   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CETA VE-19                              | 2     | Claim for Reimbursement for Individual Referral Training  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| CETA VE-10                              | 2     | Claim for Reimbursement for Projects  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| CETA VE-51                              | 2     | Class Size Program  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| CETA VE-17                              | 2     | Individual Referral Certification for Training  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| CETA VE-15                              | 2     | Intent to Provide Individual Referral Training  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| CETA VE-12                              | 1     | Inventory of Instructional Equipment  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CETA VE-68                              | 2     | Major Equipment Request Lists   | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| CETA VE-3                               | 2     | Non-Financial Agreement Programs Narrative  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| CETA VE-1                               | 2     | Non-Financial Agreement Signature Sheet   | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| CETA VE-9                               | 2     | Notification: Start of Training   | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| CETA VE-2                               | 2     | Program Planning and Budgeting Information Summaries Special Grant: Vocational Education            | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| CETA VE-11                              | 2     | Project Agreement. Quarterly Progress Report  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| CETA VE-7                               | 2     | Project Application Operation Plan  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| CETA VE-4                               | 2     | Project Application to Provide Vocational Education Services (Financial Agreement)                  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| CETA VE-16                              | 2     | Project Application to Provide Vocational Education Services for Individual Referrals               | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| CETA VE-5                               | 2     | Project Application to Provide Vocational Education Services Plan of Services                       | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| <b>CONSOLIDATED APPLICATION</b>         |       |   |                        |                          |                                  |                        |                    |
| CETA VE-14                              | 2     | Request of Inventory Adjustment   | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      -- Feasibility to Microfilm at District Discretion  
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# State & Federal Special Projects/Programs...continued

| Form No.<br>(If Any)                         | Class | Record Title  | Required               |                          |                                  | **If Imaged**          |                    |
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|  |       |   | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
| <b>CONSOLIDATED APPLICATION ...continued</b> |       |   |                        |                          |                                  |                        |                    |
| CETA VE-53                                   | 2     | Vocational Education Program Quality Review: Follow-up                        | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| CETA VE-50                                   | 2     | Vocational Education Program Quality Review Individual Referrals              | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| CFP-2<br>(CARM-15)                           | 2     | AFDC Report (School Level)  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
|  | 2     | Any Narrative Summaries   | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
|  | 2     | Application for Exemplary Incentive Grant Funds: ECIA Chapter 2               | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| SDE-100                                      | 2     | Application for Funding: Consolidated Categorical Aid Programs                | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| EIS-106                                      | 2     | Budget Transfer Request ECIA Chapter 2  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| EIS-105                                      | 2     | Claim for Reimbursement ECIA Chapter 2  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| SDE 100                                      | 2     | Consolidated Application for (A-127D) Funds for Educational Programs          | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| A-127P,                                      | 2     | Consolidated Evaluation Report. N & D Neglected and Delinquent Youth Programs | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| R-30CP                                       | 2     | Consolidated Program Participation Report -School Plan                        | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
|  | 2     | Distribution of AFDC Children by School District                              | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
|  | 2     | District Master Plan for School Improvement (including school plans)          | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
|  | 2     | ECIA Chapter 1 Exemplary/Incentive Projects: Progress Report                  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| CARM-11/<br>dss-11                           | 2     | Equipment Removal Form  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| EIS-104                                      | 2     | Expenditure Report ECIA Chapter 2   | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| RSF-3  | 2     | Report for Determining Final Payment Pursuant to Chapter 1 of PL 81-874       | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| 4-001 thru<br>4-004                          | 2     | School Plan for Consolidated Programs   | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
|  | 2     | Special Studies of the School Improvement Program                             | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
|  | 2     | Survey of Local Evaluation Reports for School Improvement Schools             | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| A-127W                                       | 2     | Waiver Request  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| <b>DEMONSTRATION PROGRAMS</b>                |       |   |                        |                          |                                  |                        |                    |
|  | 2     | Any Narrative Summaries   | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
|  | 1     | Final Financial Report  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|  | 2     | Preliminary Fiscal Reports  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | -                  |
|  | 2     | Request for Amendment or Revision   | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
|  | 2     | Any Narrative Summaries   | 4 Years                | 5 Years                  | Final State/Federal Audit        |                        |                    |
| <b>DRIVER TRAINING</b>                       |       |   |                        |                          |                                  |                        |                    |
| J-22.2A                                      | 1     | Driver Training Cost Data Report  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-22.2C                                      | 1     | Report of Driver Training Vehicles or Simulators                              | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| J-22.2AW                                     | 3     | Worksheet for Driver Training Cost Data Report                                | 3 Years                | 4 Years                  | Fiscal Accountability            | --                     | --                 |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      - - Feasibility to Microfilm at District Discretion  
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# State & Federal Special Projects/Programs...continued

| Form No.<br>(If Any)                | Class | Record Title   | Required               |                          |                                  | **If Imaged**          |                    |
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|                                     |       |  | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period | Hard Copy<br>Retention | Media<br>Retention |
| <b>DRIVER TRAINING ...continued</b> |       |  |                        |                          |                                  |                        |                    |
| J-22.28                             | 1     | Report of Replaced Driver Training Vehicles or Simulators Used Exclusively for Driver Training | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| <b>GIFTED AND TALENTED PUPILS</b>   |       |  |                        |                          |                                  |                        |                    |
| State Software (J-22-A)             | 1     | Annual Report for Gifted and Talented Programs   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                                     | 2     | Any Narrative Summaries  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
|                                     | 2     | Application for Gate Funding   | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| State Software (J-22-P1)            | 1     | First Period Report for Gifted and Talented Programs   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                                     | 2     | Program Participation Application for Gifted and Talented Pupils                               | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| State Software (J-22-P2)            | 1     | Second Period Report for Gifted and Talented Programs  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| State Software (J-22-A Supplement)  | 1     | Supplement to Annual Report for Gifted and Talented Programs                                   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| State Software (J-22-P1 Supplement) | 1     | Supplement to First Period Report for Gifted and Talented Programs                             | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| State Software (J-22-P2)            | 1     | Supplement to Second Period Report for Gifted and Talented Programs                            | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| <b>HEAD START/STATE PRESCHOOL</b>   |       |  |                        |                          |                                  |                        |                    |
|                                     | 2     | Any Narrative Summaries  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| CD-8501                             | 1     | Attendance and Fiscal Report for State Preschool Program                                       | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                                     | 2     | Budget Adjustment Request  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
|                                     | 2     | District Invoice for Reimbursement (monthly)   | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
|                                     | 2     | District Invoice for Reimbursement (quarterly)   | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| CD-8200                             | 1     | Enrollment and Attendance Register for State Preschool Program                                 | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-8501                             | 2     | Fiscal Report for State Preschool Program  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| CD-2921                             | 2     | Preschool Incentive Grant Application  | 4 Years                | 4 Years                  | --                               | --                     | --                 |
|                                     | 2     | Refunding Application  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
|                                     | 2     | Request for Advance Approval   | 4 Years                | 5 Years                  | Final State/Federal Audit        | -                      | -                  |
| CD-6506                             | 2     | Request for Revision of State Preschool Program Budget   | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| <b>INDIAN EDUCATION</b>             |       |  |                        |                          |                                  |                        |                    |
|                                     | 2     | Any Narrative Summaries  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
|                                     | 3     | California Indian Education Center Evaluation  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
|                                     | 2     | Application for Allocated Federal Vocational Education F                                       | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |

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# State & Federal Special Projects/Programs...continued

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| <b>INDIAN EDUCATION ...continued</b>           |       |   |                        |                          |                                  |                        |                    |
|  | 2     | Any Narrative Summaries   | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
|  | 2     | Capital Outlay Records  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| AIE-1  | 1     | SB2264 Final Expenditure Report   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| <b>JOB TRAINING AND PARTNERSHIP ACT - JTPA</b> |       |   |                        |                          |                                  |                        |                    |
|  | 2     | Claims/Invoices   | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
|  | 2     | Compensation Records  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
|  | 2     | JTPA Agreement/Signature Sheet  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
|  | 2     | Monthly Report of Matching and Inkind Contributions   | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
|  | 2     | Payroll Records   | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| <b>MIGRANT EDUCATION</b>                       |       |   |                        |                          |                                  |                        |                    |
|  | 2     | Agreement to Provide Migrant Education Services   | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
|  | 2     | Any Narrative Summaries   | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| CD-9602  | 2     | Application for Child Development Services - Migrant and Federal Base - (English and Spanish) | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| CD-9502  | 1     | Attendance and Fiscal Report for Alternative Payment and Child Protective Service Program     | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-9500  | 1     | Attendance and Fiscal Report for Child Development Programs                                   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| CD-9501  | 1     | Attendance and Fiscal Report for County Welfare Departments                                   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|  | 2     | Independent Evaluation of the Migrant Education Program                                       | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| CD-9603  | 3     | Instructions for CD-9602  | 3 Years                | 4 Years                  | Timing/Fiscal Year               | --                     | --                 |
| CD-9500-A                                      | 1     | Migrant Specialized Services - Attendance and Fiscal Report for Child Development Programs    | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|  | 2     | Monthly Reports   | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
|  | 2     | Operating Agency Application  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
| <b>MISCELLANEOUS</b>                           |       |   |                        |                          |                                  |                        |                    |
| PL 874   | 2     | Application for School Assistance in Federally Affected Areas                                 | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | -                  |
|  | 2     | Mentor Teacher Application  | 4 Years                | 5 Years                  | Final State/Federal Audit        | --                     | --                 |
|  | 1     | Mentor Teacher Program Financial Report   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|  | 1     | Miscellaneous "One-Time-Only" Special Projects Report   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|  | 1     | Program Application and Financial Report (Mentor Teacher)                                     | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| A-127-D  | 1     | Program Financial Report (Staff Development Projects)   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| VE-81 B  | 2     | Adult Education Vocational Program Annual Enrollment Report Form                              | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
|  | 2     | Annual Accountability Report  | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| J-141-ROC/P                                    | 1     | Annual Report of ROC/P Transportation   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| VE-1,SDE-100, SDE-100A&B, SDE-101 A&B, SDE-103 | 2     | Application for Allocated Federal Vocational Education Fund                                   | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      -- Feasibility to Microfilm at District Discretion

# State & Federal Special Projects/Programs...continued

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| <b>MISCELLANEOUS ...continued</b> |       |   |                        |                          |                                  |                        |                    |
|                                   | 2     | Any Narrative Summaries   | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| VE-50                             | 2     | Application of Annual Approval of Vocational Education Contracts  | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| VE-74                             | 2     | Application for Approval to Establish and Operate Business, Commercial, Manufacturing or Construction Activities                        | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| VE-77                             | 2     | Application for ROC/ROP Course Approval   | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| 5VEA-1                            | 2     | Application for VEA Funds - Consumer and Homemaking Education - Basic Grant   | 5 Years                | 6 Years                  | (A)                              |                        | --                 |
| 5VEA-1                            | 2     | Application for VEA Funds -Consumer and Homemaking Education - Economically Depressed Area Program/Services                             | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| 2VEA-1                            | 2     | Application for VEA Funds - Basic Grant   | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| 3VEA-1                            | 2     | Application for VEA Funds - Program   | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| 4VEA-1                            | 2     | Application for VEA Funds - Special Programs for the Disadvantaged  | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| A1, A3, VE5                       | 1     | Claim for Reimbursement of Federal Vocational Education Funds   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
| VEA-30                            | 2     | Combined Application for VEA Funds, Title IIA, Title IIB, Title IIIB; including Vocational Education Projected Program Inventory System | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| VE-77R                            | 2     | Course Revision Approval ROC/ROP  | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| VE-45A                            | 2     | Enrollment in Vocational Education Programs, by Ethnic Classification   | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| 2VEA-3                            | 2     | Financial Report and Claim For Funds  | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| 3VEA-3                            | 2     | Financial Report and Claim For Funds  | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| 4VEA-3                            | 2     | Financial Report and Claim for Funds  | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| 5AVEA-3                           | 2     | Financial Report and Claim for Funds  | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| 5BVEA-3                           | 2     | Financial Report and Claim for Funds  | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| VEA-4                             | 2     | Financial Report and Claim for Funds  | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| VE-5                              | 2     | Claim Document  | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| VE-45                             | 2     | Placement of Program Completion/ Leavers in Vocational Education Program  | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| VE 56                             | 2     | Program Self-Assessment Questionnaire   | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| VE-73                             | 2     | Report of Revenues Earned by Regional Occupation Centers and Programs   | 5 Years                | 6 Years                  | (A)                              | -                      | --                 |
| <b>VOCATIONAL EDUCATION</b>       |       |   |                        |                          |                                  |                        |                    |
| VE-80-B                           | 2     | ROC/P Annual Enrollment   | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
|                                   | 2     | ROC/P Annual Follow-up of Program Completers  | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| VE-80-A                           | 2     | ROC/P Annual Staff Report   | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| VE-78                             | 2     | ROC/ROP Course Verification   | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
|                                   | 2     | Student Data Forms for Vocational Education Follow-up of Programs, Completers/Leavers and Employers                                     | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
|                                   | 2     | Supplemental Combined Application for Vocational Education Funds, Subparts 2,3,4,5  | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| VEA-30                            | 2     | Vocational Education Projected Program Inventory System   | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
| VEA/SPEC-81                       | 2     | Vocational Education/Special Programs, Enrollment Collection  | 5 Years                | 6 Years                  | (A)                              | --                     | --                 |
|                                   | 1     | Agenda/Minutes - Student Council Meetings   | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                                   | 1     | Annual Financial Reports  | Permanent              | Permanent                |                                  | 4 Years                | Permanent          |
|                                   | 3     | Bank Statements   | 3 Years                | 7 Years                  | For Audit Purposes               | --                     | --                 |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      - - Feasibility to Microfilm at District Discretion

(a) - No Legal Requirements

# Student Body Records

| Form No.<br>(If Any)       | Class | Record Title                                 | Required                  |                          | Reason For Recommended<br>Period | **If Imaged**          |  |
|----------------------------|-------|--|---------------------------|--------------------------|----------------------------------|------------------------|--|
|                            |       |  | Hard Copy<br>Retention    | Recommended<br>Retention |                                  | Hard Copy<br>Retention | Media<br>Retention                                 |
|                            | 1     | Agenda/Minutes-Student Council Meetings      | Permanent                 | Permanent                |                                  | 4 Years                | Permanent  |
|                            | 1     | Annual Financial Reports                     | Permanent                 | Permanent                |                                  | 4 Years                | Permanent  |
|                            | 2     | Bank Deposit Slips                           | 4 Years                   | 7 Years                  | For Audit Purposes               | --                     | --   |
|                            | 3     | Bank Statements                              | 3 years                   | 7 years                  | For Audit Purposes               | --                     | --   |
|                            | 3     | Cash Collection Reports                      | 3 years                   | 4 Years                  | Timing/Fiscal Year               | --                     | --   |
|                            | 3     | Cash Receipts/Disbursements Journals         | 3 years                   | Permanent                | Fiscal Accountability            | 4 years                | Permanent  |
|                            | 3     | Canceled Checks & Bank Reconciliation        | 3 years                   | 7 years                  | For Audit Purposes               | --                     | --   |
|                            | 3     | Corresponding Ledgers (i.e. General Ledgers) | 3 years                   | Permanent                | Fiscal Accountability            | 4 Years                | Permanent  |
|                            | 3     | Invoices from Vendors                        | 3 years                   | 4 years                  | Timing/Fiscal Year               | --                     | --   |
|                            | 3     | Purchase Orders                              | 3 years                   | 4 years                  | Timing/Fiscal Year               | --                     | --   |
|                            | 3     | Receipts                                     | 3 years                   | 7 years                  | For Audit Purposes               | --                     | --   |
|                            | 3     | State, Local Sales & Use Tax Return          | 3 years                   | 4 years                  | Timing/Fiscal Year               | --                     | --   |
|                            | 3     | Stores Inventory Listing                     | 3 years                   | 4 Years                  | Timing/Fiscal Year               | --                     | --   |
| Class 1 -Permanent Records |       |  | Class 2 -Optional Records |                          | Class 3 -Disposable Records      |                        | -- Feasibility to Microfilm at District Discretion |

# Transportation Records

| Form No.<br>(If Any) | Class | Record Title   | Required               |                          |  | **If Imaged**          |                    |
|----------------------|-------|--|------------------------|--------------------------|--|------------------------|--------------------|
|                      |       |  | Hard Copy<br>Retention | Recommended<br>Retention | Reason For Recommended<br>Period                       | Hard Copy<br>Retention | Media<br>Retention |
| J-141                | 1     | Annual Report of Pupil Transportation Expenses   | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| J-141-ROC/P          | 1     | Annual Report of ROC/P Transportation  | Permanent              | Permanent                |  | 4 Years                | Permanent          |
|                      | 3     | Bus Drivers Daily Report   | 3 Years                | 4 Years                  | Timing/Fiscal Year                                     | --                     | --                 |
|                      | 2     | Bus Drivers Training Records   | 4 Years                | 4 Years                  | --   | --                     | --                 |
| DL 170               | 1     | Certificate of Driving Experience/Training (DMV Form)  | Permanent              | Permanent                | --   | 4 Years                | Permanent          |
| J-67                 | 1     | Certification of Total Income, Attendance, and Transportation for Development Centers for Handicapped Pupils                                       | Permanent              | Permanent                |  | 4 Years                | Permanent          |
|                      | 3     | Daily Fuel and Oil Report  | 3 Years                | 3 Years                  | --   | --                     | --                 |
|                      | (a)   | Daily Vehicle Inspection Report (Bus Drivers)  | 1 Month                | 1 Month                  | --   | --                     | --                 |
|                      | (b)   | Inspection, Maintenance, Lubrication and Repair Records  | 1 Year                 | 1 Year                   | --   | --                     | --                 |
| DL51                 | (a)   | Medical Examination Report (DMV Report) (Bus Drivers)  | 1 Year                 | 4 Years                  | Driver's License<br>4 Year Life                        | --                     | --                 |
|                      | 3     | Monthly Record of Bus Days   | 3 Years                | 4 Years                  | Timing/Fiscal Year                                     | --                     | --                 |
|                      | 1     | Motor Vehicle Accident Report  | Permanent              | Permanent                |  | 4 Years                | Permanent          |
|                      | (a)   | Preventive Maintenance Report  | 1 Year                 | 1 Year                   | --   | --                     | --                 |
| J-142                | 1     | Report of Replaced School Busses   | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| J-143                | 1     | Report of School Buses Purchased   | Permanent              | Permanent                |  | 4 Years                | Permanent          |
|                      | (c)   | Request For Special Trips Reports  | 0 Years                | 3 Years                  | Back-up-Amended  | --                     | --                 |
|                      | (c)   | Routing Schedules  | 0 Years                | 1 Year                   | Routing History  | --                     | --                 |
|                      | 3     | School Bus Pupil Count (Quarterly)   | 3 Years                | 4 Years                  | Timing/Fiscal Year                                     | --                     | --                 |
|                      | 3     | School Bus Schedule and Load Report  | 3 Years                | 4 Years                  | Timing/Fiscal Year                                     | --                     | --                 |
| J-141-S              | 1     | Special Education Transportation Data Report   | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| J-141-T              | 1     | Transfer of Transportation Services  | Permanent              | Permanent                |  | 4 Years                | Permanent          |
| J-141-CW-2           | 1     | Worksheet for a Cooperative Pupil Transportation System  | Permanent              | Permanent                | Only Report Filed                                      | 4 Years                | Permanent          |
| J-141-DEP            | 3     | Worksheet for Compiling Data for Computing Depredation on District-Owned School Buses Used for Transportation Out-of-State or Community Recreation | 3 Years                | Permanent                | Report is Class 1<br>(7 Yr. Statute of<br>Limitations) | --                     | --                 |
| J-141-CW-1           | 3     | Worksheet for Cost Data for a Cooperative Pupil Transportation System  | 3 Years                | Permanent                | Report is Class 1<br>(7 Yr. Statute of<br>Limitations) | --                     | --                 |
| J-1414               | 3     | Worksheet for Cost Data Report for a Single District Pupil Transportation System   | 3 Years                | Permanent                | Report is Class 1<br>(7 Yr. Statute of<br>Limitations) | --                     | --                 |
| J-141-SW             | 3     | Worksheet for Special Education Pupil Transportation Data Report   | 3 Years                | Permanent                | Report is Class 1<br>(7 Yr. Statute of<br>Limitations) | --                     | --                 |

Class 1 -Permanent Records      Class 2 -Optional Records      Class 3 -Disposable Records      -- Feasibility to Microfilm at District Discretion  
 (a) - Highway Patrol Handbook  
 (b) - Administration of Public School Transportation -1972  
 (c) - Internal Working Papers