

**Municipal Records Retention Schedule M8
EDUCATION RECORDS**

Item Number	Record Series Title	Minimum Retention Required	Disposition
	A. ADMINISTRATIVE RECORDS¹		
	1. Athletic Department records		
M8-005	a. Sports Contract/Student Contract (including signature sheets for student handbooks)	At end of school year for which contract signed	destroy ²
M8-010	b. Permission slips (to participate in sporting activities)	3 years	destroy ²
(M11-085)	2. Computer Terminal Sign-up Sheets	1 month	destroy ²
M8-020	3. Free/reduced meal application and documentation	3 years or until audited, whichever comes later	
M8-030	4. Notification to parents (annual) (regarding Student Behavior and Discipline, Bus Conduct, and Electronic Communications Systems, and the National School Lunch Program)	1 year	destroy ²
M8-040	5. Policy and Procedures manuals	permanent; revise as required. Keep old policy and procedures separately.	retain permanently ³
	6. Registration records		
M8-050	a. Adult education registration records	3 years or until audited, whichever comes later	destroy ²
M8-055	b. After school program registration records	1 year	destroy ²
M8-060	c. Pesticide application notification registration form	5 years (CGS Sec. 10-231c(f))	destroy ²
M8-065	d. School registration records including residency documentation	3 years or until audited, whichever comes later	destroy ²

Schedule M8 – Education Records, p. 2

Item Number	Record Series Title	Minimum Retention Required	Disposition
	A. ADMINISTRATIVE RECORDS¹ (cont.)		
M8-075	7. Student portfolio work (student produced work for grading assessment)	End of year at which student received grade	destroy ²
M8-085	8. Student teacher records	2 years	destroy ²
M8-095	B. CHILD-STUDY TEAM RECORDS¹		
	C. EDUCATION INFORMATION¹ (including but not limited to):		
M8-105	1. Curriculum	Until superceded by new curriculum	destroy ²
	2. Cumulative records⁴		
M8-115	a. Academic achievement (grades/transcripts)	50 years after student leaves the school district ⁵	destroy ^{2,6}
M8-120	b. Attendance records (days absent/present/tardy) ⁷	50 years after student leaves the school district	destroy ²
M8-125	c. Awards	6 years after student leaves the school district	destroy ²
M8-130	d. Basic biographical information	50 years after student leaves the school district	destroy ^{2,6}
M8-135	e. Diagnostic test results (non-special ed)	6 years after student leaves the school district	destroy ²
M8-140	f. Extracurricular activities	6 years after student leaves the school district	destroy ²
M8-145	g. Letters of recommendation	6 years after student leaves the school district	destroy ²

Schedule M8 – Education Records, p. 3

Item Number	Record Series Title	Minimum Retention Required	Disposition
	C. EDUCATION INFORMATION¹ (Cont.):		
M8-150	h. Parent's ⁸ /eligible student's signed release forms, if required by school policy ⁹	as long as records are maintained	destroy ²
M8-155	i. Records of immunization ¹⁰	50 years after student leaves the school district	destroy ²
M8-160	j. Standardized group test scores	6 years after student leaves the school district	destroy ²
M8-170	3. Diplomas	6 years after student leaves the school district ¹¹	destroy ²
	4. Disciplinary records		
M8-180	a. Detentions	no requirement	destroy ²
M8-185	b. Incident reports	no requirement	destroy ²
M8-190	c. Referrals	no requirement	destroy ²
M8-195	d. Suspensions/expulsions	For expunging the cumulative record, see <i>CGS</i> Sec. 10-233c(e) and 10-233d(f). ¹²	destroy ²
M8-205	5. Enumeration Records/Field Sheets	3 years	destroy ²
M8-215	6. Grade Books¹	current, plus 1 year	destroy ²
M8-225	7. Tardy slips from parents/guardians	At completion of school year	destroy ²
M8-235	D. FAMILY WITH SERVICE NEEDS RECORDS¹	6 years after student leaves the school district	destroy ²

Schedule M8 – Education Records, p. 4

Item Number	Record Series Title	Minimum Retention Required	Disposition
	E. HEALTH INFORMATION¹ (including but not limited to)		
	1. Cumulative records		
M8-245	a. Accident reports	6 years after student leaves the school district	destroy ²
M8-250	b. Basic school entrance health histories	6 years after student leaves the school district	destroy ²
M8-255	c. Child abuse forms	6 years after student leaves the school district	destroy ²
M8-260	d. Cumulative health record (CHR-1, original or copy) ¹³	6 years after student leaves the school district	destroy ²
M8-265	e. Emergency care plans	6 years after student leaves the school district	destroy ²
M8-270	f. Health assessment records (HAR-3)	6 years after student leaves the school district	destroy ²
M8-275	g. Incident reports	6 years after student leaves the school district	destroy ²
M8-280	h. Individualized health care plans	6 years after student leaves the school district	destroy ²
M8-285	i. Medication administration records	until superseded by yearly summary on CHR-1 or 6 years after student leaves the school district	destroy ²
M8-290	j. Parent authorizations for medications/treatments	6 years after student leaves the school district	destroy ²
M8-295	k. Parent's/eligible student's signed release forms, if required by school policy ⁷	as long as records are maintained	destroy ²
M8-300	l. Physician orders for medications/treatments	6 years after student leaves the school district	destroy ²

Schedule M8 – Education Records, p. 5

Item Number	Record Series Title	Minimum Retention Period	Disposition
E. HEALTH INFORMATION¹ (cont.):			
M8-305	m. Referral forms for services based on Results mandated screenings	6 years after student leaves the school district	destroy ²
M8-310	n. Sports histories and physical-examination Reports	6 years after student leaves the school district	destroy ²
M8-320	2. Employee’s emergency health information	until superseded or until employee leaves school district	destroy ²
M8-330	3. Nursing protocols	permanent; revise as required. Keep old copy separately	retain permanently
	4. Nursing records		
M8-340	a. Health assessment data	6 years after student leaves the school district	destroy ²
(M8-285)	b. Individual-treatment or procedure logs/flow Sheets	see retention period for medication records	
M8-345	c. Nursing process notes	6 years after student leaves the school district	destroy ²
M8-350	d. Third-party health records (from hospitals, clinics, and private providers)	6 years after student leaves the school district	destroy ²
M8-360	5. Physician’s standing orders	permanent; revise as required. Keep old copy separately.	retain permanently
M8-370	6. Student’s emergency information card	until superseded or student leaves school district	destroy ²

Schedule M8 – Education Records, p. 6

Item Number	Record Series Title	Minimum Retention Required	Disposition
M8-380	F. PRIMARY MENTAL HEALTH PROGRAM RECORDS¹	no requirement	destroy ²
M8-390	G. PROFESSIONAL STAFF'S WORKING PAPERS/NOTES^{14,15}	no requirement	destroy ²
M8-400	<p>H. PROGRAM DATA RECORDS Statistical data (including but not limited to): Services provided or professional activities—e.g., number and type of daily visits, number of screenings, number of home visits, caseload records, etc. These records include both raw data files (or logs) and reports.¹⁶</p> <p>I. PUPIL PERSONNEL SERVICES¹ (including, but not limited to):</p>	no requirement	destroy ²
M8-410	1. School counselor case records	6 years after student leaves the school district	destroy ²
M8-420	2. School nurse case records	See E. HEALTH INFORMATION	
M8-430	3. School psychologist case records	6 years after student leaves the school district	destroy ²
M8-440	4. School social-work case records	6 years after student leaves the school district	destroy ²
M8-450	5. School speech/language pathology case records	6 years after student leaves the school district	destroy ²
M8-460	J. REPORTS TO STATE BOARD OF EDUCATION— File Copies	3 years after audit	destroy ²
M8-470	K. SECTION 504 RECORDS^{1,17}	6 years after student leaves the school district	destroy ²

Schedule M8 – Education Records, p. 7

Item Number	Record Series Title	Minimum Retention Required	Disposition
	L. SPECIAL EDUCATION and RELATED SERVICES (birth through 21) (including, but not limited to):		
M8-480	1. Assessment/evaluation reports	6 years after student leaves the school district	destroy ²
M8-490	2. Due process records , including complaints, mediations, and hearings	6 years after student leaves the school district	destroy ²
M8-500	3. Individual Transition Plan (ITP)	6 years after student leaves the school district	destroy ²
M8-510	4. Individualized Education Program (IEP) Records	6 years after student leaves the school district	destroy ²
M8-520	5. Individualized Family Service Plan (IFSP)	6 years after student leaves the school district	destroy ²
M8-530	6. Parent's/eligible student's release forms	as long as records are maintained	destroy ²
M8-540	7. Planning and Placement Team (PPT) records: notices, meetings, consent forms	6 years after student leaves the school district	destroy ²
M8-550	8. Referral forms	6 years after student leaves the school district	destroy ²
M8-560	9. Test protocol	at discretion of school administration	discard
M8-570	M. STUDENT ASSISTANCE TEAM RECORDS¹	6 years after student leaves the school district	destroy ²
	N. TRANSPORTATION		
(M1-265)	1. Surveillance videotapes made on school buses	2 weeks	recycle ¹⁸
M8-580	2. Bus routes	3 years	destroy ²

Schedule M8 – Education Records, p. 8

Item Number	Record Series Title	Minimum Retention Required	Disposition
	O. TRUANCY¹ (including, but not limited to):		
M8-590	1. Record of parent conferences	6 years after student leaves the school district	destroy ²
M8-600	2. Referrals	6 years after student leaves the school district	destroy ²

¹ Any student records maintained by the school district that have personally identifiable information must have an access log that is maintained with the records for the same retention period as required for the record.

² Municipalities/Boards of Education may destroy records only after receiving the signed approval form (RC-075, rev. 2/2005) from the Office of the Public Records Administrator. Retention periods established on this schedule are *minimum retention requirements*. Records may be retained for longer periods of time.

³ Policy manuals over 75 years have potential historical value. School districts may request transfer to an appropriate repository.

⁴ Copy remains with sending district; original accompanies student.

⁵ When student graduates from high school (i.e., receives a diploma), the high school may discard grades K-8 transcripts.

⁶ Education records up to and including World War II, may have historical research potential; disposal may include transfer to a local historical repository.

⁷ This refers to the attendance record posted to the cumulative record; other attendance records should be maintained for six (6) years after the student leaves the school district.

⁸ Any reference to parent in this document includes legal guardian.

⁹ If a school district policy requires written consent of the eligible student or parent to release education records to an institution in which the student intends to enroll, written consent must be obtained. In the absence of such policy, however, the Family Educational Rights and Privacy Act (FERPA) stipulates that education records may be released to an institution in which the student intends to enroll *without* written consent of the eligible student or parent, provided there is a reasonable attempt to notify the parent or eligible student that the records were transferred. Upon request, the parent or eligible student must be given a copy of the records that were transferred.

¹⁰ This can be a copy of the student's immunization record.

¹¹ If student fails to pick up diploma, it must be retained six years after student leaves the school district.

¹² Do not destroy until student graduates from high school.

¹³ Copy remains with sending district; original accompanies student (according to CGS Sec. 10-206(d)).

¹⁴ For specific retention periods referring to Special Education, see **L**.

¹⁵ Includes teacher plan books.

¹⁶ No personal identifiers included.

¹⁷ Section 504 of the Rehabilitation Act of 1973.

¹⁸ If the tapes become evidence in any kind of disciplinary proceeding litigation, if notice of pending action has been filed with the town clerk (CGS Sec. 7-101a(d)), or otherwise take on a status that would require a longer retention period according to the schedule, the tape would be retained for the amount of time specified by the retention schedule, and until all actions have been resolved.