

100-RICR-50-40-5

TITLE 100 – DEPARTMENT OF STATE

CHAPTER 50 – PUBLIC RECORDS ADMINISTRATION

SUBCHAPTER 40 – LOCAL GOVERNMENT RECORDS RETENTION SCHEDULES

PART 5 – MUNICIPAL PUBLIC SCHOOL RECORDS (LG5)

5.1 Purpose, Authority, Severability, and Destruction

5.1.1 Purpose

To establish the official retention, maintenance, and disposal requirements for a public record based upon any administrative, legal, fiscal, and/or historical value related to that record created or received by an agency, department, division, board, commission, office, or quasi-public corporation under any branch of State or local government which performs functions relating to government, or acts on behalf of a governmental agency, pursuant to law or relating to the transaction of public business.

5.1.2 Authority

This Regulation is promulgated pursuant to the authority granted in R.I. Gen. Laws Title 38 (“Public Records”), including expressly but without limitation R.I. Gen. Laws §§ 38-3-1 et seq.

5.1.3 Severability

If any provision of these Regulations or the application thereof to any Person or circumstances is held invalid by a court of competent jurisdiction, the validity of the remainder of the regulations shall not be affected thereby.

5.1.4 Destruction Review Procedure

Government employees should also consult with their administration to determine if any records eligible for destruction may be involved in current, pending, or anticipated litigation, any government investigation or regulatory proceeding, or request under the Access to Public Records Act. (Part 10-2 of this Chapter (Legal Records) and R.I. Gen. Laws Chapter 38-2)

LG5.1 Student Records

LG5.1.1 Student Record Folders

Cumulative file of individual student records that contain the following elements: Name, address, birth data and social security number of student, personal and family history including parents' names, occupation, and name of family physician, entrance and withdrawal record, scholastic and attendance record, standardized testing data, school rank, and transcript record. Other information may include childhood diseases and immunization data, entrance application, school and after-school activities, home language assessment surveys, disciplinary actions, copies of report cards and class schedules, reviews and recommendations for college entrance applications, student employment information, and Authorizations for Release of Confidential Information. (34 C.F.R. § 99.32(2))

LG5.1.1A Permanent Record

Includes student's name, address, phone number, scholastic record/transcript, attendance record, classes attended, grade level completed, year completed, objective test data and birth/bio-graphical data. (Board of Regents. Rule 27. Student Record System).

Retention: Permanent.

LG5.1.1B All Other Records

Retention: Retain five (5) years after student leaves program or five (5) years after student reaches the age of eighteen (18), whichever is longer.

LG5.1.2 Student Transfer Records

Records documenting transfer of a student to another school. May include requests of parents, approvals, memos, and correspondence.

Retention: Retain one (1) year.

LG5.1.3 New Student Checklist

Indicates name and pertinent data of transfer, new students, receipt dates of required records and forms.

Retention: Retain one (1) year.

LG5.1.4 Student Emergency Forms

Annual file of student emergency contact information. Contains parent/guardian address and phone numbers. May include information on medical conditions.

Retention: Retain one (1) year.

LG5.1.5 Student Release to Adult Records

File of forms that stipulate who can/cannot pick up a child from school, used by school personnel to control the release of a child to an adult. May contain standing restraining orders.

Retention: Retain three (3) years.

LG5.1.6 Student/Parent Awareness Records

Annual forms signed by student and parents, affirming they have read the student handbook and will abide by its codes, policies, and regulations. Policies may include computer/internet acceptable use policy.

Retention: Retain until of no further administrative value.

LG5.1.7 RI Department of Labor and Training Work Permits

Work permits issued to minors by authorized school personnel for after-school employment.

Retention: Retain one (1) year.

Note: Record copy maintained by the Department of Labor and Training.

LG5.1.8 Registered Driver Education Certificates

Copies of driver education certificates issued to students who have completed the necessary requirements. (R.I. Gen. Laws § 31-10-19)

Retention: Retain seven (7) years from issuance.

LG5.1.9 Vocational Program Application Forms

Student data request forms (4 part) for placement in area vocational-technical schools.

LG5.1.9A Applications Accepted

Retention: Retain one (1) copy in LG5.1.1 (Student Record Folders).

LG5.1.9B Applications Denied

Retention: Retain three (3) years.

LG5.1.9C All Other Copies

Retention: Retain until of no further administrative value.

LG5.1.10 Teachers' Student Files

Files compiled and maintained by teacher on individual students. May include notes on student's class work, behavior, achievement level, areas of learning difficulty, and examples of class work and notes.

Retention: Retain until final grades and testing data posted.

LG5.1.11 Student Discipline Records

Records documenting disciplinary actions taken. May include detention slips, student referrals, incident reports, action taken/recommendation, suspension notifications, letters to parents. May also include truancy records or files kept by the truant officer. These files may include but are not limited to truancy record/summary of court activity, correspondence, attendance/absentee data, and copies of student entrance/update application.

Retention: Retain in accordance with school/school district policy.

LG5.1.12 Student Expulsion Records

Records documenting student expulsion from school. May include incident report, statements of witnesses, police report, parental notice, student record, request for disciplinary hearing, hearing minutes, recommendations, and decisions.

Retention: Retain in accordance with school/school district policy.

LG5.1.13 Health Record Card

Records health and medical information on individual students. May include the following information: name, DOB, gender, address, phone number, family physician, school attended, parent/guardian name, emergency contacts with phone numbers, notations on diseases/allergies/ immunizations, including dates and tests, operations,

growth record (height/weight), date of health examination including date/grade/parent present/physician's initials, date of dental examination, dates of vision and hearing tests, health screenings, physicians' recommendations. May include doctor's notes, medication authorizations and excuses from school or physical activities.

Retention: Retain five (5) years after student leaves program or five (5) years after student reaches the age of eighteen (18), whichever is longer.

LG5.1.14 Student Special Education Records

Records documenting special education services provided to a student. Includes referral documents, evaluation records (which may include psychological, educational, social, speech and language, medical, psychiatric, neurological, physical therapy and occupational therapy), Individual Educational Plan (IEP), correspondence and regulatory forms and Authorizations for Release of Confidential Information. (34 C.F.R. § 99.32(2))

Retention: Retain five (5) years after student leaves program or five (5) years after student reaches the age of eighteen (18), whichever is longer.

Note: Students may remain in program until age 22.

LG5.1.15 Request to Destroy Records

Form indicating request of parent/guardian to destroy student special education records.

Retention: Retain in LG5.1.14 (Student Special Education Records) file for the specified period.

LG5.1.16 Student Guidance Records

Individual student files compiled and used by guidance counselors. May include, but are not limited to, ethnic and home language surveys, information about attendance, academic progress, school and extra-curricular activities, awards, scholarships, leadership positions, incident and discipline reports, notices to parents, correspondence to and from employers of students, teacher reports about students, counselor interviews, service referrals, vocational and career guidance, course enrichment requests.

Retention: Retain five (5) years after student leaves program or five (5) years after student reaches the age of eighteen (18), whichever is longer.

LG5.1.17 Student Job Training Files

Case files of individual students involved in job-training/school to work programs. May include application to the program, parental permission forms, evaluations, and assessments.

Retention: Retain five (5) years after student leaves program or five (5) years after student reaches the age of eighteen (18), whichever is longer.

LG5.1.18 Home Schooled Student Records

Records documenting students instructed at home, and by public law (R.I. Gen. Laws § 16-19-2) maintained in the school. May include parental home-schooling request, approval from the school committee, periodic attendance record, monthly plan of instruction (curriculum forms), quarterly progress reports (written evaluations, dated work samples or other mutually agreed upon means of evaluation), tests and scores. The file may also include parental request for textbooks or other instructional materials, forms requesting participation in the State's standardized testing program, and standard emergency information forms for students who will be tested in school.

Retention: Permanent unless pertinent data is transferred to Permanent Record. If data is transferred to Permanent Record, then retain supporting records five (5) years after student leaves program or five (5) years after the student reaches the age of eighteen (18), whichever is longer.

LG5.1.19 Homebound Student Records

Records of students who are instructed in their homes, due to illness or disabilities, by school employed tutors.

Retention: Retain five (5) years after student leaves program or five (5) years after student reaches the age of eighteen (18), whichever is longer.

LG5.1.20 Preschool Screening and Child Find Records

Case file for pre-kindergarten children for screening of speech, hearing, vision, and development. May include developmental questionnaire completed by parent, parental permission form, confidentiality statement, authorization to release information, health record, registration forms, test results, evaluations, IEP conference sheet, First Step Record, recommendations, referrals.

Retention: Retain until child/student reaches third grade or until information becomes obsolete due to new testing.

LG5.1.21 Student Referrals and Placement Recommendations

Records of students referred to special service, special education or ESL programs based on testing and IEP scheduling and recommendations. May include referral records, student activity logs, parental permission form, evaluation notices, authorization to release information, and correspondence.

Retention: Transfer pertinent data to relevant student file.

See Also: LG5.1.1 (Student Record Folders).

LG5.1.22 ELL/ESL Student Files

Individual files on students participating in the English as a Second Language /English Language Learner Program. Includes biographical data, school history summary, correspondence and permission and termination forms. May include testing and scoring records, placement/assessment data sheet, home language survey, RIDE Census forms, and native country school records.

Retention: Retain two (2) years after exit from program and after transferring pertinent documentation into student record folder (LG5.1.1 (Student Record Folders)).

LG5.1.23 Student Progress and Monitoring Records

Files of progress reports and monitoring forms, especially for students in ELL/ESL, special education, and vocational programs. Used by administrators, program directors and counselors.

Retention: Retain two (2) years after exit from program and after transferring pertinent documentation into student record folder (LG5.1.1 (Student Record Folders)).

LG5.1.24 Waiver for Non-Participation in ELL/ESL Program

Form that indicates parents' refusal for student to participate in ELL/ESL Program.

Retention: Retain one (1) year, then transfer to student record folder (LG5.1.1 (Student Record Folders)).

LG5.1.25 Foreign/Non-Immigrant Student File

File of Certificates of Eligibility for Non-Immigrant Student Status (F-1, & M-1). Includes the form submitted by the foreign student seeking student status, letter from the superintendent accepting the student into the school system. May include copies of forms from/to Immigration and Naturalization Service.

Retention: Retain one (1) year after student leaves program.

LG5.1.26 Student Registrations

Yearly account of all students enrolled in school/district. Information includes name of student, gender, age, names of parents or guardians, entrance and exit date, and daily attendance. May include registration applications. (R.I. Gen. Laws § 16-12-4)

LG5.1.26A Annual Registration Report

Retention: Permanent.

LG5.1.26B Registration Applications

Retention: Retain one (1) year.

LG5.1.26C Teacher's Attendance Registers

Retention: Retain until of no further administrative value.

LG5.1.27 Student Class Schedules

Yearly schedule of individual students. Includes name, address, names of parents/guardians, date of birth, and phone number. May include class listing, course titles, homeroom number, teachers' names, course numbers and credits.

Retention: Retain until of no further administrative value.

LG5.1.28 Student School Entrance/Exit Data Form

Form completed by schools for all students for purposes of needs assessment of students entering the system. (Board of Regents – Rule 33-C - Special Populations: Compensatory Education)

Retention: Retain five (5) years.

LG5.1.29 Student Test Results

Compiled standardized test results. May include analyses, summaries by grades, departments, school, or district.

Retention: Retain until of no further administrative value.

Note: Record copies of standardized test results are maintained by the Department of Elementary and Secondary Education and are permanent records.

See Also: For retention on individual student test results, see LG5.1.1 (Student Record Folders).

LG5.1.30 Absence Lists

Daily or periodic lists of absences for students and teachers, including absences due to special authorized events (e.g. band).

Retention: Retain until of no further administrative value.

LG5.1.31 Student Rosters

Lists of student names by homeroom, program, or special service. May include teacher name and total students.

Retention: Retain until of no further administrative value.

LG5.1.32 Student Detention Lists

Daily lists of students with detention. Includes name, homeroom, phone number, and reason for action.

Retention: Retain until of no further administrative value.

LG5.1.33 Students with Reduced/Free Lunch

Annual lists of students receiving reduced or free lunch, breakfast, or milk. May include periodic updates.

Retention: Retain until of no further administrative value.

See Also: For record copies of lists are maintained by the district/food service company, see LG5.5.2 (School Participation in Public Food Programs).

LG5.1.34 Student Enrollment Records

Records documenting student enrollment. May include enrollment figures, figures of students removed from roll, periodic reports on student enrollment, with breakdown by grade, program, school, or other classifications.

LG5.1.34A Annual Enrollment Figures

Retention: Permanent.

LG5.1.34B Periodic Enrollment Updates

Retention: Retain one (1) year.

LG5.1.35 Student Vehicle Registration Cards

Annual file of students parking their vehicles on school property. Information includes vehicle identification and assigned parking space, make and model of car, student's address and homeroom and car owner's name. May include applications for parking space.

Retention: Retain until of no further administrative value.

LG5.1.36 Student Locker Assignments

Annual file of current student locker assignments and lock combinations.

Retention: Retain until of no further administrative value.

LG5.1.37 Student on Federal Property File

File of student-parent surveys to determine if a student lives on federal property or has parents employed on federal property. Used by Business Office for federal funding.

Retention: Retain until updated or superseded or of no further administrative value.

LG5.1.38 Field Trip Records

Records relating to student field trips and other events off the facility grounds. May include teacher requests for permission to make field trips, programs of events, permissions or denials, transportation and chaperoning agreements, parental permission forms, and evaluations.

LG5.1.38A Permission Forms/Slips Signed by Parents

Retention: Retain one (1) year. In the event of accident or injury, retain three (3) years after minor reaches the age of eighteen (18) years.

LG5.1.38B All Other Records

Retention: Retain one (1) year.

LG5.1.39 Academic Program Application Records

Records relative to the application process for advanced or accelerated learning academic programs offered by the school district. May also include applications for tutoring programs and enrichment programs. Records may include but are not limited to initial application by student, parent nomination forms, teacher recommendations and evaluations of students, copies of report cards, self-assessments, requests for alternative testing, and correspondence.

Retention: Retain three (3) years after the student is no longer in the program

Note: Copies or portions of the records may reside at the specific school offering the program.

See Also: For student academic achievement data is recorded in the cumulative/permanent record, see LG5.1.1 (Student Record Folders).

LG5.1.40 Student 504 Plans

Pursuant to Section 504 of the Rehabilitation Act of 1973 (Pub. L. No. 93-112) as amended, the local education authority (LEA)/School District is required, if receiving federal financial assistance, to accommodate students with disabilities to a free appropriate public education (FAPE) through reasonable accommodations or modifications. Records include but are not limited to: Notice of Section 504 Referral/Eligibility Meeting; Notice of Section 504 Disability Determination; Notice of Parent and Student Rights under Section 504; Grievance Policy and Procedure; Grievance Filing Form; Notice of Section 504 Meeting; Section 504 Accommodation Plan and any other records as required by the Act.

LG5.1.40A Student 504 Records

Retention: Retain five (5) years after the student leaves program or five (5) years after student reaches the age of eighteen (18), whichever is longer.

LG5.1.40B Policies and Procedures of the LEA Required Under the Act

Retention: Permanent.

See Also: GRS1.3 (Policy and Procedures).

LG5.1.41 Residency Investigations

Records of student residency investigations conducted by truant/residency officer or designated school official and submitted by the official or school Principal to the Superintendent. May include but is not limited to residency check requests, correspondence (email), copies of notices to parent or guardian and supporting documentation.

Retention: Retain until of no administrative value but no less than three (3) years.

LG5.1.42 Assessment Tools

Assessments in special education is the process used to determine a child's specific learning strengths and needs and to determine whether a child is eligible for special education services. There are four types of assessments: diagnostic, formative, interim, and summative. Testing includes educational testing for learning disability and speech impairment, occupational testing, and physical therapy testing. Assessments are done by special education teachers and occupational therapists using tools such as manuals, tests, and workbooks created for that purpose. Includes similar tools used for pre-school screenings.

Retention: Retain until superseded or obsolete. If special education assessments are reimbursed to a Local Education Agency (LEA) through the Medical Assistance Program, those assessments should be maintained for a period no less than four (4) years from reimbursement since those assessments are documentation for the reimbursement from the federal program and could be subject to audit.

LG5.1.43 Grade Books/Sheets

Teachers will document grades of student for entry into the student information system. Information includes quarterly and final grades for the school year as well as test grades. Also, includes student name, course name, schedule and academic department.

Retention: Retain one (1) year after close of school year.

LG5.2 Teacher Records

Including Substitute Teachers, Teacher Assistants, Counselors, Therapists, Library Staff, Student Teachers, Instructors, Tutors, Mentors, Coaches, and Other Personnel Responsible for Leading Students.

LG5.2.1 Teacher Certification Records

Records relating to the certification of teachers. May include applications for initial certification, evidence of certification, requests for emergency certification, revocations of certification, and rosters of certified teachers.

LG5.2.1A Copy of Original and Most Recent Certification

Retention: Retain as part of teacher's personnel folder.

LG5.2.1B All Other Records

Retention: Retain until updated or superseded or of no further administrative value.

LG5.2.2 Teacher Evaluation File

Records of teacher evaluations. May include routine or special evaluations of teachers, student response surveys, supervisory reports, and correspondence.

Retention: Retain as part of teacher's personnel folder.

LG5.2.3 Teaching Awards

Materials relating to professional awards and recognitions given to teachers. May include invitation to participate in particular competitions, application forms for nominations, correspondence, clippings, and lists of award winners.

LG5.2.3A Awards and Award Notifications

Retention: Retain as part of teacher's personnel folder.

LG5.2.3B All Other Records

Retention: Retain until of no further administrative value.

Note: Review for inclusion with LG5.4.10 (School History Records).

LG5.2.4 Substitute Teachers

Records relating to substitute teachers. May include procedures for procuring/utilizing a substitute teacher, requests for substitute teachers, substitute lists, information about substitutes.

Retention: Retain until of no further administrative value.

LG5.2.5 Student Teacher Placement

Records relating to the placement of student teachers. May include correspondence with colleges and universities about placement of their students as student teachers, school approvals, assignments, appointments, and evaluations.

Retention: Retain until of no further administrative value.

LG5.2.6 Teacher Assistant Records

Records relating to teacher assistants. May include programs and standards for teacher assistants, announcements of openings, applications, resumes and cover letters, files of individual assistants, orientation, and training materials, lists of workshop assignments, lists of assistants and assignments and correspondence.

LG5.2.6A Unsuccessful Job Applicant Records

Retention: Retain three (3) years.

LG5.2.6B Records Relating to Individuals Hired as Teacher Assistants

Retention: Retain as part of personnel folder.

LG5.2.6C One Copy of Any In-House Orientation and Training Materials or Any Other Programmatic Records Particular to the School/School System or District

Retention: Permanent.

LG5.2.6D All Other Records

Retention: Retain until of no further administrative value.

LG5.2.7 Schedules

File of current schedules of teachers and personnel of all departments who lead students on a scheduled basis or who have scheduled times to consult with students.

Retention: Retain until updated or superseded.

LG5.2.8 Training Records

Documents relating to training, continuing education, and in-service programs for employees. May include correspondence, attendance records, programs and brochures of classes offered.

LG5.2.8A Fiscal Records Relating to Class Cost Reimbursement

Retention: Retain one (1) year after audit.

LG5.2.8B Certifications for Completion of Classes

Retention: Retain as part of personnel folder.

LG5.2.8C One Copy of Any In-House Training Materials or Any Other Programmatic Records Particular to the School/School System or District

Retention: Permanent.

LG5.2.8D All Other Records

Retention: Retain until of no further administrative value.

LG5.3 Athletics

LG5.3.1 Rhode Island Interscholastic League Records

Records of the Athletics Department participation in the Rhode Island Interscholastic League (RIIL). May include Declaration of Intent to Participate forms, requirements to play and consequences for not adhering to rules, and notarized RIIL assumption of risk forms, signed by players and parents, eligibility lists, waiver requests to vary from regulations, memos, and correspondence.

LG5.3.1A Assumption of Risk Forms

Retention: Retain one (1) year. In the event of accident or injury, retain three (3) years after minor reaches the age of eighteen (18) years.

LG5.3.1B All Other Records

Retention: Retain one (1) year.

LG5.3.2 Pre-Participation Physical Evaluation Records

Case files of physical evaluations of athlete-students.

Retention: Retain one (1) year.

LG5.3.3 Activity Records

Documents the activities of the Athletic Department. May include, but is not limited to, schedules of meets (games, tournaments, matches), schedule confirmation forms signed by principal, eligibility lists, game narratives and score sheets, summary of yearly activities, correspondence.

LG5.3.3A Activities Annual Report or Summary

Retention: Permanent.

LG5.3.3B All Other Records

Retention: Retain until of no further administrative value.

LG5.3.4 Promotional Material and Programs

Documents kept for public relations, historical, or school-spirit purposes. May include sports programs, posters, brochures, flyers, calendars, materials related to awards, photographs, clippings, and other media recordings.

Retention: Retain one copy permanently.

LG5.3.5 Travel and Transportation Records

Records of travel and transportation for athletes/athletic department. May include schedules of away games, requests from coaches to Athletic Director for permission to transport students away from school premises, and busing schedules.

Retention: Retain until of no further administrative value. In case of accident or injury, retain three (3) years after minor reaches the age of eighteen (18) years.

LG5.3.6 Coaches' Records

Records of the Athletic Director relating to coaches, and their certification and training. May include director/coach memos, correspondence, coaches' notes on training and players, coaches' schedules, questionnaires, and checklists.

Retention: Retain until of no further administrative value.

LG5.3.7 Game Officials: Referees and Umpires

Lists of individuals available to officiate, schedules, calendars, agreements, notes, correspondence.

Retention: Retain until updated or superseded.

LG5.3.8 Supply Records

Inventories of equipment and supplies.

Retention: Retain until updated, superseded, or of no further administrative value.

See Also: For equipment purchased with grant monies, see LG5.8.2 (Grant Files).

LG5.3.9 Coaches' Student/Participant Files

Individual files on students/players participating in team sports. May include copies of physical examination, copies of report cards and schedules, and information relating to athletic ability.

Retention: Retain until student graduates or leaves program.

LG5.4 Library

LG5.4.1 Card Catalog

Card or OPAC listing of library holdings by author, title, and subject headings.

Retention: Retain until updated or superseded.

LG5.4.2 Shelf List

Listing of library holdings arranged by shelf location.

Retention: Retain until updated or superseded.

LG5.4.3 Interlibrary Loan Records

Requests for books through interlibrary loan system. May include reserve notices, check-in slip, and hold alerts.

Retention: Retain until transaction complete.

LG5.4.4 Overdue Notices/Fines

Notices sent to students concerning overdue books and fines owed to library. May include notices and lists of unresolved charges.

Retention: Retain until resolution and completion of audit.

LG5.4.5 Vertical/Subject Files

Reference or subject materials maintained by the reference staff to aid in information and referral services.

Retention: Weed as necessary. Retain until updated, superseded, or obsolete.

LG5.4.6 Donation and Endowment Records

Records relating to the establishment and administration of endowments, bequests, and donations. May record donations made in the memory of an individual, group or corporate body or as a book endowment.

Retention: Retain until of no further administrative value. Review for historical value.

Note: Records which document a significant donation or endowment should be retained permanently.

LG5.4.7 Program and Exhibit Files

Documents programs, services and exhibits sponsored or co-sponsored by the library. May include, but not limited to, press releases, copies of brochures and mailings, reading lists, memos and correspondence, clippings, photographs, invitations, registration, and evaluation forms, resumes of exhibitors, and lists of participants.

LG5.4.7A One Copy of Program/Promotional Literature, Any Related Photographs and Exhibit Documentation

Retention: Permanent.

LG5.4.7B Completed Evaluation or Survey Forms

Retention: Retain one (1) year.

LG5.4.7C Reports, Summaries or Compilations of Responses from Survey or Evaluation Forms

Retention: Permanent.

LG5.4.7D Other Program/Exhibit Records

Retention: Retain until of no further administrative value.

LG5.4.8 Disaster Preparedness Plan

Documents the plan of action to be taken in the event disaster. Written in accordance with the Manual published by the Office of Library and Information Services. (R.I. Gen. Laws § 29-6-3(e))

Retention: Retain current plan only.

LG5.4.9 Complaints

Complaints reported to library director/staff. May include complaints regarding programming, material selection, availability, and attached responses and final decisions.

Retention: Retain three (3) years. Complaints concerning censorship issues (including filtering) should be reviewed for historical value.

LG5.4.10 Historical Documentation

Materials providing documentation on the school's history. May include scrapbooks, photographs, newspaper clippings, yearbooks, programs, school newspapers, newsletters, and events material.

Retention: Permanent.

LG5.5 Food Service

LG5.5.1 State and Federal Food Programs Records

Records of the state and federal breakfast, lunch, and milk programs. May include application materials for establishing participation, approvals and agreements, policy statements and attachments, notice of public release to local press, guidelines for eligibility and authorized collection procedures and correspondence. (7 C.F.R. §§ 210.9 and 210.15)

Retention: Retain three (3) years after date of final claim for reimbursement for the fiscal year to which they pertain or beyond 3 years until resolution of any audit questions.

LG5.5.2 School Participation in Public Food Programs

Records created for the purpose of administering state and federal programs for free or reduced-price food and milk. Records document the process of soliciting applications from families with student children for participating in the programs, of verifying family eligibility, and of identifying student participants. May include public notices of the

programs, invitations to apply, questionnaires and documents submitted by families to verify income, form letters to advise families of eligibility (automatic eligibility for families in Food Stamp/FIP programs), letters to Food Stamp/FIP authorities, lists of eligible families, rosters/lists of student participants, and (for purposes of RIDE reports) surveys and samples of participating families. Also includes production and menu records used for demonstrating that the required number of food components and food items are offered on any given day.

LG5.5.2A Administrative and Verification Records Including Individual Applications (Approved and Denied) Submitted by Families

Retention: Retain three (3) years after date of final claim for reimbursement for the fiscal year to which they pertain or beyond 3 years until resolution of any audit questions. (7 C.F.R. §§ 210.9 and 210.15)

LG5.5.2B Production and Menu Records

Retention: Retain three (3) years after date of final claim for reimbursement for the fiscal year to which they pertain or beyond 3 years until resolution of any audit questions. (7 C.F.R. §§ 210.10 and 210.15)

LG5.5.3 Claims for Reimbursement

Documentation of reimbursements from the State to the local school for breakfast, lunch and milk programs. May include meal count sheets, enrollment statistics, worksheets cash reports of food purveyor company and prescribed Department of Education forms (SMP-1, LBSMP-1, LB-3, LB-1b).

LG5.5.3A Copies of DOE Forms Required for Reimbursement and Records of Revenue and Expenditures

Retention: Retain three (3) years after the date of submission of the final Financial Status for fiscal year or until resolution of any audit issues. (7 C.F.R. §§ 210.14 and 210.15)

LG5.5.3B Accounting Records Including Copies of Checks Issued by the State Agency, Check Stubs, Copies of Deposit Slips and Correspondence

Retention: Retain three (3) years after audit.

Note: Records may be held by Municipal Finance Director or School Finance Director.

LG5.5.4 Records of Distribution of USDA Donated Food

Records of school participation in the USDA Donated Food program. May include the school application for participation in the program, the agreement between the State of Rhode Island and the school district, and program operation records including verification records. (7 C.F.R. § 250.16.6b)

Retention: Retain three (3) years from the close of the fiscal year to which they pertain. However, in instances when claims action and/or audit findings have not been resolved, the records shall be retained as long as required for the resolution of such action or findings.

LG5.5.5 Licenses

Licenses from the Department of Health for serving food on school premises. File may include applications for license, receipts for fee.

Retention: Retain until superseded.

LG5.5.6 Food Service Operation Records

Records that document daily activities of the food service operation. May include, but not limited to, daily meal and cash reports, reports to RIDE, monthly invoices, purchase orders, procedures manuals, nutrition reference materials and vendor authorization forms.

LG5.5.6A Reports and Records the School Food Authorities Will Need to Support Claims for Reimbursement

Retention: Retain three (3) years after the date of submission of the final Financial Status for fiscal year or until resolution of any audit issues. (7 C.F.R. § 210.16)

LG5.5.6B All Other Records

Retention: Retain until updated or superseded.

LG5.5.7 Evaluations of Food Services

File of student and staff surveys, evaluations, and suggestions for food services and menu modifications.

Retention: Retain until of no further administrative value.

LG5.5.8 Refrigerator/Freezer Temperature Log

Record of log sheets of regular and periodic readings of temperatures of refrigerators and freezers that contain food products for consumption within the school premises.

Retention: Retain one (1) year.

LG5.5.9 Inspection Reports

Reports of annual inspections. May include inspections of school kitchens by the Department of Health and inspections of the food service operation.

Retention: Retain three (3) years.

LG5.6 Transportation

LG5.6.1 School Bus Inspections

State of Rhode Island School Bus Inspection Report of semi-annual school bus inspections performed at a state certified facility. (R.I. Gen. Laws § 31-22-11)

Retention: Retain two (2) years.

Note: Record copy is held by the Department of Transportation, Inspection Division.

LG5.6.2 Driver Pre-Trip Inspection Checklist

Documents daily inspections that bus drivers perform before picking up students. Involves verification that lights, brakes, and safety devices function properly, cleanliness and specified equipment is present. (R.I. Gen. Laws § 31-22-11.4)

Retention: Retain three (3) years.

LG5.6.3 School Bus Repair and Maintenance Records

Record of all maintenance and repairs conducted on all owned, leased or contracted school buses. Included in these records shall be a record of any torque pressure as recommended by the manufacturer. (R.I. Gen. Laws § 31-22-11.2 and Board of Regents - Rule 32 - School Transportation)

Retention: Retain all records for the life of the vehicle.

LG5.6.4 School Bus Driver Records

File of each school bus driver in district. May include application for school bus certificate, physical exam, state, and local bureau of criminal investigation report (BCI), driving records, reports of involvement in any school bus accident, road test results, driver training and retraining reports and certificates, and correspondence.

Retention: Retain three (3) years after termination.

LG5.6.5 Busing Notices

Copies of letters or notices indicating that a student will be transported by school bus. Used to notify the transportation office and parents.

Retention: Retain until updated, superseded or of no further administrative value.

LG5.6.6 Service Requests

Letters or messages from parents requesting transportation or change of transportation. May include doctors' notes.

Retention: Retain until updated, superseded or of no further administrative value.

LG5.6.7 Schedules and Route Records

Bus schedules and route maps. May also include mileage charts, walking distance and mileage studies, class lists, bus stop information, newspaper notices, and correspondence.

Retention: Retain until updated, superseded or of no further administrative value.

LG5.6.8 Bus Run Daily Record

Daily record or log of each bus run including name of school, bus monitor assigned to that run or the type of continuing or emergency variance used on the run.

Retention: Retain one (1) year.

LG5.6.9 Passenger Lists and Service Requests

Student passenger bus lists. May include permission and change of pick-up/drop-off forms.

LG5.6.9A Permission Forms or Slips

Retention: Retain one (1) year. In the event of accident or injury, retain three (3) years from the date of accident or injury.

LG5.6.9B All Other Records and Lists

Retention: Retain one (1) year.

LG5.6.10 Transportation Appeals and Decisions

Records of decisions and appeals about school transportation. May include denials of bus transportation for a student, documents of appeal process, decisions by school committees, referees, the Commissioner of Education, and courts. (R.I. Gen. Laws § 16-21.1-5)

Retention: Retain five (5) years after final decision.

LG5.6.11 School Bus Violation Detection Monitoring System Records

Recordings made by live digital video for purposes of detecting school bus traffic violations. May include logs created for the purposes of indexing events and documenting access to the recordings.

LG5.6.11A Camera Recordings/Images That Do Not Identify a Violation

(R.I. Gen. Laws § 31-51-8)

Retention: Destroy within twenty-four (24) hours of the date the live video was recorded, unless ordered by a court of competent jurisdiction.

Note: Certification of Records Destruction not required.

LG5.6.11B Camera Recordings/Images That Identify a Violation

(R.I. Gen. Laws § 31-51-8)

Retention: Destroy within one (1) year after the citation is resolved by administrative payment, trial, or other final disposition, unless ordered by a court of competent jurisdiction.

LG5.6.11C Annual Report Created Pursuant to R.I. Gen. Laws § 31-51-9

Retention: Permanent.

LG5.6.12 Automated School Zone Speed Enforcement System Records

Records created pursuant to R.I. Gen. Laws § 31-41.3-1. Records may include but are not limited to recorded images, aggregate data and reports.

LG5.6.12A Images That Do Not Identify a Violation

(R.I. Gen. Laws § 31-41.3-13)

Retention: Destroy within ninety (90) days of the date the image was recorded, unless otherwise ordered by a court of competent jurisdiction.

Note: Certification of Records Destruction not required.

LG5.6.12B Images That Identify a Violation

(R.I. Gen. Laws § 31-41.3-13)

Retention: Destroy within one (1) year after citation is resolved by administrative payment, trial or other final disposition of the citation unless ordered by a court of competent jurisdiction.

LG5.6.12C Annual Report Created Pursuant to R.I. Gen. Laws § 31-41.3-14

Retention: Permanent.

LG5.7 Facilities

LG5.7.1 School Facility Plans and Blueprints

Records of the buildings and properties of the school district or school. May include, but not limited to, plans, blueprints, materials specifications, maps, addresses, layout, and grade, plumbing and electrical diagrams, inventories, schedules of interior finishes.

Retention: Retain as long as the building or structure remains in existence, then review for historical value.

See Also: For records relating to grant-funded projects, see LG5.8.2 (Grant Files).

LG5.7.2 Work Orders

Record of work performed and completed. Data may include date(s), time(s), order number, location, description of work, authorization, names of persons performing work, itemized labor, equipment, and material information.

Retention: Retain three (3) years.

LG5.7.3 Permits

File of permits for work and receipts for permits issued. (R.I. Gen. Laws § 23-27.3-108.1.7)

Retention: Retain one (1) year.

Note: Official or record copy is held by Municipal Building Official.

LG5.7.4 Underground Storage Facilities [SUPERSEDED]

See Also: For associated retention, see GRS3.13 (Underground Storage Facility Records).

LG5.7.5 Asbestos Inspection and Abatement Records [SUPERSEDED]

See Also: For associated retention, see GRS3.14 (Asbestos Inspection and Abatement Records).

LG5.7.6 Fire Extinguisher Service [SUPERSEDED]

See Also: For associated retention, see GRS3.9 (Building Protection Systems Records).

LG5.7.7 Building/Land Use Request Records [SUPERSEDED]

See Also: For associated retention, see GRS4.4 (Building/Land Use Request Records).

LG5.7.8 Hazardous Materials Right to Know Files [SUPERSEDED]

See Also: For associated retention, see GRS3.15 (Hazardous Materials Right to Know Files).

LG5.7.9 Cleaning and Maintenance Supply List

Comprehensive list of all solutions, compounds and other products used in and around the school for cleaning and maintenance.

Retention: Retain until updated or superseded.

LG5.8 Administration

LG5.8.1 Meetings and Hearings Records

Accounts of the proceedings and actions of any board, commission, committee, or council including School Committees and special committees formed for the purpose of studying a specific topic or problem. May include notices of meetings, agendas, meeting packets, lists of participants, minutes, reports and supporting documentation.

Retention: Permanent.

LG5.8.2 Grant Files

Records relating to the development of grant proposals to state or federal agencies and administration of grant awards and programs. Grants may include, but are not limited to, those created by Chapter I, Title I, Title II, Title IV, Title VI, Chapter II, DHHS, EESA, FCC, HELP, IASA, RIDE, RIDPA, RIEAP, RISSA, SAFAA, Drug Free Schools Act, Field Service Support Act, Job Training Partnership Act, McKinney Homeless Assistance Act, Perkins Act, RI Council on the Arts, RI Foundation, The Champlin Foundation, E-Rate and The Melville Trust.

Note: If any litigation, claim, negotiation, audit or other action has been started before the expiration of the 10 year period, the records must be retained ten (10) years after completion of the action and resolution of all issues which arise from it. Any records related to a contract or liability under seal, or any judgment or decree by a federal or state court, should be retained for twenty years. (R.I. Gen. Laws § 9-1-17)

LG5.8.2A Grant Applications and Amendments, Final Performance, Disposition, and Expenditure Reports

Retention: Permanent.

LG5.8.2B Financial and Programmatic Records, Periodic Performance Reports, Supporting Documents, Statistic Records, Other Required and Pertinent Records

Retention: Retain ten (10) years from submission of closeout and final expenditure report or submission of annual financial status report for grants renewed annually.

LG5.8.2C Real Property and Equipment Records

Retention: Retain ten (10) years from the date of disposition, replacement, or transfer of property/equipment.

LG5.8.2D Income Transaction Records (Earning of Income) After Grant Support

Where required by the terms of the grant.

Retention: Retain ten (10) years from the end of fiscal year in which the income is earned.

LG5.8.2E Unsuccessful Grant Applications

Retention: Retain three (3) years.

LG5.8.3 Policies, Procedures and Guidelines

Policies, procedures, guidelines, and plans of the school, school system or district. May include, but are not limited to, policies on open meetings and requests for public records, on sexual harassment, on discrimination, affirmative action, visitors to school, differentiated diplomas, procedures for reporting child abuse, for requesting variances to regulations/waivers, guidelines for curricula development, for operations, for interpreters, for counseling students with disabilities, compliance procedures, mission and conflict of interest statements, hand- books and codes, organizational charts, standards, rules and regulations.

Retention: Retain one record copy permanently.

LG5.8.4 Programs and Project Records

Cumulative files documenting the development of programs and projects, including Charter Schools. May include policy statements, studies, surveys, questionnaires, project descriptions, plans, specifications, proposals, agreements, guidelines, correspondence, memoranda, meeting records, press releases, cost estimates, budget information, resolutions, evaluations, and reports.

See Also: LG5.8.3 (Grant Records).

LG5.8.4A **Final Report and Essential Supporting Documentation for Projects/Programs Implemented**

Retention: Permanent.

LG5.8.4B **Reference Records and Projects/Programs Not Implemented**

Retention: Retain until obsolete or of no further administrative value.

LG5.8.5 **Reports and Studies**

Internally generated or commissioned reports and studies, including reports and returns to other municipal departments and state agencies, not including reports to RIDE.

LG5.8.5A **Daily and Weekly Reports**

Retention: Retain one (1) year.

Note: Reports required in audit process must be retained one (1) year after audit is completed.

LG5.8.5B **Monthly, Quarterly, and Periodic Reports**

Retention: Retain three (3) years.

LG5.8.5C **Annual and Special Reports and Studies**

Retention: Permanent.

LG5.8.6 **Reports to Rhode Island Department of Elementary and Secondary Education**

Annual, bi-annual, and periodic reports required by RIDE. May include, but are not limited to, Form 31, pupil summary data reports, state housing aid reports, busing variance reports, June and Fall reports and any other reports prescribed by the agency.

Retention: Retain ten (10) years.

Note: Official or record copy is held by the Department of Elementary and Secondary Education.

LG5.8.7 **Executive Orders and Proclamations**

File of messages and proclamations from the Governor. May include, but are not limited to, communications about school holidays, initiation of state-sponsored school programs, messages of support, encouragement, commendations.

Retention: Retain until of no further administrative value. Review for historical value if related solely to the school or district.

Note: Record copy is held by the RI State Archives after the Governor leaves office.

LG5.8.8 Reference Materials [SUPERSEDED]

See Also: For associated retention, see GRS5.11 (Reference Material).

LG5.8.9 Legal Records

Records of a legal nature, court decisions, Commissioner of Education or referee decisions relating to legislation/laws, relating to the school/district, or to schools or education in general.

LG5.8.9A Records and Decisions Relating to the District or School

Retention: Retain one copy permanently.

LG5.8.9B Copies of Records and Decisions Relating to Schools or Education in General and Used for Reference Purposes

Retention: Retain until of no further administrative value.

See Also: GRS2 (Legal Records).

LG5.8.10 Occupational Safety

Files relating to the safety of employees and workers on school property. May include correspondence from/to Department of Labor, Division of Occupation Safety, about violations, compliance orders, agreements.

LG5.8.10A Individual Case Files of Accidents or Complaints

Retention: Retain thirty (30) years if employee is exposed to toxic or harmful substances otherwise retain five (5) years while the

employee is active or five (5) years after complaint or accident reported.

See Also: GRS 9.9 (Employee Injury and Health Impairment Records).

LG5.8.10B Summary Log of Occupational Injury and Illness, Annual Summary, and Supplemental Records

(29 C.F.R. § 1904.6)

Retention: Retain five (5) years following the end of the year to which they relate.

LG5.8.11 OSHA Compliance Orders and Reports

Copies of compliance orders from Department of Labor and Training, Division of Occupational Safety. May include health or safety citations, work orders, follow-up inspection reports, and letters of full compliance. (R.I. Gen. Laws Chapter 28-20)

Retention: Retain seven (7) years after final action relating to an inspection or violation.

LG5.8.12 Complaint Files

Complaints relating to such issues as transportation, food service, discrimination. May include findings, correspondence, and decisions.

Retention: Retain three (3) years after final decision.

LG5.8.13 Incident Reports

Reports of incidents on school property or bus stops that involve students. May include description of incident, student biographical data, administrative action taken, copy of police reports, and correspondence with local and state agencies.

Retention: Retain five (5) years.

LG5.8.14 Accident Reports

Reports of student accidents. May include type, description and location of accident, student biographical data, indication of parental notification and acceptance or refusal of medical treatment, follow-up actions and any attached reports relating to accident.

Retention: Retain three (3) years after minor reaches the age of eighteen (18) years. Retain reports three (3) years from

date of accident for students eighteen (18) years and older.

LG5.8.15 Injury Logbook

Documentation of all minor injuries occurring on the school premises. Information should include date and time of injury, location of where injury occurred, chief complaint, treatment administered, disposition, and signature of responder. (CRIR 14 000 011, Section 17.11.2)

Retention: Retain three (3) years after last entry.

LG5.8.16 First Aid Training Records

Documentation that first aid training has been provided to all designated school personnel. (CRIR 14 000 011, Section 17.2.1)

Retention: Retain until updated or superseded.

LG5.8.17 Records of Medication Administered to Students

Documentation of medications administered by a certified school nurse or registered nurse to students.

Retention: Retain three (3) years.

LG5.8.18 Water Quality Records

Files relating to the quality of the water on school property. May include communication/reports about water system monitoring, water supply, asbestos and lead contamination of the water supply, cooler inspections, certificates, and correspondence.

Retention: Retain three (3) years.

LG5.8.19 Air Quality Records

Records relating to the air quality within the school facilities. May include testing results, reports and evaluations, complaints, projects and repairs, cost projections and reports, notices of compliance, correspondence.

Retention: Retain three (3) years.

LG5.8.20 Inspection Records

Records of annual inspections of school property such as boiler, electrical, building, health and fire by municipal and state authorities. (R.I. Gen. Laws § 23-28.12)

Retention: Retain three (3) years.

LG5.8.21 Fire Emergency Records

Records relating to fire prevention, fire drills or rapid dismissals (R.I. Gen. Laws § 16-21-5), and fire emergencies. May include fire prevention materials, codes, and regulations, building evacuation plans, drill procedures, schedules, and reports. (R.I. Gen. Laws §§ 16-21-4 and 16-21-5)

Retention: Retain three (3) years. Update plans and procedures yearly.

LG5.8.22 Solid Waste Receipts File [SUPERSEDED]

See Also: For associated retention, see GRS4.9 (Solid Waste Receipts Files).

LG5.8.23 Sex Offender Notifications

Forms remitted by parents to receive /not receive names of sex offenders. (R.I. Gen. Laws § 11-37.1-12)

Retention: Retain until updated or superseded.

LG5.8.24 Sign-In/Sign-Out Records

Log or register of daily visitors, guests, and volunteers who enter school buildings.

Retention: Retain one (1) year.

LG5.8.25 Notices and Announcements

File of notices, announcements, and advertisements for newspaper publication, or to have announcements broadcast on the P.A. system, posted on a bulletin board, or by other means.

LG5.8.25A Notices and Announcements for Newspaper Publication If Kept for Billing Purposes

Retention: Retain one (1) year after audit.

LG5.8.25B All Other Notices

Retention: Retain until no further administrative value.

LG5.8.26 School Calendar

School calendar and correspondence relating to its approval.

Retention: Retain until no further administrative value. Review for historical value.

LG5.8.27 Curriculum Guides

Curriculum manuals developed, for grades levels and subjects, by the local district or agency.

Retention: Retain one record copy permanently.

LG5.8.28 Listings of Textbooks

Annual listings of textbooks. May include inventories, lists of books used at each grade level.

Retention: Retain until updated, superseded, or of no further administrative value.

LG5.8.29 Notification of Recognition

Notices to the superintendent of a faculty, staff, or student member nominated or selected for an award, honor, or recognition.

Retention: File copy in LG5.1.1 (Student Record Folders) or staff personnel file.

LG5.8.30 Crossing Guards Files

Lists of names and location assignments of crossing guards at each school. May contain correspondence.

Retention: Retain until updated or superseded.

LG5.8.31 Union Relations Records [SUPERSEDED]

See Also: For associated retention, see GRS1.17 (Labor Relations Records).

LG5.8.32 Medicaid Reimbursement Records

Records relating to claims for reimbursement for services given by school to students. May include student eligibility records, forms to the RI Medical Assistance Program, evidence of matching funds where applicable, treatment logs, record of services completed or denied, bills to Medicaid, evidence of checks received, statements and reports.

Retention: Retain ten (10) years.

LG5.8.33 School Claims for Reimbursement

Records of claims for reimbursement from other agencies or entities for services provided to students. May include claims for rehabilitative services, tuition reimbursement (including foreign students), transportation, requests and settlements, claims against other cities and towns for providing educational services/shelter to children whose parents reside outside the district, state reimbursement to schools for housing aid projects, other claims for reimbursement to the school and supporting documentation.

Retention: Retain three (3) years after audit.

LG5.8.34 Claims for Reimbursement from the School

Records of claims from outside agencies for school reimbursement for student special services unable to be provided by the school. Examples: hospital therapeutic services, foster care placement, vocational-technical school students.

Retention: Retain three (3) years after audit.

LG5.8.35 Records of Scholarship Funds and Trusts

Records of scholarships trusts and endowments. May include account statements, correspondence, copies of award notices, and agreements.

Retention: Retain as long as the scholarship, trust or endowment remains active.

Note: Records which document a significant donation or endowment should be retained permanently.

LG5.8.36 Construction and Improvement Records

Records of construction, renovations, building projects and capital improvements and repairs. May include inspections, proposals, specifications, plans, drafts, meeting notes with architects/contractors, architect's reports, invitations to bid, contracts, reports, and correspondence.

Retention: Retain as long as the building or structure remains in existence.

LG5.8.37 Certificates of Records Destruction [LEGACY – DUPLICATE]

Certification of Records Destruction forms signed by authorized agency official and submitted to, and signed by, the State Archivist/Public

Records Administrator. Certificates authorize the disposal of records listed in this and other applicable schedules. (R.I. Gen. Laws §§ 38-1-10, 38-3-6, and 42-8.1-10)

Retention: Permanent.

See Also: This record series is for information only, see GRS6.8B (Certificates of Records Destruction).

LG5.8.38 Criminal Records Review for Volunteers

Files of annual criminal records review of volunteers kept pursuant to R.I. Gen. Laws §§ 16-2-18.1 and 16-2-18.4. Files include copies of criminal background reports/results and correspondence from the Bureau of Criminal Identification or the local police department indicating the absence or presence of disqualifying information of the applicant.

Retention: Retain for three (3) years following the departure of the volunteer, or, in the case of volunteer/applicant that was disqualified, for three (3) years following determination of disqualification.

LG5.8.39 Safety Plans

School districts are required to submit safety plans to the Rhode Island School Safety Committee per R.I. Gen. Laws § 16-21-23 by November 1 of the year mandated. Safety plans include emergency action plans and all hazard site safety survey reports (assessments). May include, but is not limited to, working papers, drafts, correspondence, and records as required relative to plans for crisis intervention, emergency response, and management.

Retention: Retain for three (3) once superseded, unless involved in litigation.

Note: If minor involved, retain three (3) years after minor reaches the age of eighteen (18) years.

See Also: If in litigation, see GRS2.1 (Case Files).

LG5.8.40 School Report Data and State Assessment Data

School districts and Schools receive data and reports from the State Department of Education regarding annual report cards on the performance of public schools and districts. Districts and schools, also, receive state assessment reports and data of district and school level test results.

Retention: Retain until of no further administrative value. Data is retained by the Department of Education permanently.

See Also: EDU5.8 (State Student Test Performance Data) and EDU5.9 (State Report Cards).