

Colorado Springs School District 11
Records Retention Schedule

**SCHEDULE IX
INSTRUCTION**

General Description: Records generally relating to the teaching instruction efforts that occur within the school 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. **District Test Scores (State and Federal Mandated)** that reflect student academic achievement.

Retention: Permanent
Format: Part of the Student's Permanent Record Card
Location: Records Management Center

2. **Textbook Inventory** of instructional books that are used in the classroom.

Retention: Retain until superseded plus 1 year
Format: Original Creation
Location: Instruction (Office of Record)

3. **Teacher's Grade Books** that record the daily and term grades for each student.

Retention: Current plus 1 year
Format: Electronic Information System
Location: Information Services (Office of Record)

4. **Counselor Records** that are used to counsel a student on specific and general aptitudes, and areas of student interest.

Retention: Current year plus 3
Format: Original Creation
Location: Instruction (Office of Record)

5. **Teacher Prep Plans** completed by the classroom teacher that identifies the weekly educational objectives and/or goals of each class instruction period.

Retention: Until no longer needed
Format: Original Creation
Location: Instruction (Office of Record)

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.