

# **APPENDIX E-10**

## **SCHOOL RECORDS RETENTION AND DISPOSITION SCHEDULE**

**FOR USE BY**

**CATHOLIC SCHOOLS OF THE DIOCESE OF BUFFALO**

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## SCHOOL RECORDS RETENTION AND DISPOSITION SCHEDULE

<u>Description of Record from "School District &amp; BOCES" Section</u>	<u>Retention Period</u>
<b>I. Administration</b>	
A. Non-public school discontinuance records, including but not limited to notification of transfer of discontinued non-public school student records to other school or agency, and non-public school student records transferred from discontinued non-public school to public school district	PERMANENT
B. Basic Educational Data System (BEDS) records, including School Data Form, School District Summary Form, personnel master summary data and related reports used to report summary data on instructional programs to the State Education Department	5 years
C. Official copy of commencement program	PERMANENT
D. Copies of custody orders and other miscellaneous social services records relating to individual students	0 after student attains age 18
E. Non-public school student text book loan records, including request for text books & record of loan & return	5 years
<b>II. Food Management and Child Nutrition</b>	
A. Program participation agreement	6 years after termination of agreement
B. Program records e.g. application to participate, child applications, meal counts, fiscal records, requisitions and approval of requisition for donated commodities	3 years after end of school fiscal year
C. Free and reduced meal policy statement, w/attachments and certificate of acceptance	3 years after policy superseded
D. Food Inspection Report for preparation or serving area	3 years
E. Food sanitation complaint investigation or food embargo records, for investigations other than food- or water-borne disease investigations	6 years after last entry
F. Food sanitation complaint investigation or food embargo records, when a food- or water-borne disease investigation is conducted	21 years
<b>III. Health</b>	
A. Summary of student cumulative health records	0 after individual attains age 27
B. Individual records when posted to summary record, except blood and body fluids incident report	1 year after end of school year
C. Immunization record, including authorization and/or parental consent	6 years or 3 years after individual attains age 18, whichever is longer
D. Blood and body fluids incident report	0 after individual attains age 27
E. Physician authorization to resume athletic activity after a traumatic brain injury	PERMANENT

<b>Description of Record from "School District &amp; BOCES" Section</b>	<b>Retention Period</b>
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**Health Records Continued:**

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| F. Log of student accidents & illnesses during school day<br><b>NOTE:</b> If this information is not posted to the student's individual and/or summary health records, then the log must be retained until the youngest student listed in it attains age 27. | 1 year after end of school year |
| G. Student's psychological or social assessment record file  | 6 years after report written    |
| H. Inventory, storage, receipt and distribution records for vaccines and controlled substances (or other drugs or medication) administered to students and/or employees  | 5 years                         |

**IV. Instruction**

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| A. Course curriculum and related records describing course of instruction and course content  | PERMANENT                          |
| B. Approved curriculum variance application   | 10 years after variance approved   |
| C. Denied curriculum variance application   | 1 year after end of school year    |
| D. Teacher's lesson plan  | 0 after no longer needed by school |
| E. Teacher's grade records, test scores, and marking sheets, including records documenting the evaluation of scientific models, biological specimens, chemical compounds or other objects or materials produced in lab or shop settings | 2 years                            |
| F. Examination including test answer papers, examination scoring certificates and Regents examinations  | 2 years after end of school year   |
| G. Regents examination and competency test report (CAR)   | 5 years                            |
| H. Unused Regents examinations  | 1 year after end of school year    |
| I. Summary records of standardized aptitude and achievement tests   | 1 year after end of school year    |

**V. School Safety**

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| A. Rescue and disaster response reports for major disasters   | PERMANENT  |
| B. Records of other than "major" disasters:   | 3 years, but not until 3 years after any minor involved attains age 18 |
| C. Final approved copies of school safety plans, including building-level emergency response plans                                  | PERMANENT  |
| D. Safety plans development, adoption and related records, including records of school safety teams                                 | 6 years  |
| E. Sexual molestation and sexual harassment records maintained separately from student health records or employee personnel records | 0 years after youngest person  |

Description of Record from "School District & BOCES" Section	Retention Period
<b>VI. Special Education</b>	
A. Special education file of student with a disability, student information sheet, most recent year's IEP (Individualized Education Program), evaluation record, student exit summary, and summary record	6 years after student graduates from HS or 6 years after student attains age 21, whichever is shorter
<b>VII. Student Academic Records</b>	
A. Student cumulative education record file (including "permanent record card")	
1. Cumulative achievement record equivalent (sometimes known as "Permanent Record Card") for elementary and secondary school including but not limited to information on school entry, withdrawal and graduation, subjects taken, grades received from examinations, career plan in effect during the school year in which the student exits high school, and work skills employability profile	PERMANENT
2. Other student records, including but not limited to registration record, screening evaluation reports, home language questionnaire, English language proficiency identification assessment results, and related records; remedial program participation record; Section 504 evaluations, accommodation plans and related records; state assessment opt out records; counselor notes, teacher comments; correspondence; and transfer or discharge notice	6 years after student would normally have graduated high school
3. Examination test results, papers and answer sheets	2 years after end of school year
B. Student portfolio, containing samples of a student's best work, and including progress reports and grades (where applicable)	6 years after student would have normally graduated high school
C. Certificate of Regents high school and college entrance diplomas issued:	
1. If posted to cumulative achievement record	0 after posting
2. If not posted to cumulative achievement record	PERMANENT
<b>VIII. Student Records: Student Information Systems (SISs) and Related Records</b>	
A. Basic data on any student contained in or produced by an automated student information system, information <b>NOTE:</b> Schools should consider system, including name, age, sex, personal identification permanent retention of the basic data (social security number or other number used to identify elements of these SISs on an annual student), address, grade and/or class or bi-annual basis, as at the beginning and/or end of the school year.	0 after no longer needed
B. Documentation of regular updates made to student lists or student data file, such as covering corrections, deletions or additions to student data	1 year
C. Pupil personnel cumulative record (guidance folder), containing information on all aspects of student's school career	6 years after student would have normally graduated from high school

Description of Record from "School District & BOCES" Section	Retention Period
<b>IX. Student Attendance Records</b>	
A. Register of attendance, including but not limited to each student's name, date of birth, names of parents or guardian, address, and daily attendance, absence and tardiness.	50 Years, per Diocesan recommendation although NYS requires only 6 years. You must also retain all attendance registers from before 1928.
B. Parent Notes Excusing Child from School	1 year after end of school year
<b>X. Extracurricular Activities</b>	
A. Student organization records	6 years
B. Athletic program records	6 years
C. Student employment certificate record "Working Papers"	0 years after student attains age 21
D. Student disciplinary records	
1. Records of major disciplinary actions	3 years after student attains age 18
2. Records of minor disciplinary actions	3 years after end of school year
E. Scholarship program records	1 year after scholarship is awarded
F. Extra-curricular activity selection and evaluation records, including, application, nominations, qualifications, evaluations, ratings, voting records, records of appeals and list of students selected or not selected and related records (for athletic teams, National Honor Society, school play, school art shows, newspaper, etc.)	6 months after end of selection or evaluation process or 6 months after final resolution of any appeal of a selection or evaluation decision, whichever is later
G. Records of gifts and prizes awarded students	3 years
H. Student emergency contact record	Destroy when information is superseded or student leaves the district, whichever is shorter
H. PreK and/or "Head Start" records for enrolled students	0 after child attains age 21
<b>XI. Environmental Health</b>	
A. Asbestos management plans	PERMANENT, per Diocese of Buffalo (3 years after next required reinspection or equivalent period <u>after all asbestos-containing building material has been removed from a homogenous area</u> , per NYS ED)
B. Building rehabilitation and reconstruction project files when asbestos is installed, removed, encapsulated, applied, distributed or otherwise involved; or when lead is removed, encapsulated or otherwise involved	PERMANENT, per Diocese of Buffalo (30 years, per NYS ED)
C. School pesticide neighbor notification records	3 years

Description of Record from "School District & BOCES" Section	Retention Period
<b>XII. Library</b>	
A. Accession records	1 year after procedure becomes obsolete
B. Manuscript or published catalog of holdings	PERMANENT
C. Records documenting selection of books and materials	0 after no longer needed
D. Censorship and complaint records, including evaluations by staff, patrons' complaints and record of final decision	6 years after last entry
<b>XIII. Personnel</b>	
A. Master summary record from personnel case files of employees, volunteers and interns, including but not limited to age, dates of employment, job titles and civil service status:	PERMANENT
B. Individual personnel case file materials	6 years after termination or appointment 7 years after termination for teachers
C. Personnel-related records of reports of allegations of child abuse against school employees and volunteers in an "educational setting", for those reports which do not result in criminal convictions	5 years after the date of the report
D. Investigative records and disciplinary proceedings	3 years after final decision rendered
E. Time records	6 years
F. Employee training history records, documenting employee continuing education, training & development, including employee identification, training received, dates of training, and related records	6 years after termination of employment, but no less than 7 years for teacher PD
G. Teacher certification records, including copies of applications, transcripts and other records submitted to New York State Education Dept.	5 years
H. Administrative organization chart and related records	0 after superseded or obsolete
I. Job action records	PERMANENT
J. Family Medical Leave Act (FMLA) compliance records	3 years
K. Health, life and disability and retirement insurance claims	1 year
L. Health, life and disability and retirement insurance coverage reports	6 years
M. Toxic substance exposure record (non-medical)	30 years
N. Substitute teacher register with application and availability	6 years after individual's registration is discontinued
O. Substitute teacher work assignment record	55 years
P. Professional development plan records	PERMANENT

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Description of Record from "School District & BOCES" Section	Retention Period
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**Personnel Continued:**

Q. Continuing staff education, training and development records	6 years
R. Log and summary of occupational injuries and illnesses	5 years from the end of calendar year
S. Employee injury record for Workers' Compensation	18 years after date of injury or illness
T. Workplace violence prevention program records, documenting compliance with Section 27-b of Labor Law, including employee complaints, incident reports, inspection reports, and remedial action plans	5 years
U. Employment Eligibility Verification Form I-9	3 years from date of hire or 1 year after employment is terminated, whichever is later.
V. Employee medical records	
1. first aid records of one-time treatment for toxic exposure and subsequent observation of minor illnesses and injuries	3 years after completion of treatment and subsequent observation
2. employee medical records	3 years