

Colorado Springs School District 11
Records Retention Schedule
SCHEDULE VI
School and Student Activities

General Description: Records generally relating to student activities that are not considered education records within a school of the district. *The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).*

1. **School Yearbooks** that are printed each year to record the highlights of the school year and document those students who attended each grade level.

Retention: Permanent
Format: Book – Hard Bound
Location: School and one copy sent each year to the Records Management Center

2. **Student Handbook** that inform and advise the student and parents of the Board of Education rules and regulations and any specific school building requirements.

Retention: Until superseded
Format: Paper or electronic
Location: School

3. **Student Organization Records** that serve as the by-laws, election documentation and minutes of the organization.

Retention: Until no longer needed by the organization
Format: Paper or electronic
Location: School

4. **Alumni Lists** that identify the names of students who have graduated.

Retention: Until updated
Format: Original creation
Location: School

5. **Scholarship Awards** that document the students and scholarships that were awarded to them.

Retention: 5 years
Format: Original Creation
Location: School

6. **Scorebooks (Athletics)** that have recorded the game scores and statistics for various athletic events.

Retention: 5 years
Format: Paper or electronic
Location: School

7. **Athletic Equipment Inventory** a summary of authorized uniforms, equipment and other athletic support items necessary for class instruction or interscholastic sports.

Retention: Until audited plus 2 years
Format: Paper or electronic
Location: School

Duplicate Copies: retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

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8. **Athletic Agreements Between Schools** provide for the specifics of when and where an athletic event will be played and who will provide for officiating and other contest requirements.

Retention: 2 years after expiration of the agreement
Format: Paper
Location: School

9. **Athletic Officials Contracts** these are independent game contracts that an official agrees to officiate on a specific day and time for a set fee. Most, if not all, are coordinated with the Colorado High School Activities Association.

Retention: Current year plus 2
Format: Paper
Location: Athletics

10. **Athletic Conference Reports** may document the reporting required by the athletic conference, proposed game schedules and other procedural information.

Retention: 2 years or until no longer needed
Format: Paper or electronic
Location: Athletics

11. **Athletic Eligibility Certificates And Reports** that verify the eligibility of students to participate in interscholastic events.

Retention: Current year plus 1
Format: Paper or electronic
Location: Athletics

12. **Athletic Event Schedules**, which identify the date, time, location and team being played.

Retention: 2 years
Format: Paper or electronic
Location: Athletics

13. **Permission Slips**, which give parental permission for a student to participate in an activity such as a field trip or an athletic program.

Retention: Current year plus 2
Format: Paper
Location: Office of Record (typically the school or the athletic office)

14. **Field Trip Records**

- a. Permission forms
- b. List of students participating
- c. Driver's License and vehicle insurance
- d. Bus request form

Retention: Current year plus 2
Format: Paper or electronic
Location: School

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e. Payment records

<u>Retention:</u>	Current year plus 3
<u>Format:</u>	Paper or electronic
<u>Location:</u>	School

15. Physical Education Excuses that exempt a student from physical education classes or contests.

<u>Retention:</u>	Until no longer needed
<u>Format:</u>	Paper or electronic
<u>Location:</u>	School

16. Parent Surveys conducted at the school level.

Completed Survey Forms	<u>Retention:</u>	Current year plus 2
	<u>Format:</u>	Paper or electronic
	<u>Location:</u>	School
Final Report	<u>Retention:</u>	Current year plus 5
	<u>Format:</u>	Paper or electronic
	<u>Location:</u>	School

17. Building Accountability Advisory Committee meeting agendas, minutes and attendance logs.

<u>Retention:</u>	Current year plus 2
<u>Format:</u>	Paper or electronic
<u>Location:</u>	School (Office of Record)

18. Building Accountability Advisory Committee annual recommendations.

<u>Retention:</u>	Current year plus 5
<u>Format:</u>	Paper or electronic
<u>Location:</u>	School (Office of Record)

19. Workshop or Inservice Materials and Attendance Records

<u>Retention:</u>	Current year plus 2
<u>Format:</u>	Paper or electronic
<u>Location:</u>	School (Office of Record)

20. Grants Applications and Implementation records

<u>Retention:</u>	5 Years
<u>Format:</u>	Paper or electronic
<u>Location:</u>	Office of Record (typically the school or Grants)

21. Absentee Records

- a. Signed notes from parent or guardian
- b. Daily absentee list
- c. Other records created for this purpose to be used internally by the school.

<u>Retention:</u>	Current year plus 1
<u>Format:</u>	Paper or electronic
<u>Location:</u>	School

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22. Application National Honor Society

- a. Application
- b. Teacher/Staff recommendations
- c. Committee deliberations

Retention: Current Year
Format: Paper or electronic
Location: School

- d. Final list of inductees

Retention: Permanent
Format: Paper or electronic
Location: School

23. Awards Records

- a. Student nominees
- b. Teacher/staff recommendations
- c. Committee deliberations

Retention: Current year
Format: Paper or electronic
Location: School

- d. Final list of recipients

Retention: Permanent
Format: Paper or electronic
Location: School

24. College/Higher Ed Fair Exhibition Records

Retention: Current year
Format: Paper or electronic
Location: School

25. Course Catalogs

Retention: 5 years
Format: Paper or electronic
Location: School

26. School Publications

- a. School Newspapers
- b. Newsletters
- c. Graduation Programs
- d. Other publications

Retention: Current year plus 1; Historical copies - Permanent
Format: Paper
Location: School; Historical Copies send to Records Management Center

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