



Records Retention Manual

K-12 and
Community
Colleges

Fifth Edition

FIFTH EDITION

RECORDS RETENTION MANUAL

**KINDERGARTEN THROUGH GRADE 12
and
COMMUNITY COLLEGES**

Prepared by
CASBO Southern Section
Accounting Research and Development Committee

Presented to the 80th Annual Conference
California Association of School Business Officials
San Jose, California, April 12 - 16, 2007

This report has been prepared by the Southern Section CASBO Accounting Research and Development Committee, has not been reviewed for approval by State CASBO, and is not an official statement of CASBO.

Acknowledgements

The CASBO Southern Section Accounting Research and Development Committee gratefully acknowledges the efforts of all those contributing to the development of this document.

We also appreciate the efforts and guidance provided by others who went before in developing the original CASBO Records Retention Manual, and to all those who responded to our many inquiries.

Special recognition is given to members of the CASBO Southern Section Accounting Research and Development Committee, "Subcommittee on Records Retention Manual Revision," and various staff for their assistance in the development of this document.

CASBO Subcommittee Members

Joan Concklin – Los Angeles County Office of Education

Gregory Cook – Vavrinek, Trine, Day & Company

Donna DeMond – Retired

Priscilla Osborne Flores – Vicenti, Lloyd & Stutzman LLP

Craig Larimer – Glendale Unified School District

Adrienne Long – Bonita Unified School District

Karin Heckman Nelson – Vicenti, Lloyd & Stutzman LLP

Kathy Perkins – Charter Oak Unified School District

Gema Ptasinski – Vicenti, Lloyd & Stutzman LLP

Tim Rosnick – Los Angeles Unified School District

Sara Ryburn – Whittier Union High School District

Joyce Yeh – Los Angeles County Office of Education

Sal Gumina

Sal Gumina, Chairperson,
Southern Section Accounting Research
and Development Committee
El Monte City School District

Robin Chavez

Robin Chavez, Vice Chairperson
Southern Section Accounting Research
and Development Committee
El Rancho Unified School District

Table of Contents

Acknowledgements	3
CASBO Subcommittee Members	3
Introduction	7
Suggested Procedures.....	9
Microfilm and Other Applications	11

Suggested Forms

Introduction	15
Example: Classification Statements	16
Example: Destruction Statements (For Board Approval)	17
Example: Letter (to the Governing Board) for Reclassification Request	18
Example: Letter (to the Governing Board) for Destruction Approval.....	19
Example: Letter (to the Superintendent) Witnessing Document Destruction.....	20
Example: Class 1 Records Inventory	21
Example: Class 1 Records Storage Inventory	22
Example: Class 2 Records Inventory	23
Example: Class 2 Records Storage Inventory	24
Example: Class 3 Records Storage Inventory	25
Example: Storage Label	26
Example: Storage Label	27

Documents and Retention Periods

Areas of Responsibility Introduction	31
Accounting & Budget Records	33
Administration/Board Minutes & Correspondence	43
CBEDS.....	45
Certification Records	46
Child Development-Child Care	47
Child Welfare and Attendance	50
Continuation Schools.....	55
Contracts	56
Curriculum & Instruction	57
Food Services Records	58
Garnishments.....	61
Health Services Records	62
Insurance Records.....	63
J Forms	64
Legal Records	71
Maintenance & Operations Records.....	72
Payroll Records.....	73
Personnel Records	74
Property Records	75
Pupil Personnel Services Records	76
Pupil Records.....	77
Purchasing Records	78
Regional Occupation Centers/Programs	79
Retirement Records	80
Special Education Records.....	81

Table of Contents...continued

Special Schools Records	84
Cal-Safe	84
Charter Schools.....	84
Juvenile Court Schools.....	84
State & Federal Special Projects/Programs.....	85
Adult Education	85
Bilingual Education.....	85
Class Size Reduction (CSR).....	86
C E T A (Replaced by JTPA)	86
Consolidated Application	87
Demonstration Programs	88
Driver Training	88
Gifted and Talented Pupils.....	89
Head Start/ State Preschool.....	89
Indian Education	90
Job Training and Partnership Act - JTPA	90
Migrant Education	90
Miscellaneous	91
Vocational Education	92
Student Body Records	93
Transportation Records	94

Legal Provisions

Title 5 California Code of Regulations (K-12)	97
Title 5 California Administrative Code (C.C.)	101
California Education Code (K-12)	107
California Education Code (C.C.)	111
Commercial Code Section 13.....	115
Child Nutrition and Food Distribution Division	
Office of Child Nutrition Services	116
Table of References.....	117

The subject of records is very broad and includes several functions. Records Retention is the holding (period) of records/ documents for further use. A record may be any document containing information. Records Management is a broader concept and fixes responsibility for and exercises controls over all records/ documents, within an organization, from their creation to their final disposition. Records Storage is a function of Records Management, addressing the retention of original records or copies (whether photographed, micro-photographed, or otherwise reproduced on film or electronic media); and the development of a systematized storage plan and indexing with respect to preservation, easy retrieval for later use, or final destruction and disposal.

This Manual is intended for Records Retention purposes only. While suggested procedures and sample forms have been included, this publication is not intended as a Records Management manual. The development of detailed procedures for Records Management must be left to individual districts to meet their own specific needs.

The Records Retention Manual is designed as a quick reference to the retention period of documents. While the lists of documents may not be totally inclusive, most documents used in school districts are represented. Various documents may appear in more than one area of responsibility. Old documents, no longer required, remain listed because they must still be maintained. The retention periods indicated are to assist district personnel in both the retention of permanent records and the timely destruction of documents.

This publication is a compilation of information from the California Education Code, California Code of Regulations - Title 5, Commercial Code, Government Code and many other sources indicating a legal document retention period for specific documents. Please refer to the Table of References for a list of sources. This document is designed to be distributed to the appropriate departments. It is our recommendation that a copy of the LEGAL REQUIREMENTS (pages 97-116) accompany each section distributed. Please give credit to CASBO if any portion of this document is copied.

Disclaimer

The contents of this manual are appropriate as of the time of publishing the manual. Future administrative decisions, regulations, or legislative action could result in major changes. CASBO is not responsible for any legal conflicts resulting from the use of this manual.

Suggested Procedures

Preparatory Steps - The Legal Provisions provided in this document, beginning on page 97, should be thoroughly reviewed. A preliminary district study should be made of existing applicable board policies and administrative procedures, records on hand, probable personnel requirements in order to establish and maintain new or revised procedures, and to assess physical facilities available for storage of records, and establish a schedule for accomplishing the tasks involved.

Records of a continuing nature, i.e., active and useful for administrative, legal, fiscal or other purposes over a period of years, *shall not be classified* until such usefulness has ceased. A pupil's cumulative record is a continuing record until the pupil ceases to be enrolled in the district. It is then classified as a *Class 1-Permanent Record*.

Classification of Records - The school district's chief administrator shall be the person responsible for classifying school district records into the following classifications (California Code of Regulations Code - Title 5, Sections 16020-16030):

- Class 1 - Permanent Records (as listed in Section 16023) - The original, or one exact copy, unless microfilmed, shall be retained indefinitely.
- Class 2 - Optional Records - Not required by law to be retained permanently but deemed worthy of further preservation as specified in Section 16024.
- Class 3 - Disposable Records - required retention periods and procedures for destruction or transfer of records as specified in Section 16025.

While the required retention period for some records is dependent upon the date of the applicable audit, varying audit practices of federal, state, and other agencies must also be considered.

Before January 1, the superintendent (or a person designated by the district not employing a superintendent) shall classify and review every record originating during the prior school fiscal year. The retention period for Class 3 records should be designated and such records should be physically segregated by the fiscal year in which they are scheduled for destruction. In the inventory process, those carbons or other copies which are no longer useful to the district (except one copy of an original required by law to be filed with another agency) may be destroyed without making an inventory record.

Destruction of Records - All Class 3 records which have been held for the required retention periods and any permanent records which have been classified as Class 3 after having been duly microfilmed and held for the required retention period may be destroyed as per Title 5, Sections 16026 - 16027 of the California Code of Regulations.

The governing board should be notified of pending action to dispose of records and such notification be recorded in the board minutes. Notification should also be given to the governing board attesting to the fact that the documents had been properly destroyed.

Disposal of records should be accomplished by burning, shredding, pulping, or other means to assure complete destruction and to prevent any reconstruction of the records to any degree.

Microfilm and Other Applications

The following outlines the various applications of microfilming techniques that may be utilized by all divisions and departments in managing their individual records. Each organization is responsible for determining the applications for microfilm and the microform to be used, whether it is microfilm cartridge or microfiche.

Microfilm, Microfiche - Microfilm, or microfiche, is a micro-photographic image of record material, which may be retained in lieu of the record itself. The following requirements apply to micro-photographic images of any class of records:

1. The image must be accurate in detail.
2. The film must meet ANSI (American National Standards Institute) standards.
3. The film or fiche must incorporate the Superintendent's signed and dated certification of compliance with the provisions of the Evidence Code.
4. The image must be conveniently accessible and provision made for preserving permanently, examining and using of the film.

Optical Disk - Please refer to the Commercial Code authorization of recordation on optical disk.

Electronic Copies - Education Code Section 35254 states that "The governing board of any school district may make photographic, microfilm, or electronic copies of any records of the district. The original of any records of which a photographic, microfilm, or electronic copy has been made may be destroyed when provision is made for permanently maintaining the photographic, microfilm or electronic copies in the files of the district, except that no original record that is basic to any required audit shall be destroyed prior to the second July 1st succeeding the completion of the audit."

The following applications should be considered:

Space Saving - Permanent records, or records to be kept for a period of ten years or longer should be microfilmed to save storage space. This process applies whether the records are to be kept in the office or sent to the warehouse for storage when they have become inactive.

Records which are too active to send to the warehouse for storage, but by volume create a storage problem in office areas, may be microfilmed and effectively save office storage space and cost.

Fast Retrieval - Fast retrieval of records information saves labor costs and provides better customer service. However, to achieve any appreciable savings the retrieval rate should be fairly high. For example, if retrieval of information took only one hour per day, the savings would be negligible. But, if retrieval time was four or five hours per day, then an attractive labor savings can be realized by implementing a document imaging system.

Microfilm and Other Applications ... *continued*

Protection of Records - Microfilm is the least expensive of all reproduction methods. In the case of very valuable documents, which are referenced frequently, the hard copies are microfilmed for use in the office and the hard copies may be stored in a safe place. File integrity is also maintained since the documents are on a microfilm roll where the images remain on the roll in proper order.

Reduced Filing Time - A great deal of time can be spent in fine sorting of documents and placing them in file folders. Random microfilming using an appropriate indexing method and batch sorting before microfilming can eliminate filing and thus provide a savings in clerical costs.

Rapid Reproduction - Microfilm can be used for fast reproduction work in lieu of other copying processes. When documents are microfilmed and the microfilm is used to make paper prints, a savings is realized because of the low cost of the film, the speed of filming, and the speed of the automatic printer.

Suggested Forms

Statements

Letters

Records Inventories

Storage Labels

Examples of various statements, letters, records inventories, and storage labels appear on the following pages. They are not intended as official forms that must be used but are simply provided to assist you in the task of records retention/destruction.

Example: Classification Statements

Class 1

The documents on the attached list are permanent records originating in the school year __/__. The Superintendent requests that these records be classified as Class 1 records.

Class 2

The documents on the attached list are disposable records originating in the school year __/__. These records require a retention period longer than three (3) years and the Superintendent requests that these records be classified as Class 2 records.

Class 3

The documents on the attached list are disposable records originating in the school year __/__. The Superintendent requests that these records be classified as Class 3 records. .

Example: Destruction Statements (for Board Approval)

Class 2

The documents on the attached list have been previously classified as Class 2 records. The Superintendent requests that these records be reclassified as Class 3 records.

These records have met the retention period requirements of Article 2, Sections 16023 through 16028 of Title 5, California Code of Regulations, and are of no further use to the district. The Superintendent requests permission to destroy the documents listed above.

Class 3

The documents on the attached list have been previously classified as Class 3 records.

These records have been retained for the legal period of time as per Article 2, Sections 16023 through 16028, of Title 5, California Code of Regulations. There is no further need to retain these records for use in the district. The Superintendent requests permission to destroy the documents listed above.

Example: Letter (to the Governing Board) for Reclassification Request

Date

Governing Board

_____ District

_____ California

Gentlemen:

The attached list of documents is considered to be Class 2. The Superintendent hereby requests permission to reclassify this list as Class 3 subsequent to submitting them for destruction.

These records have met the retention period requirements of Article 2, Sections 16023 through 16028 of Title 5, California Code of Regulations, and are of no further use to the district.

Records Officer

Governing Board Disposition

Date: _____

Disposition:

(Signature) Governing Board

Example: Letter (to the Governing Board) for Destruction Approval

Date

Governing Board

_____ District

_____ California

Gentlemen:

The attached list of documents is considered Class 3. These records have been retained for the legal period of time as per Article 2, Sections 16023 through 16028, of Article 5, California Code of Regulations.

This list also contains Class 1 documents that have been microfilmed, and Class 2 documents that have been reclassified to Class 3 per letter to the Board of Trustees, dated _____.

There is no further need to retain these records for use in the district. The Superintendent requests permission to destroy the documents listed.

Records Officer

Governing Board Disposition

Date: _____

Disposition:

(Signature) Governing Board

Example: Letter (to the Superintendent) Witnessing Document Destruction

Date

Governing Board

_____ District

_____ California

Dear Sir:

The attached list of documents, listed on pages _____ to _____, has been submitted to the Governing Board for release for destruction per attached letter dated _____.

I have, as appointed officer for the _____ District, observed their destruction on _____.

(Person in Charge of Records)

Example: Class 1 Records Inventory

Class 1 Records

_____ Department

Fiscal Year of Origin _____

Quantity	Record Type and Description	Document Location
	Auditors Report	
	Board of Education Annual Report	
	Budget (Official)	
	District Organization Documents	
	Election Records	
	Financial Annual Reports (All Funds)	
	Fixed Assets (Detail Records)	
	Minutes of all Board of Education Meetings	
	Payroll Summary (Annual)	
	Personnel Records	
	Student Cumulative Records	
	Tax Records	

Example: Class 1 Records Storage Inventory

Class 1 Records

_____ Department

Fiscal Year of Origin _____

Quantity

Record Type and Description

**Drawer Space Used to
Store Documents**

Example: Class 2 Records Inventory

Class 2 Records

_____ Department

Fiscal Year of Origin _____

_____ For Classification

Quantity	Record Type and Description	School Year for Reclassification
	OSHA Records	
	Special Project Records	

Example: Class 2 Records Storage Inventory

Class 2 Records

_____ Department

Fiscal Year of Origin _____

_____ For Classification

Quantity

Record Type and Description

**Drawer Space Used to
Store Documents**

Example: Class 2 Records Storage Inventory

Class 2 Records

_____ Department

Fiscal Year of Origin _____

_____ For Classification

Quantity

Record Type and Description

Drawer Space Used to
Store Documents

Example: Storage Label

School or Department: _____

Box No. _____ Classification _____

Date of Classification _____ Date to be Destroyed _____

Contents:

Fiscal Year

Item

Microfilmed: Yes No

Date: _____

District Records Officer

Box _____ of _____

Example: Storage Label

Carton Contents

DEPARTMENT: _____

DIVISION: _____

Contents: Record Title/Subject Matter: _____

Time Period Covered: _____

Destruction Data: _____

Box ____ of ____

**Documents and
Retention Periods
by Areas
of Responsibility**

Introduction

This section of the Manual has been designed to be distributed to the appropriate departments. It is suggested that a copy of the Legal Provisions beginning on page 121 accompany each section distributed.

Various documents may appear in more than one area of responsibility. Old documents, no longer required, remain listed because they still must be maintained. This manual update reflects new additional documents as well as all the previous ones.

In some instances the documents listed have retained the same title but have a new document number. The new number appears in the far left column and the old number is printed, just below it, in parenthesis.

To assist the reader in understanding the Column Headings on the subsequent pages, the following explanations are provided:

Form No. (if any) - If the document or form has a number, the number will be listed in the far left column for each document. If there is no form or document number, the space will be blank.

Class - The column contains a 1, 2, or 3. This represents Class 1 - Permanent Records, Class 2 - Optional Records, and Class 3 - Disposable Records. If other characters appear, refer to the footnotes.

Record Title - The title or heading on the document or form is listed in this column.

Required Hard Copy Retention Period - The required legal retention period as found in Title 5, the Education Code, Civil Code, etc. (refer to the Table of References) is listed in this column. If other characters appear, refer to the footnote.

Recommended Retention - The recommended retention period is the authors' recommendation. This is usually greater than the legal requirement due to the reasons listed in the next column.

Reasons for Recommended Period - There may be reasons for recommending an extra year over the legal requirement. Where no legal requirements have been found, recommendations have also been provided. Following are some examples:

- Audit Purposes - Retain until after completion of the audit.
- Audit Resolutions.
- Timing/Fiscal Year End - Legal Retention period may not coincide with the fiscal/school year end.
- Fiscal Accountability - Maintain for reference purposes for Fiscal Accountability.
- Retain until a pertinent document is received.
- Retain in case of Dispute.
- Retain for possible Litigation.

Areas of Responsibility...continued

If Filmed - If the documents have been filmed or copied, the legal retention of the original document is 4 years and the copy must be retained permanently. If dashes (- -) appear in the column it refers to the footnote "Feasibility to Microfilm or copy electronically at District Discretion". The usual rule of thumb is if a document must be retained from 15 to 20 years it may be considered appropriate to microfilm or otherwise copy it.

Footnotes are provided at the bottom of each page to assist in the understanding of the information.

Accounting & Budget Records

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
	3	Accounts Payable Reconciliation	3 Years	4 Years	Fiscal Accountability	--	--
	3	Accounts Receivable Reconciliation	3 Years	4 Years	Fiscal Accountability	--	--
J-200/300 (J-41)	1	Annual Financial and Budget Report	Permanent	Permanent		4 Years	Permanent
J-400/500	1	Annual Financial and Budget Report, County Superintendent of Schools	Permanent	Permanent		4 Years	Permanent
J-600/700	1	Annual Financial and Budget Report, Joint Powers Agencies	Permanent	Permanent		4 Years	Permanent
J-301-CE (J-41-CE)	1	Annual Financial Report- Continuation Education Schools	Permanent	Permanent		4 Years	Permanent
	2	Annual IMF Statement, Optional Cash Request (Credit Districts)	4 Years	5 Years	Final Audit	--	--
	2	Annual Interest Accrued by Direct Order School Districts on K-8 Instructional Materials Fund	4 Years	5 Years	Final Audit	--	--
J-780	1	Annual Program Cost Data Report, Joint Powers Agencies	Permanent	Permanent		4 Years	Permanent
1-380	1	Annual Program Cost Data Report, Single District	Permanent	Permanent		4 Years	Permanent
C-1- A	1	Annual Report for Cal-SAFE Child Care Funding	Permanent	Permanent		4 Years	Permanent
J-22-A	1	Annual Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
J-22-A	1	Annual Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent		4 Years	Permanent
J-50-A	1	Annual Report for Special Education Master Plan	Permanent	Permanent		4 Years	Permanent
J-201SEA	1	Special Education Revenue Allocation	Permanent	Permanent		4 Years	Permanent
J-200/300 (J-44)	1	Annual Report of Abatements of Expenditures	Permanent	Permanent		4 Years	Permanent
(J-43-A)	1	Annual Report of Accounts Receivable	Permanent	Permanent		4 Years	Permanent
J-18/19-C-A (1-19 A) Supplement (County)	1	Annual Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Master Plan for Special Education Programs	Permanent	Permanent		4 Years	Permanent
J-18/19-A (J-19-A)	1	Annual Report of Attendance for High School Students Residing in the District	Permanent	Permanent		4 Years	Permanent
J-18/19-A (1-19-A) Supplement	1	Annual Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
J-18/19-A (J-19E-A)	1	Annual Report of Attendance for Jr. High School Grades 7 and 8 Only	Permanent	Permanent		4 Years	Permanent
J-18/19-A (J-18-A)	1	Annual Report of Attendance for Kindergarten and Elementary Pupils Residing in the District	Permanent	Permanent		4 Years	Permanent
J-18/19-A (J-18-A) Supplement	1	Annual Report of Attendance for Kindergarten and Elementary Pupils Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
J-22-A	1	Annual Report of Attendance for Special Programs	Permanent	Permanent		4 Years	Permanent
B - A	1	Annual Report of Attendance for Students Enrolled in District Cal-SAFE Programs	Permanent	Permanent		4 Years	Permanent

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Accounting & Budget Records...continued

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
J-18/19-A	1	Annual Report of Attendance for Students Residing in the District	Permanent	Permanent		0 ears	Permanent
J-18/19-A	1	Annual Report of Attendance for Supplement Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
J-18/19CH-A	1	Annual Report of Charter School ADA Funded Through Revenue Limits (E.C.42238)	Permanent	Permanent		4 Years	Permanent
J-43	1	Annual Report of Current Liabilities	Permanent	Permanent		4 Years	Permanent
J-18/19-C-A (J-18-A) Supplement	1	Annual Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Master Plan for Special Education Programs	Permanent	Permanent		4 Years	Permanent
J-141	1	Annual Report of Pupil Transportation Expense	Permanent	Permanent		4 Years	Permanent
J-141-ROC/P	1	Annual Report of ROC/P Transportation	Permanent	Permanent		4 Years	Permanent
J-141-S	1	Annual Report of Special Education Transportation Expense	Permanent	Permanent		4 Years	Permanent
	1	Annual School District Audit Reports	Permanent	Permanent		4 Years	Permanent
VE-1,SDE100 SDE-100A,B JTPA FORM, SDE-101A & SDE-103	2	Application for Allocated Federal Vocational Education Funds	5 Years	6 Years	(A)	--	--
J-22.4	1	Application for Allowance for the Cost of Educating Exceptional Children Away from the District of Residence	Permanent	Permanent		4 Years	Permanent
	3	Application for Approval of Elementary and High School Summer School	3 Years	4 Years	Timing/Fiscal Year	--	--
CD-1703	2	Application for Capital Outlay Funds for Family Child Care Homes	4 Years	5 Years	Final Audit	--	--
J-16	1	Application for District Authority for Issuance of Warrants	Permanent	Permanent		4 Years	Permanent
1-111	1	Application for Exemption from the Classroom Teacher Salary Limitation	Permanent	Permanent		4 Years	Permanent
SDE-100	2	Application for Funding: Consolidated Categorical Aid Programs	4 Years	5 Years	Final Audit	--	--
CD-9725 CD-3704	2	Application for Funds to Provide Child Care and Development Services	4 Years	5 Years	Final Audit	--	--
CD-1706	2	Application for Revolving Loan Fund	4 Years	5 Years	Final Audit	--	--
J-PCP	1	Application for Special Allowance for Project-Connected Pupils	Permanent	Permanent		4 Years	Permanent
	3	Application for the 1999-2000 Jack O'Connell Beginning-Teacher Salary Incentive Program Education Code Section 45023.4	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Application for the 2000-2001 Beginning Teacher Minimum Salary Program Education Code Section 45023.1	3 Years	4 Years	Timing/Fiscal Year	--	--
2VEA-1	2	Application for VEA Funds - Basic Grant	5 Years	6 Years	(A)	--	--
SAVEA-1	2	Application for VEA Funds - Consumer and Homemaking Education - Basic Grant	5 Years	6 Years	(A)	--	--

Class 1 - Permanent Records

Class 2 - Optional Records

Class 3 - Disposable Records

-- Feasibility to Microfilm at District Discretion

(A) - Final Audit - ref: Voc Ed Financial Report and Claim for Funds

Accounting & Budget Records...continued

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
SBVEA-1	2	Application for VEA Funds - Consumer and Homemaking Education - Economically Depressed Area Program/Services	5 Years	6 Years	(A)	--	-
3VEA-1	2	Application for VEA Funds - Program Improvement and Supportive Service	5 Years	6 Years	(A)	--	--
4VEA-1	2	Application for VEA Funds-Special Programs for the Disadvantaged	5 Years	6 Years	(A)	--	
	3	Appropriation Ledger	3 Years	4 Years	Timing/Fiscal Year	--	--
CD-9502	1	Attendance and Fiscal Reports for Alternative Payment and Child Protective Services Program	Permanent	Permanent		4 Years	Permanent
CD-9501	1	Attendance and Fiscal Report for Child Care and Development Program	Permanent	Permanent		4 Years	Permanent
CD-9500	1	Attendance and Fiscal Report for Child Development Program	Permanent	Permanent		4 Years	Permanent
CD-9501	1	Attendance and Fiscal Report for County Welfare Departments	Permanent	Permanent		4 Years	Permanent
CD-9516	1	Attendance and Fiscal Reports for School-age Community Child Care Programs	Permanent	Permanent		4 Years	Permanent
CD-9517	1	Attendance and Fiscal Report for School-age Community Child Development Programs Alternative Payment	Permanent	Permanent		4 Years	Permanent
CD-6507	1	Attendance and Fiscal Reports for School-age Parenting and Infant Development Programs	Permanent	Permanent		4 Years	Permanent
CD-1400	1	Attendance and Fiscal Reports for Special Programs for the Severely Handicapped	Permanent	Permanent		4 Years	Permanent
CD-8501	1	Attendance and Fiscal Report for State Preschool Programs	Permanent	Permanent		4 Years	Permanent
J-73-A1	3	Audio-Visual Worksheet for the County School Service Fund	3 Years	4 Years	Fiscal Accountability	--	
	1	Auditor's Report	Permanent	Permanent		4 Years	Permanent
	1	Audits for Child Development Programs Administered by Private Non-Profit and Public Agencies	Permanent	Permanent		4 Years	Permanent
	(a)	Bank Deposit Slips	(a)	1 Year	Audit Purposes	--	--
	3	Bank Reconciliation and Canceled Checks	3 Years	4 Years	Timing/Fiscal Year	--	--
CD-9725 CD-2405	3	Budget Worksheet	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Cash Collection Reports	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Census Reports	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Certification of FTE for School Site Employees Performance Bonus and Certification Staff Performance Incentive Act Awards	3 Years	4 Years	Timing/Fiscal Year	--	--
J-67	1	Certification of Total Income, Attendance and Transportation for Development Centers for Handicapped Pupils	Permanent	Permanent		4 Years	Permanent

Class 1 - Permanent Records

Class 2 - Optional Records

Class 3 - Disposable Records

-- Feasibility to Microfilm at District Discretion

(A) - Final Audit - ref: Voc Ed Financial Report and Claim for Funds

Accounting & Budget Records...continued

Form No. (if Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
J-18/19CH/E	1	Charter School Educationally Disadvantaged Pupil Data	Permanent	Permanent		4 Years	Permanent
J-4	1	Claim for Reimbursement for County School Service Fund	Permanent	Permanent		4 Years	Permanent
A-1, A-3, VE-5	1	Claim for Reimbursement of Federal Vocational Education Funds	Permanent	Permanent		4 Years	Permanent
J-51	1	Classes for Adults Cost Data Report	Permanent	Permanent		4 Years	Permanent
VEA-30	2	Combined Application for VEA Funds, Title IIA, Title IIB, Title III B; including Vocational Education Projected Program Inventory System	5 Years	6 Years	(A)	--	--
	1	Commercial Warrant Register	Permanent	Permanent		4 Years	Permanent
J-66	1	Cost Data Report for the Development Center for Handicapped Pupils Programs	Permanent	Permanent		4 Years	Permanent
	2	County AFDC Report	4 Years	4 Years	--	--	
J-73	1	County School Service Fund I. Financial Report II. Final Budget III. Preliminary Budget	Permanent	Permanent		4 Years	Permanent
J-73-5	1	County School Service Fund Budget-Supplemental Schedule	Permanent	Permanent		4 Years	Permanent
J-73-C	1	County School Service Fund Financial Report Supplement Cost Data Report	Permanent	Permanent		4 Years	Permanent
J-73-P	1	County School Service Fund - Position Schedule	Permanent	Permanent		4 Years	Permanent
J-73-J	1	County School Service Fund - Project Expenditure Detail	Permanent	Permanent		4 Years	Permanent
J-73-A	1	County School Service Fund Supplemental Annual Financial Report	Permanent	Permanent		4 Years	Permanent
J-27/28-A (J-27-A) (J-28-A)	1	County Superintendent's Report of Schools and Classes Maintained: Annual Report of Elementary and High School Attendance	Permanent	Permanent		4 Years	Permanent
J-27/28-P1 (J-27-P1) (J-28-P1)	1	County Superintendent's Report of Schools and Classes Maintained: First Period Report of Elementary and High School Attendance	Permanent	Permanent		4 Years	Permanent
J-27-P2 (County)	1	County Superintendent's Report of Schools and Classes Maintained on a County-wide Basis: Second Period Report for Elementary Attendance	Permanent	Permanent		4 Years	Permanent
J-27/28-P2 (J-27-P2) (J-28-P2)	1	County Superintendent's Report of Schools and Classes Maintained: Second Period Report of Elementary and High School Attendance	Permanent	Permanent		4 Years	Permanent
J-20	1	County Superintendent's Report of Small Schools	Permanent	Permanent		4 Years	Permanent
J-27/28	1	Days of Attendance and ADA (Report by Elementary and Secondary)	Permanent	Permanent		4 Years	Permanent
J-22.2-A	1	Driver Training Cost Data Report	Permanent	Permanent		4 Years	Permanent
R-2	1	Employee Ratio Summary Certification Document	Permanent	Permanent		4 Years	Permanent
	(a)	Encumbrance Detail Listing	(a)	1 Year	Fiscal Accountability	--	--
J-73.4	1	Expenditure of ECIA Funds	Permanent	Permanent		4 Years	Permanent

Class 1 - Permanent Records Class 2 - Optional Records Class 3 - Disposable Records -- Feasibility to Microfilm at District Discretion
 (A) - Final Audit - ref: Voc Ed Financial Report and Claim for Funds

Accounting & Budget Records...continued

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
CD-2710	2	Expenditure Report for Start-up/Close-down Costs for F.Y.	4 Years	5 Years	Final Audit	--	--
CD-9725	3	Expenditures Worksheet	3 Years	4 Years	Timing/Fiscal Year	--	--
CD-2600	3	Family Fee Schedule	3 Years	4 Years	Timing/Fiscal Year	--	--
J-200	1	Final Annual Financial and Budget Report	Permanent	Permanent		4 Years	Permanent
794-017	1	Final Expenditure and Performance Report for P.L.94-142	Permanent	Permanent		4 Years	Permanent
	1	Final Financial Report. Demonstration Programs	Permanent	Permanent		4 Years	Permanent
J-18/19-A (J-19-A) Addendum	1	Final Report of Adult Education ADA	Permanent	Permanent		4 Years	Permanent
2VEA-3, 3VEA-3, 4VEA-3, SAVEA-3, VEA-4 & 5	2	Financial Report and Claim for Funds	5 Years	6 Years	(A)	-	-
	1	Financial Statements - All Funds	Permanent	Permanent		4 Years	Permanent
J-251	1	First Interim Financial Report	Permanent	Permanent		4 Years	Permanent
J-22-P1	1	First Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
J-22-P1	1	First Period Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent		4 Years	Permanent
J-50-P1	1	First Period Report for Special Education Master Plan	Permanent	Permanent		4 Years	Permanent
J-22-P1	1	First Period Report for Special Programs	Permanent	Permanent		4 Years	Permanent
J-18/19-C-P1 (J-19-P1) Supplement (County)	1	First Period Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent
J-18/19-P1 (J-19-P1)	1	First Period Report of Attendance for High School Students Residing in the District	Permanent	Permanent		4 Years	Permanent
J-18/19CH-P-1 ADA	1	First Period Report of Charter School Funded Through Revenue Limits (E.C.42238)	Permanent	Permanent		4 Years	Permanent
C-1- P1	1	First Period Report for Cal-SAFE Child Care Funding	Permanent	Permanent		4 Years	Permanent
B-P1	1	First Period Report of Attendance for Students Enrolled in District Cal-SAFE Programs	Permanent	Permanent		4 Years	Permanent
J-18/19/P1 (J-19-P1) Supplement	1	First Period Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
J-18/19-P1 (J-19E-P1)	1	First Period Report of Attendance for Jr. High School Grades 7 and 8 Only	Permanent	Permanent		4 Years	Permanent
J-18/19-P1 (J-18-P1)	1	First Period Report of Attendance for Kindergarten and Elementary Pupils Residing in the District	Permanent	Permanent		4 Years	Permanent
J-18/19-P1 (J-18-P1) Supplement	1	First Period Report of Attendance for Kindergarten and Elementary Pupils Residing outside the District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
J-18/19-P1	1	First Period Report of Attendance for Students Residing in the District	Permanent	Permanent		4 Years	Permanent

Class 1 – Permanent Records Class 2 – Optional Records Class 3 – Disposable Records -- Feasibility to Microfilm at District Discretion
(A) – Final Audit - ref: Voc Ed Financial Report and Claim for Funds

Accounting & Budget Records...continued

Form No. (if Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
J-18/19-P1 Supplement	1	First Period Report of Attendance for Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
J-18/19-C-P1 (J-18-P1) Supplement (County)	1	First Period Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent
CD-9500	2	Fiscal Report for Child Development Program	4 Years	5 Years	Final Audit	--	--
CD-2507	1	Fiscal Report for Resource and Referral Programs	Permanent	Permanent		4 Years	Permanent
CD-8501	2	Fiscal Report for State Preschool Program Audit	4 Years	5 Years	Final State/ Federal	--	--
K-12-A	3	Form and Schedule for the Computation of the Annual Principal Apportionment	3 Years	4 Years	Timing/Fiscal Year	--	--
K-12-P1	3	Form and Schedule for the Computation of the First Principal Apportionment	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Form and Schedule for the Computation of the First Principal Revenue Limit for School Districts	3 Years	4 Years	Timing/Fiscal Year	--	--
K-12-P2	3	Form and Schedule for the Computation of the Second Principal Apportionment	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Form for the Computation of the First Principal Revenue Limit for the County School Service Fund	3 Years	4 Years	Timing/Fiscal Year	-	-
	3	Fuel Tax - Claim for Refund	3 Years	4 Years	Timing/Fiscal Year	--	--
	1	General Ledger	Permanent	Permanent		4 Years	Permanent
	3	Impact of Salary Settlement on the School District Budget	3 Years	4 Years	Timing/Fiscal Year	--	--
J-12	1	Instructional Television Program Cost Data Report	Permanent	Permanent		4 Years	Permanent
J-251	1	Interim Financial Reports	Permanent	Permanent		4 Years	Permanent
	3	Investment Records	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Invoices, District - Outgoing	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Invoices, Vendor's	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Journals -All Funds	3 Years	4 Years	Fiscal Accountability	--	--
	3	Journal Vouchers	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Ledgers -All Funds	3 Years	Permanent	Fiscal Accountability	--	--
	1	Mentor Teacher Financial Report	Permanent	Permanent		4 Years	Permanent
J-9 MH-A	1	Morgan-Hart Program to Reduce Class Size in Grade 9 Report of Enrollment	Permanent	Permanent		4 Years	Permanent
J-380/580	1	National Public Education Financial Matrix Survey	Permanent	Permanent		4 Years	Permanent
J-31	1	Notification of Intent to Direct Order Instructional Materials Using State Instructional Materials Allowance	Permanent	Permanent		4 Years	Permanent

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Accounting & Budget Records...continued

Form No. (if Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
J-30	1	Notification of Intent to Utilize the State Credit System Instructional Materials Fund	Permanent	Permanent		4 Years	Permanent
	3	Petty Cash Payments Memo	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Preliminary Revenue Limit	3 Years	4 Years	Timing/Fiscal Year	--	--
CD-2921	3	Preschool Incentive Grant Application	3 Years	4 Years	Timing/Fiscal Year	--	--
	2	Prior Year Conversion K-8 IMF Direct Order Districts	4 Years	5 Years	Final Audit	--	--
J-380	1	Prior Year Expenditures by Object Matrix Within Program for General Fund	Permanent	Permanent		4 Years	Permanent
	1	Program Application and Financial Report (Mentor Teacher)	Permanent	Permanent		4 Years	Permanent
A-127-D	1	Program Financial Report (Staff Development Projects)	Permanent	Permanent		4 Years	Permanent
	3	Purchase Orders - Board Copy	3 Years	4 Years	Fiscal Accountability	--	--
	3	Receipts - District Collections	3 Years	4 Years	Timing/Fiscal Year	--	--
J-73.1	1	Report of Accounts Receivable	Permanent	Permanent		4 Years	Permanent
J-152	1	Report of Attendance and Cost of Educating Adults in County Correctional Facilities	Permanent	Permanent		4 Years	Permanent
J-65	1	Report of Attendance for Development Centers for the Handicapped	Permanent	Permanent		4 Years	Permanent
J-73.2	1	Report of Current Liabilities	Permanent	Permanent		4 Years	Permanent
J-22.2C	1	Report of Driver Training Vehicles or Simulators	Permanent	Permanent		4 Years	Permanent
J-111-A	1	Report of Individual Class Sessions as Required by Education Code Section 41374	Permanent	Permanent		4 Years	Permanent
	2	Report of Interest Earned on Instructional Materials (Direct Order Districts)	4 Years	5 Years	Final Audit	--	--
J-29.1	1	Report of "Miscellaneous" Funds	Permanent	Permanent		4 Years	Permanent
J-35	1	Report of Necessary Small High Schools	Permanent	Permanent		4 Years	Permanent
J-20-P1	1	Report of Necessary Small Schools	Permanent	Permanent		4 Years	Permanent
J-20-P2	1	Report of Necessary Small Schools	Permanent	Permanent		4 Years	Permanent
J-7	1	Report of Regular Day Classes and Enrollment for Kindergarten and Elementary Grades	Permanent	Permanent		4 Years	Permanent
J-22.26	1	Report of Replaced Driver Training Vehicles or Simulators Used Exclusively for Driver Training	Permanent	Permanent		4 Years	Permanent
J-142	1	Report of Replaced School Buses	Permanent	Permanent		4 Years	Permanent
P-15	1	Report of Royalties Received for Copyrighted Work Developed with a State-Administered Federal Grant	Permanent	Permanent		4 Years	Permanent
J-143	1	Report of School Buses Purchased	Permanent	Permanent		0 Years	Permanent
J-18.1	1	Report of Small Elementary Schools	Permanent	Permanent		0 Years	Permanent
J-29-B	1	Report of the Amount of Taxes Annual Collected and Distributed for the Fiscal Year for School Districts	Permanent	Permanent		4 Years	Permanent
J-29-C	1	Report of the Amount of Taxes Annual Collected and Distributed to the County Superintendent of Schools	Permanent	Permanent		4 Years	Permanent

Class 1 - Permanent Records

Class 2 - Optional Records

Class 3 - Disposable Records

-- Feasibility to Microfilm at District Discretion

Accounting & Budget Records...continued

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
J-29-C	1	Report of the Estimated Amount of Taxes to be Collected for County Offices of Education	Permanent	Permanent		4 Years	Permanent
J-29-B	1	Report of the Estimated Amount of Taxes to be Collected for School Districts	Permanent	Permanent		4 Years	Permanent
J-13/ CD-2707	1	Request for Allowance on Attendance because of Emergency Conditions	Permanent	Permanent		4 Years	Permanent
CD-2703/ CD-7801	2	Request for Approval of Instructional Equipment Expenditures	4 Years	5 Years	Final Audit	--	
	2	Request for Fast Growth Allowance Instructional Materials	4 Years	5 Years	Final Audit	--	
J-73-R	1	Request for Revision of County School Service Fund	Permanent	Permanent		4 Years	Permanent
CD-6506	2	Request for Revision of State Preschool Program Budget	4 Years	5 Years	Final State/ Federal Audit	--	
	(a)	Requisitions	(a)	1 Year	Fiscal Accountability	--	--
J-90-F	1	Salary Data by Employee Classification	Permanent	Permanent		4 Years	Permanent
AIE-1	1	SB 2264 Final Expenditure Report	Permanent	Permanent		4 Years	Permanent
CD-6507	1	School Age Parenting and Infant Development Program Report of Attendance, Income and Expenditures	Permanent	Permanent		4 Years	Permanent
J-73-T	1	Second Period Attendance Reporting - Special Education	Permanent	Permanent		4 Years	Permanent
J-22-P2	1	Second Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
J-22-P2	1	Second Period Report for Handicapped Pupils Attending and ROC/P	Permanent	Permanent		4 Years	Permanent
J-22-P2	1	Second Period Report for Special Programs	Permanent	Permanent		4 Years	Permanent
J-18/19-C-P2 (J-19-P2) Supplement (County)	1	Second Period Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent
J-18/19-P2 (J-19-P2)	1	Second Period Report of Attendance for High School Students Residing in the District	Permanent	Permanent		4 Years	Permanent
J-18/19-P2 (J-19-P2) Supplement	1	Second Period Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
J-18/19-P2 (J-19E-P2)	1	Second Period Report of Attendance for Jr. High School Grades 7 and 8 Only	Permanent	Permanent		4 Years	Permanent
J-18/19-P2 (J-18-P2)	1	Second Period Report of Attendance for Kindergarten and Elementary Pupils Residing in the District	Permanent	Permanent		4 Years	Permanent
J-18/19-P2 (J-18-P2) Supplement	1	Second Period Report of Attendance for Kindergarten and Elementary Pupils Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
J-18/19-P2	1	Second Period Report of Attendance for Students Residing in the District	Permanent	Permanent		4 Years	Permanent
J-18/19-P2 Supplement	1	Second Period Report of Attendance for Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Accounting & Budget Records...continued

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
J-18/19-C-P2 (J-18-P2) Supplement (County)	1	Second Period Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent
C-1- P2	1	Second Period Report for Cal-SAFE Child Care Funding	Permanent	Permanent		0 ears	Permanent
B - P2	1	Second Period Report of Attendance for Students Enrolled in District Cal-SAFE Programs	Permanent	Permanent		4 Years	Permanent
J-18/19CH - P2ADA	1	Second Period Report of Charter School Funded Through Revenue Limits (E.C.42238)	Permanent	Permanent		4 Years	Permanent
	1	Second Period Report of School Attendance Days	Permanent	Permanent		4 Years	Permanent
J-50-P2	1	Second Period Report of Special Education Master Plan	Permanent	Permanent		4 Years	Permanent
J-50	1	Second Principal Apportionment Series Special Education, Forms for School Districts, County Offices of Education, and Special Education Local Plan Areas	Permanent	Permanent		4 Years	Permanent
	3	Second Principal Revenue Limit Data Sheets and Schedules for School Districts	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Second Principal Revenue Limit Form and Schedules for the County School Service Fund	3 Years	4 Years	Timing/Fiscal Year	--	--
J-50	1	Special Education Master Plan	Permanent	Permanent		4 Years	Permanent
BT-401-A	3	State, Local Sales and Use Tax Return	3 Years	4 Years	Timing/Fiscal Year	--	--
1099	1	Statement for Recipients of Miscellaneous Income	Permanent	Permanent		4 Years	Permanent
J-32	3	State School Register	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Stores Inventory Detail	3 Years	4 Years	Timing/Fiscal Year	--	--
SS-001	1	Summer School Report/Survey	Permanent	Permanent		4 Years	Permanent
	2	Supplemental Combined Application for Vocational Education Funds, Subparts 2,3,4,5	5 Years	6 Years	(A)	--	--
J-380 (J-41 A)	1	Supplemental Annual Financial Report	Permanent	Permanent		4 Years	Permanent
J-22-A Supplement	1	Supplement to Annual Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
J-22-P1 Supplement	1	Supplement to First Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
J-22-P2 Supplement	1	Supplement to Second Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
J-200	1	Tentative Annual Financial and Budget Report	Permanent	Permanent		4 Years	Permanent
	3	Textbook Ordering Information: Submissions of Orders/Invoices Charged Against Instructional Materials Fund	3 Years	4 Years	Timing/Fiscal Year	--	--
J-141-T	1	Transfer of Transportation Services	Permanent	Permanent		4 Years	Permanent
	2	Transmittal of Quarterly Reports with Qualified or Negative Certifications (State Controller's Office)	4 Years	5 Years	Final Audit	--	--
BT-401-U	3	User Use Fuel Tax Report	3 Years	4 Years	Timing/Fiscal Year	--	

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

(A) – Final Audit - ref: Voc Ed Financial Report and Claim for Funds

Accounting & Budget Records...continued

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
BT-401 -V	3	Vendor Use Fuel Tax Return	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Warrant Cancellation Request to County	3 Years	4 Years	Timing/Fiscal Year	--	--
J-141-CW-2	1	Worksheet for a Cooperative Pupil Transportation System	Permanent	Permanent	Only Report Filed	4 Years	Permanent
J-51-W	3	Worksheet for Classes for Adults Cost Data Report	3 Years	4 Years	Timing/Fiscal Year	--	--
J-141-DEP	3	Worksheet for Compiling Data for Computing Depreciation on District-Owned School Buses Used for Transportation Out-of-State or Community Recreation	3 Years	4 Years	Timing/Fiscal Year	--	--
J-141-CW-1	3	Worksheet for Cost Data for a Cooperative Pupil Transportation System	3 Years	Permanent	Report is Class 1 (7 Yr. Statute of Limitations)	--	--
J-141-W	3	Worksheet for Cost Data Report for a Single District Pupil Transportation System	3 Year	Permanent	Report is Class 1 (7 Yr. Statute of Limitations)	--	--
J-73-CW	3	Worksheet for County School Service Fund Financial Report Supplemental Cost Data Report	3 Years	4 Years	Timing/Fiscal Year	--	--
J-22.2A-W	3	Worksheet for Driver Training Cost Data Report	3 Years	4 Years	Timing/Fiscal Year	--	--
J-66-W	3	Worksheet for the Cost Data Report for the Development Center for Handicapped Pupils Program	3 Years	4 Years	Timing/Fiscal Year	--	--

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Administration/Board Minutes & Correspondence

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
	1	Boundary Change Documents	Permanent	Permanent		4 Years	Permanent
	1	Budgets	Permanent	Permanent		4 Years	Permanent
	1	California Assessment Program: Grades Two, Three and Six	Permanent	Permanent		4 Years	Permanent
CD-7504/ CD-2215	2	Certification of Compliance with Child Care Maintenance of Effort	4 Years	5 Years	Final Audit	--	--
	1	Controller's Reports	Permanent	Permanent		4 Years	Permanent
J-4-A	1	Cooperative County Publication Projects Approval of Meetings and Attendees	Permanent	Permanent		4 Years	Permanent
P-11	1	Copyright Authorization Agreement (Publisher Already Selected)	Permanent	Permanent	In Case of Dispute	4 Years	Permanent
P-12	1	Copyright Authorization Agreement (Publisher Not Yet Selected)	Permanent	Permanent	In Case of Dispute	4 Years	Permanent
P-10	2	Copyright Authorization Request Form	4 Years	4 Years	--	--	
	3	Correspondence	3 Years	4 Years	Timing/Fiscal Year	--	--
R-5	1	County Report of School Bond, Loan, and Revenue Limit Election	Permanent	Permanent		4 Years	Permanent
	1	District Request for Authorization to Maintain School or Contract for the Education of Pupils Outside the District	Permanent	Permanent		4 Years	Permanent
	1	Election Calls	Permanent	Permanent		4 Years	Permanent
	(a)	Election Detail Documents (e.g. Ballots)	(a)	1 Year	In Case of Dispute	--	
	1	Election Returns and Reports	Permanent	Permanent		4 Years	Permanent
	1	Minutes - Board	Permanent	Permanent		4 Years	Permanent
	1	Minutes of Committees	Permanent	Permanent		4 Years	Permanent
	3	Notes, Transcripts, and Recordings Used in Taking Minutes	3 Years	4 Years	Keep Longer if Needed in Connection with Litigation	--	--
	2	Notification of Intent to Hold Elementary and High School Summer School Sessions	4 Years	5 Years	Final Audit	--	--
	2	Report of Copyright Work Developed with a State-Administered Federal Grant	4 Years	5 Years	Final State/ Federal Audit	--	--
	2	Report of Royalties Received for Copyrighted Work Developed with a State-Administered Federal Grant	4 Years	5 Years	Final State/ Federal Audit	--	--
	1	Request to Use Instructional Materials Fund Credit to Purchase Materials Not Adopted by the State Board of Education	Permanent	Permanent		4 Years	Permanent
	1	Results of Bond/Tax Elections	Permanent	Permanent		4 Years	Permanent
	1	Rules, Regulations, Policies Resolutions Referenced in Minutes	Permanent	Permanent		4 Years	Permanent
	2	Senate Bill 1882 Applications	4 Years	5 Years	Final Audit	--	--

Class 1 – Permanent Records Class 2 – Optional Records Class 3 – Disposable Records -- Feasibility to Microfilm at District Discretion
 (A) – Final Audit - ref: Voc Ed Financial Report and Claim for Funds

Administration/Board Minutes & Correspondence...continued

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
DSCR-89	3	Standard School Crime Reporting Program, District Summary	3 Years	Permanent	Possible Litigation	--	--
DSCR-89	3	Statement of Economic Interest Program, District Summary	7 Years	7 Years	Keep Until End of Term of Office	--	--
NCES-2407	1	1980 Census Data by School District	Permanent	Permanent		4 Years	Permanent

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

CBEDS (California Basic Education Data Systems)

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
	(a)	CBEDS Forms/Reports County/District Information Forms School Information Forms All Standard CBEDS Output Reports	(a)	4 Years	Maintain for Reference Purposes for Fiscal Accountability	--	--

Class 1 – Permanent Records
(a) – No Legal Requirements

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Certification Records

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
J-14.1	1	Affidavit of the Proper Certification for Work Performed by Certificated Employees	Permanent	Permanent		4 Years	Permanent
J-9-A	1	Annual Certification of the Application for Specialist Teachers in Reading	Permanent	Permanent		4 Years	Permanent
J-10	1	Certification of the Application for Allowance for Specialist Teachers in Reading	Permanent	Permanent		4 Years	Permanent
	(a)	Credential Application Record Card	(a)	1 Year	Hold Until Credential is Received	--	--
	1	Individual Referral Certification for Training	Permanent	Permanent		4 Years	Permanent
	1	Licenses	Permanent	Permanent		4 Years	Permanent
	1	Notice of Employment	Permanent	Permanent		4 Years	Permanent
	1	Personnel Action Forms	Permanent	Permanent		4 Years	Permanent
	1	Personnel Records: Employment and Assignment Records	Permanent	Permanent		4 Years	Permanent
	1	Personnel Records/Information	Permanent	Permanent		4 Years	Permanent
J-10-B	3	Preliminary Certification for the Application for Allowance for Specialist Teachers in Reading	3 Years	4 Years		Timing /Fiscal Year	--
	1	Teaching Certificates	Permanent	Permanent		4 Years	Permanent
	1	Teaching Credentials	Permanent	Permanent		4 Years	Permanent
	1	Teaching Permits	Permanent	Permanent		4 Years	Permanent
	(a)	Temporary County Credential	(a)	1 Year	Hold Until Credential is Received	--	--
	1	Validation of Service Without Proper Credential	Permanent	Permanent		4 Years	Permanent
SBEW-2	3	Waiver Request	3 Years	3 Years	Waiver Effective Two Years after State Board acts on it	--	--
CD-2600-A	2	Admission Priorities	4 Years	5 Years	Final Audit	-	--

Class 1 – Permanent Records
(a) – No Legal Requirements

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Child Development-Child Care

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
CD-8208-A	1	Alternative Child Care Program Employee Record Clearance	Permanent	Permanent		4 Years	Permanent
J-200/300 (J-41)	1	Annual Financial and Budget Report	Permanent	Permanent		4 Years	Permanent
CD-1703	2	Application for Capital Outlay Funds for Family Child Care Homes	4 Years	5 Years	Final Audit	--	--
CD-2209	1	Application for Child Development License	Permanent	Permanent		4 Years	Permanent
CD-9600	2	Application for Child Development Services and Certification of Eligibility	4 Years	5 Years	Final Audit	--	--
CD-9602	2	Application for Child Development Services - Migrant and Federal Base (English and Spanish)	4 Years	5 Years	Final State/ Federal Audit	--	--
CD-2712	2	Application for Enrollment in State Preschool Program Audit	4 Years	5 Years	Final State/ Federal	--	--
	2	Application for Funding	4 Years	5 Years	Final Audit	--	--
CD-9725 CD-3704	2	Application for Funds to Provide Child Care and Devel- opment Services	4 Years	5 Years	Final Audit	--	--
CD-1707	2	Application for Relocatable Child Care and Develop- ment Facility	4 Years	5 Years	Final Audit	--	--
CD-1706	2	Application for Revolving Loan Fund	4 Years	5 Years	Final Audit	--	--
CD-9502	1	Attendance and Fiscal Report for Alternative Payment and Child Protective Service Program	Permanent	Permanent		4 Years	Permanent
CD-9501	1	Attendance and Fiscal Report for Child Care and Development Program	Permanent	Permanent		4 Years	Permanent
CD-9500	1	Attendance and Fiscal Report for Child Development Programs	Permanent	Permanent		4 Years	Permanent
CD-9501	1	Attendance and Fiscal Report for County Welfare Departments	Permanent	Permanent		4 Years	Permanent
CD-9516	1	Attendance and Fiscal Report for School-age Community Child Care Services	Permanent	Permanent		4 Years	Permanent
CD-9517	1	Attendance and Fiscal Report for School-age Community Child Development Programs Alternative Payment	Permanent	Permanent		4 Years	Permanent
CD-6507	1	Attendance and Fiscal Report for School-age Parenting in Infant Development Program	Permanent	Permanent		4 Years	Permanent
CD-1400	1	Attendance and Fiscal Report for Special Programs for the Severely Handicapped	Permanent	Permanent		4 Years	Permanent
CD-8501	1	Attendance and Fiscal Report for State Preschool Programs	Permanent	Permanent		4 Years	Permanent
CD-2504	1	Attendance and Services Data Report for Resource and Referral Program	Permanent	Permanent		4 Years	Permanent
	1	Audits for Child Development Programs Administered by Private Non-Profit and Public Agencies	Permanent	Permanent		4 Years	Permanent
CD-9725 CD-2405	3	Budget Worksheet	3 Years	4 Years	Timing/Fiscal Year	--	--
CD-9725	3	Calendar	3 Years	4 Years	Timing/Fiscal Year	-	--
CD-9212	2	Center Compliance Review Personal Certification	4 Years	5 Years	Final Audit	--	--

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Child Development-Child Care...continued

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
CD-7504/ CD-2215	2	Certificate of Compliance with Child Care Maintenance of Effort	4 Years	5 Years	Final Audit	--	--
CD-3704	2	Certification of Application Information	4 Years	5 Years	Final Audit	--	--
CD-3701 (CD-9725)	3	Certified Personnel Roster	3 Years	4 Years	Timing/Fiscal Year	--	--
CD-7701	2	Child Care and Development Program Waiver Request	4 Years	5 Years	Final Audit	--	--
CD-7701 CD-3700	2	Child Development Waiver Requests	4 Years	5 Years	Final Audit	--	--
CD-2406 CD-3705 (CD-9725)	2	Child Ratio Schedule	4 Years	5 Years	Final Audit	--	--
CD-9730	1	Days of Operation	Permanent	Permanent		4 Years	Permanent
CD-7414	2	Declaration of In-Kind Contributions for Campus Children's Centers	4 Years	5 Years	Final Audit	--	--
CD-9607	2	Emergency and Identification Information Cards (English and Spanish)	4 Years	5 Years	Final Audit	--	--
CD-9400	1	Enrollment and Attendance Register for Child Care and Development	Permanent	Permanent		4 Years	Permanent
CD-8200	1	Enrollment and Attendance Register for State Preschool Program	Permanent	Permanent		4 Years	Permanent
CD-2710	2	Expenditure Report for Start-up/Close-down Costs for F.Y.	4 Years	5 Years	Final Audit	--	
CD-9725	3	Expenditures Worksheet	3 Years	4 Years	Timing/Fiscal Year	--	--
CD-9212 CD-3705	2	Facility Compliance Review - Personnel	4 Years	5 Years	Final Audit	--	--
CD-2600	3	Family Fee Schedule	3 Years	4 Years	Timing/Fiscal Year	--	--
CD-9500	2	Fiscal Report for Child Development Programs	4 Years	5 Years	Final Audit	--	--
CD-2507	1	Fiscal Report for Resource and Referral Programs	Permanent	Permanent		4 Years	Permanent
CD-8501	2	Fiscal Report for State Preschool Program Audit	4 Years	5 Years	Final State/ Federal	--	--
CD-2205	3	Injury Report	3 Years	Permanent	Possible Litigation	--	--
CD-9603	3	Instructions for CD-9602 (Application for Child Development Services - Migrant and Federal)	3 Years	4 Years	Timing/Fiscal Year	--	--
CD-8403	2	Intent/Request to Provide or Expand Child Care and Development Services	4 Years	5 Years	Final Audit	--	
CD-8604	2	Inventory Register	4 Years	5 Years	Final Audit	--	--
CD-3702	3	Latchkey - Personnel Certification	3 Years	Permanent	Possible Litigation	--	--
CD-3700	3	Latchkey - Request for a Waiver of the State Participation Limit	3 Years	Permanent	Possible Litigation	--	--
CD-9500-A	1	Migrant Specialized Services - Attendance and Fiscal Report for Child Development Programs	Permanent	Permanent		4 Years	Permanent
CD-2210, 2211	2	Monthly Certification of Contract Compliances Child Development Services	4 Years	5 Years	Final Audit	--	--
CD-8806	3	Order Form	3 Years	4 Years	Timing/Fiscal Year	--	--

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Child Development-Child Care...continued

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
CD-2206	1	Parents Report - Child's Preadmission Health History	Permanent	Permanent		4 Years	Permanent
CD-2207	1	Physician's Report -Child's Preadmission Health History	Permanent	Permanent		4 Years	Permanent
CD-2921 (CD-9710)	2	Preschool Incentive Grant Application	4 Years	5 Years	Final Audit	--	--
CD-1108	2	Proposal for One-Time Only Funds for Children with Special Needs	4 Years	5 Years	Final Audit	--	--
CD-1100	3	Rate Increase Request/Application	3 Years	4 Years	Fiscal Accountability	--	--
CD-9520	2	Report of Enrollment	4 Years	5 Years	Final Audit	--	--
CAL SAFE Form B	2	Report of Attendance for students enrolled in District Cal Safe Program	3 Years	4 Years	Final Audit		
CAL SAFE Form C-1	2	Report of Child Care Funding, School District and County Office of Education	3 Years	4 Years	Final Audit		
CD-2707/J-13	1	Request for Allowance of Attendance Because of Emergency Conditions	Permanent	Permanent		4 Years	Permanent
CD-2703 (CD-7801)	3	Request for Approval of Equipment	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Request for Approval of Facility Renovation	3 Years	4 Years	Timing/Fiscal Year	--	--
CD-2703/ CD-7801	2	Request for Approval of Instructional Equipment Expenditures	4 Years	5 Years	Final Audit	--	--
CD-2700	3	Request for Approval of Out-of-State Travel	3 Years	4 Years	Fiscal Account-ability	--	--
CD-6506	2	Request for Revision of State Preschool Program Budget Audit	4 Years	5 Years	Final State/ Federal	--	--
CD-6507	2	Attendance and Fiscal Report for School Age Parenting and Infant Development Program	4 Years	5 Years	Final Audit	--	--
CD-2504	3	Service Data Report for Resource and Referral Program	3 Years	4 Years	Fiscal Accountability	--	--
CD-9725	3	Staffing Worksheet	3 Years	4 Years	Fiscal Accountability	--	--
CD-9606	3	Statement of Incapacity (English and Spanish)	3 Years	4 Years	Possible Litigation	--	--
CD-9605	3	Training Verification (English and Spanish)	3 Years	Permanent	Possible Litigation	--	--
CD-1002A	3	Worksheet for rating the Program Quality Rev. (PQ R) - Center Based Preschool Age Program	3 Years	4 Years	Timing/Fiscal Year	--	--
CD-1002D	3	Worksheet for rating the PQR - Family Child Care	3 Years	4 Years	Timing/Fiscal Year	--	--
CD-1002B	3	Worksheet for rating the PQR - Infant Toddler	3 Years	4 Years	Timing/Fiscal Year	--	--
CD-1002E	3	Worksheet for rating the PQR - School Age Child Care Program	3 Years	4 Years	Timing/Fiscal Year	--	--
CD-1002C	3	Worksheet for rating the PQR - School Age Parenting and Infant Development (SAPID)	3 Years	4 Years	Timing/Fiscal Year	--	--
	1	Affidavit for Change of Name of Minor	Permanent	Permanent	With "Cum" File	4 Years	Permanent
	1	Affidavit for Proof of Age of Minor	Permanent	Permanent	With "Cum" File	4 Years	Permanent
	1	Amnesty Education Audit Report	Permanent	Permanent		4 Years	Permanent

Class 1 - Permanent Records

Class 2 - Optional Records

Class 3 - Disposable Records

-- Feasibility to Microfilm at District Discretion

Child Welfare and Attendance

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
J-22-A	1	Annual Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
J-22-A	1	Annual Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent		4 Years	Permanent
J-18/19-C-A (J-19-A) Supplement (County)	1	Annual Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Master Plan for Special Education Programs	Permanent	Permanent		4 Years	Permanent
J-18/19-A (1-19-A)	1	Annual Report of Attendance for High School Students Residing in the District	Permanent	Permanent		4 Years	Permanent
J-18/19-A (J-19-A) Supplement	1	Annual Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
J-18/19-A (J-19E-A).	1	Annual Report of Attendance for Jr. High School Grades 7 and 8 only	Permanent	Permanent		4 Years	Permanent
J-18/19-A (J-18-A)	1	Annual Report of Attendance for Kindergarten and Elementary Pupils Residing in the District	Permanent	Permanent		4 Years	Permanent
J-18/19-A (J-18-A) Supplement	1	Annual Report of Attendance for Kindergarten and Elementary Pupils Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
J-22-A	1	Annual Report of Attendance for Special Programs	Permanent	Permanent		4 Years	Permanent
J-18/19-A	1	Annual Report of Attendance for Students Residing in the District	Permanent	Permanent		4 Years	Permanent
J-18/19-A Supplement	1	Annual Report of Attendance for Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
J-18/19-C-A (J-19-A) Supplement (County)	1	Annual Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Master Plan for Special Education Programs	Permanent	Permanent		4 Years	Permanent
CD-9502	1	Attendance and Fiscal Report for Alternative Payment and Child Protective Service Program	Permanent	Permanent		4 Years	Permanent
CD-9501	1	Attendance and Fiscal Report for Child Care and	Permanent	Permanent		4 Years	Permanent
CD-9500	1	Attendance and Fiscal Report for Child Development Program	Permanent	Permanent		4 Years	Permanent
CD-9501	1	Attendance and Fiscal Report for County Welfare Departments	Permanent	Permanent		4 Years	Permanent
CD-9516	1	Attendance and Fiscal Report for School-age Community Child Care Program	Permanent	Permanent		4 Years	Permanent
CD-9507	1	Attendance and Fiscal Report for School-age Community Child Development Programs Alternative Payment	Permanent	Permanent		4 Years	Permanent
CD-6507	1	Attendance and Fiscal Report for School-age Parenting and Infant Development Program	Permanent	Permanent		4 Years	Permanent
CD-1400	1	Attendance and Fiscal Report for Special Programs for the Severely Handicapped	Permanent	Permanent		4 Years	Permanent
CD-8501	1	Attendance and Fiscal Reports for State Preschool Program	Permanent	Permanent		4 Years	Permanent
CD-2504	1	Attendance and Service Data Report for Resource and Referral Program	Permanent	Permanent		4 Years	Permanent

Child Welfare and Attendance...continued

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
	(a)	CBEDS Forms/Reports • County/District Information Form • School Information Form • All Standard CBED	(a)	1 Year	Maintain for Reference Purposes for Fiscal Accountability	--	--
J-67	1	Certification of Total Income, Attendance and Transportation for Development Centers for Handicapped Pupils	Permanent	Permanent		4 Years	Permanent
J-27/28-A (J-27-A) (J-28-A)	1	County Superintendent's Report of Schools and Classes Maintained: Annual Report for Elementary and High School Attendance	Permanent	Permanent		4 Years	Permanent
J-27/28-P1 (J-27-P1) (J-28-P1)	1	County Superintendent's Report of Schools and Classes Maintained: First Period Report for Elementary and High School Attendance	Permanent	Permanent		4 Years	Permanent
J-27-P2 (County)	1	County Superintendent's Report of Schools and Classes Maintained on a County-wide Basis: Second Period Report for Elementary School Attendance	Permanent	Permanent		4 Years	Permanent
J-27/28-P2 (J-27-P2) (J-28-P2)	1	County Superintendent's Report of Schools and Classes Maintained: Second Period Report for Elementary and High School Attendance	Permanent	Permanent		4 Years	Permanent
J-27/28	1	Days of Attendance and ADA (Report by Elementary and Secondary)	Permanent	Permanent		4 Years	Permanent
	(a)	Declaration of Residency and Responsibility	(a)	1 Year	Internal Working Papers	--	--
CD-9400	1	Enrollment and Attendance Register for Child Care and Development	Permanent	Permanent		4 Years	Permanent
CD-8200	1	Enrollment and Attendance Register for State Preschool Program	Permanent	Permanent		4 Years	Permanent
	3	Exemption from Compulsory Public School Attendance	3 Years	4 Years	Fiscal Accountability	--	--
J-18/19-A (1-19-A) Addendum	1	Final Report of Adult Education ADA	Permanent	Permanent		4 Years	Permanent
J-22-P1	1	First Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
J-22-P1	1	First Period Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent		4 Years	Permanent
J-22-P1	1	First Period Report for Special Programs	Permanent	Permanent		4 Years	Permanent
J-18/19-C-P1 (J-19-P1) Supplement (County)	1	First Period Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent
J-18/19-P1 (J-19-P1)	1	First Period Report of Attendance for High School Students Residing in the District	Permanent	Permanent		4 Years	Permanent
J-18/19-P1 (J-19-P1) Supplement	1	First Period Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged.	Permanent	Permanent		4 Years	Permanent
J-18/19-P1 (J-19E-P1)	1	First Period Report of Attendance for Jr. High School Grades 7 and 8 Only	Permanent	Permanent		4 Years	Permanent

Class 1 – Permanent Records
(a) – No Legal Requirements

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Child Welfare and Attendance...continued

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
J-18/19-Pi (J-18-P1)	1	First Period Report of Attendance for Kindergarten and Elementary Pupils Residing in the District	Permanent	Permanent		4 Years	Permanent
J-18/19-P1 (J-18-P1) Supplement	1	First Period Report of Attendance for Kindergarten and Elementary Pupils Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
J-18/19-P1	1	First Period Report of Attendance for Students Residing in the District	Permanent	Permanent		4 Years	Permanent
J-18/19-P1 Supplement	1	First Period Report of Attendance for Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
J-18/19-C-P7 (J-18-P1) Supplement (County)	1	First Period Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent
	3	Input for Computer/Attendance Information	3 Years	4 Years	Fiscal Accountability	--	--
CD-9500-A	1	Migrant Specialized Services - Attendance and Fiscal Report for Child Development Program	Permanent	Permanent		4 Years	Permanent
	(a)	Mistreatment of Minor Report	(a)	1 Year	Information	--	--
	3	Notes from Parents (Including Absence Notices)	3 Years	4 Years	Fiscal Accountability	--	--
	3	Notice of Student Suspension	3 Years	4 Years	Timing/Fiscal Year	--	--
	1	Notice to Parent from SARB	Permanent	Permanent	With "Cum" File	4 Years	Permanent
	3	Notification to Parent Regarding Ed. Code 48200-Absence from School	3 Years	4 Years	Timing/Fiscal year	--	--
	(a)	Notification to Remove Pupil from School Premises During School Hours by Peace Officer	(a)	1 Year	Legal Purposes	--	--
B1-4	(a)	Permit to Employ and Work	(a)	(a)	Most Current	--	--
J-65	1	Report of Attendance for Development Centers for the Handicapped	Permanent	Permanent		4 Years	Permanent
J-35	1	Report of Necessary Small High School	Permanent	Permanent		4 Years	Permanent
J-20-P1	1	Report of Necessary Small Schools	Permanent	Permanent		4 Years	Permanent
J-20-P2	1	Report of Necessary Small Schools	Permanent	Permanent		4 Years	Permanent
J-7	1	Report of Regular Day Classes and Enrollment of Kindergarten and Elementary Grades	Permanent	Permanent		4 Years	Permanent
J-7CSR	1	Report of Enrollment For Kindergarten and Grades One through Three for School Districts and Charter Schools Participating in the K-3, Class Size Reduction Program	Permanent	Permanent		4 Years	Permanent
J-18.1	1	Report of Small Elementary Schools	Permanent	Permanent		4 Years	Permanent
CD-2707/J-13	1	Request for Allowance of Attendance Because of Emergency Conditions	Permanent	Permanent		4 Years	Permanent
	(a)	Request for Home Calls	(a)	1 Year	Fiscal Accountability	--	--
202-019	3	Request for Letter, Office Conference or Complaint in Cases Involving Violations of Specified Ed. Code Section	3 Years	4 Years	Timing/Fiscal Years	--	--
	1	Request for School Attendance	Permanent	Permanent		4 Years	Permanent

Class 1 – Permanent Records
(a) – No Legal Requirements

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Child Welfare and Attendance...continued

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
B1-1 CSDE	(a)	Request for Work Permit and Statement of intent to Employ Minor	(a)	(a)	Most Current	--	--
	1	SARB Information Form	Permanent	Permanent		4 Years	Permanent
	1	School ADA Report	Permanent	Permanent		4 Years	Permanent
CD-6507	1	School-age Parenting and Infant Development Program Report of Attendance, Income and Expenditures	Permanent	Permanent		4 Years	Permanent
J-73-T	1	Second Period Attendance Reporting - Special Education	Permanent	Permanent		4 Years	Permanent
J-22-P2	1	Second Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
J-22-P2	1	Second Period Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent		4 Years	Permanent
J-22-P2	1	Second Period Report for Special Programs	Permanent	Permanent		4 Years	Permanent
J-18/19-C-P2 (J-19-P2) Supplement (County)	1	Second Period Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent
1-18/19-P2 (J-19-P2)	1	Second Period Report of Attendance for High School Students Residing in the District	Permanent	Permanent		4 Years	Permanent
J-18/19-P2 (J-19-P2) Supplement	1	Second Period Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
J-18/19-P2 (J-19E-P2)	1	Second Period Report of Attendance for Jr. High School Grades 7 and 8 Only	Permanent	Permanent		4 Years	Permanent
J-18/19-P2 (J-18-P2)	1	Second Period Report of Attendance for Kindergarten and Elementary Pupils Residing in the District	Permanent	Permanent		4 Years	Permanent
J-18/19-P2 (J-18-P2) Supplement	1	Second Period Report of Attendance for Kindergarten and Elementary Pupils Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
J-18/19-P2	1	Second Period Report of Attendance for Students Residing in the District	Permanent	Permanent		4 Years	Permanent
J-18/19-P2 Supplement	1	Second Period Report of Attendance for Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
J-18/19-C-P2 (J-18-P2) Supplement (County)	1	Second Period Report of Elementary Attendance for County Superintendent of Schools for Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent
J-32	3	State School Register	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Student Misconduct Statement	3 Years	4 Years	Fiscal Accountability	--	--
J-22-A Supplement	1	Supplement to Annual Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
J-22-P1 Supplement	1	Supplement to First Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent

Class 1 – Permanent Records
(a) – No Legal Requirements

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Child Welfare and Attendance...continued

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
J-22-P2 Supplement	1	Supplement to Second Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
	2	Survey of Neglected and Delinquent Children	4 Years	4 Years		--	--

Class 1 – Permanent Records
(a) – No Legal Requirements

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Continuation Schools

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
J-301-CE (J-41-CE)	1	Annual Financial Report - Continuation Education Schools	Permanent	Permanent		4 Years	Permanent
	1	Board Adopted Criteria for Establishment of a Continuation High School	Permanent	Permanent	Board Minutes	4 Years	Permanent
CE-002 CE-001	3	Continuation Education Year-end Report	3 Years	4 Years	Timing/Fiscal Year	--	--

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Contracts

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
	2	Bids - Educational and Data Processing, Insurance, Large (Dollar) Equipment Purchases, Security, Crossing Guards, Transportation, and Portable Buildings	5 Years	5 Years	(A)	--	-
	2	Contracts (All)	5 Years	5 Years	(A)	--	--
	3	Insurance Policies and Endorsements (Closed or Terminated)	3 Years	4 Years	Timing/Fiscal Year	--	--
	2	Vendor's Files	5 Years	5 Years	(A)	--	--

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

(A) – Code of Civil Procedures 337

Curriculum & Instruction

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
	2	Application for Continuation Demonstration Programs in Reading, and Mathematics	4 Years	5 Years	Final Audit	--	
	2	California Assessment Program: Grade 3 - Survey of Basic Skills	4 Years	5 Years	Final Audit	--	--
	2	California Assessment Program: Grade 6 - Survey of Basic Skills	4 Years	5 Years	Final Audit	--	--
	2	California Assessment Program: Grade 8 - Survey of Academic Skills	4 Years	5 Years	Final Audit	--	--
	2	California Learning Assessment System- (Grades 5, 7,10)	4 Years	5 Years	Final Audit	--	--
	2	Classroom Library Materials Act Expenditure Report	4 Years	5 Years	Final Audit	--	--
	1	Demonstration Programs in Reading and Mathematics: Preliminary Fiscal Report	Permanent	Permanent		4 Years	Permanent
	2	Demonstration Programs in Reading and Mathematics: Request for Amendment or Revision	4 Years	5 Years	Final Audit	--	--
	2	Individual Test of Academic Skills (Grades 2 -10)	4 Years	5 Years	Final Audit	--	--
R-30-LC	2	Language Census Report - School Data	4 Years	5 Years	Final Audit	--	--
	2	Mathematics Professional Development Grant (AB1331) Budget Line Item Detail Report	4 Years	5 Years	Final Audit	--	--
	2	Notification of Intent to Hold Elementary and High School Summer School Sessions	4 Years	5 Years	Final Audit	--	--
	2	Proficiency Assessment Report (Grades 6,9,11,12)	4 Years	5 Years	Final Audit	--	--
	2	School Library Act Expenditure Report	4 Years	5 Years	Final Audit	--	--
	3	Special Studies as Needed	3 Years	4 Years	Timing/Fiscal Year	--	--
	2	Staff Development Buy-Back: Application for Funding	4 Years	5 Years	Final Audit	--	--
	3	Survey of Academic Skills: Grade 12	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Textbook Ordering Information: Submission of Orders/ Invoices Charged Against Instructional Materials Fund	3 Years	4 Years	Timing/Fiscal Year	--	--

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Food Services Records

Form No. (if Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
	2	Accounts Payable Records	3 Years	4 Years	Audit Resolution	--	--
CNFDD-7050	2	Adult Day Care Food Program Agreement	3 Years	4 Years	Audit Resolution	-	-
CNFDD-740	2	Adult Day Care Food Program Application	3 Years	4 Years	Audit Resolution	--	--
CNFDD-7051	2	Adult Day Care Food Program Site Application	3 Years	4 Years	Audit Resolution	-	-
	2	Advanced Division Orders	3 Years	4 Years	Audit Resolution	--	--
	2	Advance Orders for Flour and Direct Shipment to Processor Order Form	3 Years	4 Years	Audit Resolution	--	--
OFD/C-030 (FNS-80)	2	Agreement and Food Offering for Summer Food Service Programs for Children	3 Years	4 Years	Audit Resolution	--	--
	2	Agreement and Questionnaire - School/Institution/Correctional Institution/Tide III-C/Cash-in-Lieu	3 Years	4 Years	Audit Resolution	--	--
OSP-103-B	2	Agreement for Distribution of Donated Food - Institution	3 Years	4 Years	Audit Resolution	--	--
OSP-103 SEASP-103	2	Agreement for Distribution of Donated Food - School	3 Years	4 Years	Audit Resolution	--	--
	2	Annual Audit Status Certification	3 Years	4 Years	Audit Resolution	--	--
J-200/300 (J-41)	1	Annual Financial and Budget Report	Permanent	Permanent		4 Years	Permanent
	2	Annual Food Preference Survey: School	3 Years	4 Years	Audit Resolution	--	--
OCNS-71-1/ BCNS-71-1	2	Annual Participation Statement: Child Nutrition Programs	3 Years	4 Years	Audit Resolution	--	--
	2	Annual Summer and Year-Round Offering - School	3 Years	4 Years	Audit Resolution	--	--
	2	Annual Summer Camp Offering	3 Years	4 Years	Audit Resolution	--	--
	2	Annual Summer Food Service Program for Children - Offering and Agreement	3 Years	4 Years	Audit Resolution	--	--
OCNS-71-18	2	Application - Agreement for School Lunch, School Breakfast, Special Milk Program, State Meal, and/or Meal Supplement Programs	3 Years	4 Years	Audit Resolution	--	--
SDE 100, 102-B,103	2	Application for Funding - Breakfast, Lunch, and Special Milk	3 Years	4 Years	Audit Resolution	--	--
	2	Application for NSLP Breakfast, Milk, State Meal and Meal Supplement Programs	3 Years	4 Years	Audit Resolution	--	--
CCFP-1	2	Application for Participation: Child Care Food Program	3 Years	4 Years	Audit Resolution	--	--
CACFP	2	Application for Participation in Child and Adult Care Food Programs	3 Years	4 Years	Audit Resolution	--	--
FNS-81	2	Application for Participation to Sponsor Summer Food Service Program for Children	3 Years	4 Years	Audit Resolution	--	--
	2	Cafeteria Stores Invoices	3 Years	4 Years	Audit Resolution	--	--
	2	Certification of Continuance: Policy Statement for Free and Reduced Price Meals and Free Milk	3 Years	4 Years	Audit Resolution	--	--
	2	Checks and Bank Statements	3 Years	4 Years	Audit Resolution	--	--
OCNS-2050 (OCNS-74-20)	2	Child Care Food Program Agreement	3 Years	4 Years	Audit Resolution	--	--

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Food Services Records...continued

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
OCNS-2040	2	Child Care Food Program Application (Day Care Homes/Child Care Centers)	3 Years	4 Years	Audit Resolution	--	--
	2	Child Care Food Program Screening	3 Years	4 Years	Audit Resolution	--	--
CCFP-G	2	Child Care Food Programs: Request to Change to Approved Program	3 Years	4 Years	Audit Resolution	--	
CNFDD-2051, 2052 (CNSB-74-15)	2	Child Care Food Programs Site Application	3 Years	4 Years	Audit Resolution	--	--
	2	Child Care Food Programs: Start Up Funds Application Agreement	3 Years	4 Years	Audit Resolution	--	--
ADCFP	2	Claim for Reimbursement: Adult Day Care Food Program	3 Years	4 Years	Audit Resolution	--	--
CCFP-C	2	Claim for Reimbursement: Child Care Food Program (Child Care Centers)	3 Years	4 Years	Audit Resolution	--	--
CCFP-C-F	2	Claim for Reimbursement: Child Care Food Program (Day Care Homes)	3 Years	4 Years	Audit Resolution	--	--
	2	Claim for Reimbursement - School Lunch and Breakfast	3 Years	4 Years	Audit Resolution	--	--
OCNS-73-6	2	Claim for Reimbursement State Meal Program	3 Years	4 Years	Audit Resolution	--	--
FNS-1432	2	Claim for Reimbursement - Summer Food Services Program	3 Years	4 Years	Audit Resolution	--	--
SFSP	2	Claim for Reimbursement- Summer Food Services Program	3 Years	4 Years	Audit Resolution	--	--
	2	Claim for Reimbursement - Under Special Milk Program	3 Years	4 Years	Audit Resolution	--	--
	2	Daily Reports	3 Years	4 Years	Audit Resolution	--	--
OCNS-74-10	2	Day Care Homes Child Care Center - Child Care Food Program Application	3 Years	4 Years	Audit Resolution	--	--
	2	Deposit Slips	3 Years	4 Years	Audit Resolution	--	--
	1	Financial Statements	Permanent	Permanent		4 Years	Permanent
	1	Fixed Asset Records	Permanent	Permanent		4 Years	Permanent
	2	Food Offering form	3 Years	4 Years	Audit Resolution	--	--
OFD/C-F-023	2	Food Offering for Regular Summer Camp Program	3 Years	4 Years	Audit Resolution	--	--
	2	Invoices - Outgoing	3 Years	4 Years	Audit Resolution	--	--
	2	Journal and Ledgers Statement	3 Years	4 Years	Audit Resolution	--	--
	2	Meal Tickets and Registers	3 Years	4 Years	Audit Resolution	--	--
	2	Milk Records	3 Years	4 Years	Audit Resolution	--	--
	2	National Lunch and Milk Receipts	3 Years	4 Years	Audit Resolution	--	--
27-D	2	NSLP Agreement: Ethnic Surveys - Application	3 Years	4 Years	Audit Resolution	--	--
15-B	2	NSLP Agreement Food Inventory	3 Years	4 Years	Audit Resolution	--	--
15-B	2	NSLP Agreement: Production Worksheets (Dailies by Managers and Cooks)	3 Years	4 Years	Audit Resolution	--	--
	2	OFD Commodity Offering - School/Child Care Food Program/Institution/Correctional Institution/ Senior Nutrition (laser printed forms)	3 Years	4 Years	Audit Resolution	--	--
	2	Payroll Records	3 Years	4 Years	Audit Resolution	--	--

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Food Services Records...continued

Form No. (if Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
	2	Policy Statement for Free and Reduced Meals and Free Milk	3 Years	4 Years	Audit Resolution	--	--
	2	Policy Statement for Free Milk (Special Milk Program for Milk-Only Schools)	3 Years	4 Years	Audit Resolution	--	--
	2	Questionnaire for Institutions - (for Participation in the School Lunch/School Breakfast Program)	3 Years	4 Years	Audit Resolution	--	
	2	Receipts from Collections	3 Years	4 Years	Audit Resolution	--	--
	2	Regular Commodity Offering - School/Institution/Correctional Institution	3 Years	4 Years	Audit Resolution	--	--
CNFS - 71 - 5	2	Reimbursement Claim: School Lunch, Breakfast, and Special Milk Programs	3 Years	4 Years	Audit Resolution		
OCNS-71-5 (BCNS-71-5)	2	Reimbursement Claim: School Lunch, Breakfast, and Special Milk Programs	3 Years	4 Years	Audit Resolution	-	-
	2	Requisitions	3 Years	4 Years	Audit Resolution	--	--
	2	Sales Tax Records	3 Years	4 Years	Audit Resolution	--	--
	2	Sample Format	3 Years	4 Years	Audit Resolution	--	--
SBP-1	2	School Breakfast Program Application Agreement	3 Years	4 Years	Audit Resolution	--	--
SL-1	2	School Lunch Program Application Agreement	3 Years	4 Years	Audit Resolution	--	--
SM-1	2	Special Milk Program Application Agreement	3 Years	4 Years	Audit Resolution	--	--
OFD/C-027	2	Special Offering for Summer and Year-Round Schools	3 Years	4 Years	Audit Resolution	--	--
OCNS-73-8	2	State Meal Program: Annual Participation Statement	3 Years	4 Years	Audit Resolution	--	-
BCNS-73-6	2	State Meal Program: Claim for Reimbursement	3 Years	4 Years	Audit Resolution	--	--
	2	Surplus Commodities Reports	3 Years	4 Years	Audit Resolution	--	--
	1	U.S. Department of Agriculture Audits	Permanent	Permanent		4 Years	Permanent
	2	Vouchers	3 Years	4 Years	Audit Resolution	--	--
	2	Workers' Compensation Files	3 Years	4 Years	Audit Resolution	-	-

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Garnishments

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
982.5 (1)	(a)	Application for Earnings Withholding Order	2 Years	2 Years	(A)	--	--
982.5 (5)	(a)	Claim of Exemption	2Years	2Years	(A)	--	--
982.5 (2)	(a)	Earnings Withholding Order	2 Years	2 Years	(A)	--	--
USM-296(98)	(b)	Earnings Withholding Order	2Years	2Years	(A)	--	--
982.5 (3)	(a)	Earnings Withholding Order for Support	2 Years	2 Years	(A)	--	--
BT-425-E	(c)	Earnings Withholding Order for Taxes	2 Years	2 Years	(A)	--	--
FTB2905-M	(d)	Earnings Withholding Order for Taxes	2 Years	2 Years	(A)	--	--
DE9400	(e)	Earnings With holding Order for Taxes	2Years	2 Years	(A)	--	--
982.5 (4)	(a)	Employer's Return	2 Years	2 Years	(A)	-	-
BT-425-M	(c)	Modification of Order to Withhold Tax	2 Years	2 Years	(A)	--	--
982.5 (6)	(a)	Notice of Filing of Claim of Exemption	2 Years	2 Years	(A)	--	--
668-W	(f)	Notice of Levy on Wages, Salary, and Other Income	2 Years	2 Years	(A)	--	--
982.5 (7)	(a)	Notice of Opposition to Claim Exemption	2 Years	2 Years	(A)	--	--
982.5 (10)	(a)	Notice of Termination or Modification of Earnings Withholding Order	2Years	2Years	(A)	--	--
1285.7	(a)	Order Assigning Salary or Wages	2Years	2Years	(A)	--	--
982.5 (9)	(a)	Order Determining Claim of Exemption	2 Years	2 Years	(A)	--	--
B-2020	(g)	Order to Deliver Paychecks to Trustee	2 Years	2 Years	(A)	--	--
668-R	(f)	Release of Levy on Wages, Salary, and Other Income	2 Years	2 Years	(A)	--	--
FTB2906-M	(d)	Termination of Order to Withhold Tax	2Years	2 Years	(A)	--	--
1807 (EorN) or 1829 (EorN)	(g)	Voluntary Petition - Chapter 7 Liquidation	2 Years	2 Years	(A)	--	--
Insurance Records							

(a) -Judicial Council of California

(b) - US Dept of Justice, US Marshals Service

(c) - State of California Board of Equalization

(d) - State of California Franchise Tax Board

(e) - State of California Employment Development Department

(f) - Department of the Treasury - IRS

(g) - United States Bankruptcy Court

(A) - Government Code 26202 (Nothing in Wage Garnishment Law - CCP)

-- Feasibility to Microfilm at District Discretion

Health Services Records

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
PM-100	3	Annual Report of Hearing Testing	3 Years	4 Years	Timing/Fiscal Year	--	--
PM-272	1	Annual School District and Private School Report of Screening Examinations and Waivers and Invoices: CHDP	Permanent	Permanent		4 Years	Permanent
PM-160	3	Billing/Screening-CHDP	3 Years	4 Years	Timing/Fiscal Year	--	
PM-286	1	California School Immunization Record	Permanent	Permanent		4 Years	Permanent
PM-171	3	Certificate of Physical to Enter First Grade	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Certificate of Waiver to Enter First Grade	3 Years	4 Years	Timing/Fiscal Year	--	--
	(a)	CHDP Appointment and Information	(a)	(a)	Retain until Appointment is made	--	--
	3	Consent for Physical	3 Years	4 Years	Timing/Fiscal Year	--	--
	(a)	Consent to Administer Medication Administered	(a)	5 Years	Retain as long as	--	--
H519	3	Consent to Immunize	3 Years	4 Years	Timing/Fiscal Year	--	--
	(a)	Consent to Transport	(a)	1 Year	Retain During School Year	--	--
	(a)	Dental Referral/Parent Response	(a)	(a)	Most Current	--	--
	(a)	Doctors and Hospital Records	(a)	(a)	Most Current	--	--
	(a)	Health Information/Parent Questionnaire	(a)	(a)	Most Current	--	--
	1	Health Record Card (Student)	Permanent	Permanent	With "Cum" File	4 Years	Permanent
	1	Hearing Referral/Test Results (Fail Tests and Prescriptions)	Permanent	Permanent		4 Years	Permanent
	(a)	Immunization Notification/Requests	(a)	(a)	Most Current	--	
	1	Immunization Record (Student)	Permanent	Permanent	With "Cum" File	4 Years	Permanent
CD-2206	1	Parents Report - Child's Preadmission Health History	Permanent	Permanent		4 Years	Permanent
	1	Physical Performance Test Report Annual Report	Permanent	Permanent		4 Years	Permanent
CD-2207	1	Physician's Report - Child's Preadmission Health History	Permanent	Permanent		4 Years	Permanent
	(a)	Release of Health Information Authorization	(a)	(a)	Retain Until Information is Received	--	--
	(a)	Restricted Physical Education Activity Guide	(a)	(a)	Most Current	--	--
PM-236	1	School Immunization Survey Annual Report	3 Years	4 Years	--	--	
	(a)	Scoliosis Referral/Screen Results	(a)	(a)	Most Current	--	--
	3	Student Physical Evaluation	3 Years	4 Years	Timing/Fiscal Year	--	--
	1	Vision Referral/Test Results (Fail Tests and Prescriptions)	(a)	(a)	Until Graduation	4 Years	Permanent

Class 1 – Permanent Records
(a) – No Legal Requirements

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Insurance Records

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
	1	Accident or Injury Reports - Industrial Injury	Permanent	Permanent		4 Years	Permanent
	1	Accident or Injury Reports - Involving a Minor for Which a Claim For Damages has been Filed (all records including the insurance policy)	Permanent	Permanent	(A)	4 Years	Permanent
	3	Accident or Injury Reports - No Claim Filed	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Accident or Injury Reports - Other - After Litigation	3 Years	4 Years	Timing/Fiscal Year	--	--
CAL/OSHA No.200	2	Log and Summary of Occupational Injuries and Illness	5 Years	5 Years	Timing/Fiscal Year	--	--
	1	Policies - Involving a Minor for Which a Claim for Damages has been Filed	Permanent	Permanent	(A)	4 Years	Permanent
	3	Policies - Other - After Policy Period	3 Years	4 Years	Timing/Fiscal Year	--	--
	1	Reports - Insurance - Annual	Permanent	Permanent		4 Years	Permanent
DE-56 (DE-8112)	3	Unemployment Insurance, Local Experience Charges	3 Years	4 Years	Timing/Fiscal Year	--	--
J-3	1	Unemployment Insurance Report - K-12	Permanent	Permanent		4 Years	Permanent
	1	Unemployment Insurance Returns	Permanent	Permanent		4 Years	Permanent
	3	Workers' Compensation Insurance Letters from Vendors	3 Years	4 Years	Timing/Fiscal Year	--	--

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

J Forms

Form No. (if Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
J-3	1	Unemployment Insurance Reports K-12	Permanent	Permanent		4 Years	Permanent
J-4	1	Claim for Reimbursement for County School Service Fund	Permanent	Permanent		4 Years	Permanent
J-4-A	1	Cooperative County Publication Projects Approval of Meetings and Attendees	Permanent	Permanent		4 Years	Permanent
J-7	1	Report of Regular Day Classes and Enrollment for Kindergarten and Elementary Grades	Permanent	Permanent		4 Years	Permanent
J-7 CSR	1	Report of Enrollment for Kindergarten and Grade One through Three for School Districts and Charter Schools Participating in the K-3, Class Size Reduction Program	Permanent	Permanent		4 Years	Permanent
J-9 MH-A	1	Morgan-Hart Program to Reduce Class Size in Grade 9	Permanent	Permanent		4 Years	Permanent
J-9-A	1	Annual Certification of the Application for Specialist Teachers in Reading	Permanent	Permanent		4 Years	Permanent
J-10	1	Certification of the Application for Allowance for Specialist Teachers in Reading	Permanent	Permanent		4 Years	Permanent
1-10-B	3	Preliminary Certification for the Application for Allowance for Specialist Teachers in Reading	3 Years	4 Years	Timing/ Fiscal Year	--	
J-12	1	Instructional Television Program Cost Data Report	Permanent	Permanent		4 Years	Permanent
J-13	1	Request for Allowance on Attendance Because of Emergency Conditions	Permanent	Permanent		4 Years	Permanent
J-14.1	1	Affidavit of the Proper Certification for Work Performed by Certificated Employees	Permanent	Permanent		4 Years	Permanent
J-16	1	Application for District Authority for Issuance for Warrants	Permanent	Permanent		4 Years	Permanent
J-18.1	1	Report of Small Elementary Schools	Permanent	Permanent		4 Years	Permanent
1-18/19-A(J-19-A)	1	Annual Report of Attendance for High School Students Residing in the District	Permanent	Permanent		4 Years	Permanent
J-18/19-A (J-19-A) Supplement	1	Annual Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
J-18/19-A (J-19E-A)	1	Annual Report of Attendance for Jr. High School Grades 7 and 8 Only	Permanent	Permanent		4 Years	Permanent
J-18/19-A (J-18-A)	1	Annual Report of Attendance for Kindergarten and Elementary Pupils Residing in the District	Permanent	Permanent		4 Years	Permanent
J-18/19-A (J-18-A) Supplement	1	Annual Report of Attendance for Kindergarten and Elementary Pupils Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
J-18/19-A Supplement	1	Annual Report of Attendance for Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
J-18/19-A (J-19-A) Addendum	1	Final Report of Adult Education ADA	Permanent	Permanent		4 Years	Permanent
J-18/19-C-A (J-19-A) Supplement (County)	1	Annual Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Master Plan for Special Education Programs	Permanent	Permanent		4 Years	Permanent

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

J Forms...continued

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
1-18/19 C-A (J-18-A) Supplement (County)	1	Annual Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Master Plan for Special Education Programs	Permanent	Permanent		4 Years	Permanent
J-18/19-C-P1 (J-19-P1) Supplement (County)	1	Second Period Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent
J-18/19-C-P1 (J-19-P1) Supplement (County)	1	Second Period Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent
J-18/19-C-P2 (J-19-P2)	1	Second Period Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 years	Permanent
J-18/19-C-P2 (J-19-P2) Supplement (County)	1	Second Period Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 years	Permanent
J-18/19-C-P2 (J-18-P2) Supplement (County)	1	Second Period Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent
J-18/19 CH-P1	1	Charter School ADA Funded Through Revenue Limits (E.C.42238) First Period Report of Attendance	Permanent	Permanent		4 Years	Permanent
J-18/19 CH-P-2	1	Charter School ADA Funded Through Revenue Limits (E.C.42238) Second Period Report of Attendance	Permanent	Permanent		4 Years	Permanent
J-18/19 CH-A	1	Charter School ADA Funded Through Revenue Limits (E.C.42238) Annual Report of Attendance	Permanent	Permanent		4 Years	Permanent
1-18/19 CH/ BGU-P1	1	Charter School ADA Funded Through Block Grants (E.C.47633) First Period Report of Attendance	Permanent	Permanent		4 Years	Permanent
J-18/19 CH/ BGU-P2	1	Charter School ADA Funded Through Block Grants (E.C.47633) Second Period Report of Attendance	Permanent	Permanent		4 Years	Permanent
J-18/19 CH/BG/ U-A	1	Charter School ADA Funded Through Block Grants (E.C.47633) Annual Report of Attendance	Permanent	Permanent		4 Years	Permanent
J-18/19 CH/E	1	Charter School Educationally Disadvantaged Pupil Data	Permanent	Permanent		4 Years	Permanent
J-18/19-P1 (J-19-P1)	1	First Period Report of Attendance for High School Students Residing in the District	Permanent	Permanent		4 Years	Permanent
J-18/19-P1 (J-19-P1) Supplement	1	First Period Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
J-18/19-P7 (J-19E-P1)	1	First Period Report of Attendance for Jr. High School Grades 7 and 8 Only	Permanent	Permanent		4 Years	Permanent
J-18/19-P1 (J-18-P1)	1	First Period Report of Attendance for Kindergarten and Elementary Pupils Residing in the District	Permanent	Permanent		4 Years	Permanent

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

J Forms...continued

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
J-18/19-P1 (J-18-P1) Supplement	1	First Period Report of Attendance for Kindergarten and Elementary Pupils Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
J-18/19-P2 (J-18-P2)	1	Second Period Report of Attendance for Kindergarten and Elementary Pupils Residing in the District	Permanent	Permanent		4 Years	Permanent
J-18/19-P2 (J-18-P2) Supplement	1	Second Period Report of Attendance for Kindergarten and Elementary Pupils Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
J-18/19-P1	1	First Period Report of Attendance for Students Residing in the District	Permanent	Permanent		4 Years	Permanent
J-18/19-P1 Supplement	1	First Period Report of Attendance for Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
1-18/19-P2	1	Second Period Report of Attendance for Students Residing in the District	Permanent	Permanent		4 Years	Permanent
J-18/19-P2 Supplement	1	Second Period Report of Attendance For Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
J-18/19-P2 (J-19-P2)	1	Second Period Report of Attendance for High School Students Residing in the District	Permanent	Permanent		4 Years	Permanent
J-18/19-P2 (J-19-P2) Supplement	1	Second Period Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
J-18/19-P2 (J-19E-P2)	1	Second Period Report of Attendance for Jr. High School Grades 7 and 8 Only	Permanent	Permanent		4 Years	Permanent
J-20	1	County Superintendent's Report of Small Schools	Permanent	Permanent		4 Years	Permanent
J-20-P1	1	Report of Necessary Small Schools	Permanent	Permanent		4 Years	Permanent
J-20-P2	1	Report of Necessary Small Schools	Permanent	Permanent		4 Years	Permanent
J-22-A	1	Annual Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
J-22-A	1	Annual Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent		4 Years	Permanent
1-22-A	1	Annual Report of Attendance for Special Programs	Permanent	Permanent		4 Years	Permanent
J-22-A Supplement	1	Supplement to Annual Report for Gifted and Talented Programs	Permanent	Permanent		4 years	Permanent
J-22-P1	1	First Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
J-22-P1	1	First Period Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent		4 Years	Permanent
J-22-P1	1	First Period Report for Special Programs	Permanent	Permanent		4 Years	Permanent
J-22-P1 Supplement	1	Supplement to First Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
J-22-P2	1	Second Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
J-22-P2	1	Second Period Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent		4 Years	Permanent
J-22-P2	1	Second Period Report for Special Programs	Permanent	Permanent		4 Years	Permanent

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

J Forms...continued

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
J-22-P2 Supplement	1	Supplement to Second Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
J-22.2A	1	Driver Training Cost Data Report	Permanent	Permanent		4 Years	Permanent
J-22.2A-W	3	Worksheet for Driver Training Cost Data Report	3 Years	4 Years	Timing/Fiscal Year	--	--
J-22.2B	1	Report of Replaced Driver Training Vehicles and Simulators Used Exclusively for Driver Training	Permanent	Permanent		4 Years	Permanent
J-22.2C	1	Report of Driver Training Vehicles or Simulators	Permanent	Permanent		4 Years	Permanent
J-22.4	1	Application for Allowance for the Cost of Educating Exceptional Children Away from the District of Residence	Permanent	Permanent		4 Years	Permanent
J-27-P2 (County)	1	County Superintendent's Report of Schools and Classes Maintained on a County-wide Basis: Second Period Report for Elementary School Attendance	Permanent	Permanent		4 Years	Permanent
J-27/28	1	Days of Attendance and ADA (Report by Elementary and Secondary)	Permanent	Permanent		4 Years	Permanent
	(a)	Declaration of Residency and Responsibility	No legal requirement	1 Year			-
J-27/28-A (J-27-A) (J-28-A)	1	County Superintendent's Report of Schools and Classes Maintained: Annual Report of Elementary and High School Attendance	Permanent	Permanent		4 Years	Permanent
J-27/28-P1 (J-27-P1) (J-28-P1)	1	County Superintendent's Report of Schools and Classes Maintained: First Period Report for Elementary and High School Attendance	Permanent	Permanent		4 Years	Permanent
J-27/28-P2 (J-28-P2) (J-27-P2)	1	County Superintendent's Report of Schools and Classes Maintained: First Period Report for Elementary and High School Attendance	Permanent	Permanent		4 Years	Permanent
J-29-B Annual	1	Report of the Amount of Taxes Collected and Distributed for the Fiscal Year for School Districts	Permanent	Permanent		4 Years	Permanent
J-29-B	1	Report of the Estimated Amount of Taxes to be Collected for School Districts	Permanent	Permanent		4 Years	Permanent
J-29-C Annual	1	Report of the Amount of Taxes Collected and Distributed to the County Superintendent of Schools	Permanent	Permanent		4 Years	Permanent
J-29-C	1	Report of the Estimated Amount of Taxes to be Collected for County Offices of Education	Permanent	Permanent		4 Years	Permanent
J-29.1	1	Report of "Miscellaneous" Funds	Permanent	Permanent		4 Years	Permanent
J-30	1	Notification of Intent to Utilize the State Credit System Instructional Materials Fund	Permanent	Permanent		4 Years	Permanent
(J-30) old	1	Application for Severance Allowance on Account of Property Acquired for State Highway Purposes	Permanent	Permanent		4 Years	Permanent
J-31	1	Notification of Intent to Direct Order Instructional Materials Using State Instructional Materials Allowance	Permanent	Permanent		4 Years	Permanent
(J-31) old	1	Report of Open Space Land Adjustment	Permanent	Permanent		4 Years	Permanent
J-32	3	State School Register	3 Years	4 Years	Timing/Fiscal Year	--	--
J-35	1	Report of Necessary Small High School (Not Required for Necessary Continuation Schools)	Permanent	Permanent		4 Years	Permanent

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

J Forms...continued

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
J-43	1	Annual Report of Current Liabilities	Permanent	Permanent		4 Years	Permanent
J-43-A	1	Annual Report of Accounts Receivable	Permanent	Permanent		4 Years	Permanent
J-50 Series	1	Second Principal Apportionment Special Education Forms for School Districts, County Offices of Education, and Special Education Local Plan Areas	Permanent	Permanent		4 Years	Permanent
J-50	1	Special Education Master Plan	Permanent	Permanent		4 Years	Permanent
J-50-A	1	Annual Report for Special Education Master Plan	Permanent	Permanent		4 Years	Permanent
J-50-P1	1	First Period Report for Special Education Master Plan	Permanent	Permanent		4 Years	Permanent
J-50-P2	1	Second Period Report for Special Education Master Plan	Permanent	Permanent		4 Years	Permanent
J-51	1	Classes for Adults Cost Data Report	Permanent	Permanent		4 Years	Permanent
J-51-W	3	Worksheet for Classes for Adults Cost Data Report	3 Years	4 Years	Timing/Fiscal Year	--	--
J-65	1	Report of Attendance for Development Centers for the Handicapped	Permanent	Permanent		4 Years	Permanent
J-66	1	Cost Data Report for the Development Center for Handicapped Pupils Programs	Permanent	Permanent		4 Years	Permanent
J-66-W	3	Worksheet for the Cost Data Report for the Development Center for Handicapped Pupils Program	3 Years	4 Years	Timing/Fiscal Year	--	--
J-67	1	Certification of Total Income, Attendance and Transportation for Development Centers for Handicapped Pupils	Permanent	Permanent		4 Years	Permanent
J-73	1	County School Service Fund I. Financial Report II. Final Budget III. Preliminary Budget	Permanent	Permanent		4 Years	Permanent
J-73-A	1	County School Service Fund Supplemental Annual Financial Report	Permanent	Permanent		4 Years	Permanent
J-73-A1	3	Audio Visual Worksheet for the County School Service Fund	3 Years	4 Years	Fiscal	--	--
J-73-C	1	County School Service Fund Financial Report Supplement Cost Data Report	Permanent	Permanent		4 Years	Permanent
J-73-CW	3	Worksheet for County School Service Fund Financial Report Supplemental Cost Data Report	3 Years	4 Years	Timing/Fiscal Year	--	--
J-73-J	1	County School Service Fund - Project Expenditure Detail	Permanent	Permanent		4 Years	Permanent
J-73-P	1	County School Service Fund - Position Schedule	Permanent	Permanent		4 Years	Permanent
J-73-R	1	Request for Revision of County School Service Fund	Permanent	Permanent		4 Years	Permanent
J-73-S	1	County School Service Fund Budget - Supplemental Schedule	Permanent	Permanent		4 Years	Permanent
J-73-T	1	Second Period Attendance Reporting Special Education	Permanent	Permanent		4 Years	Permanent
J-73.1	1	Report of Accounts Receivable	Permanent	Permanent		4 Years	Permanent
J-73.2	1	Report of Current Liabilities	Permanent	Permanent		4 Years	Permanent
J-73.4	1	Expenditure of ECIA Funds	Permanent	Permanent		4 Years	Permanent
J-90-B	1	Health and Welfare Benefits, Certificated Personnel in the Teacher Bargaining Unit	Permanent	Permanent		4 Years	Permanent

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

J Forms...continued

Form No. (if Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
J-90-F	1	Salary Data by Employee Classification	Permanent	Permanent		4 Years	Permanent
J-90-S	1	Teacher Bargaining Unit Base Certificated Salary Schedule	Permanent	Permanent		4 Years	Permanent
J-111	1	Application for Exemption from the Classroom Teacher Salary Limitation	Permanent	Permanent		4 Years	Permanent
J-111-A	1	Report of Individual Class Sessions as Required by Education Code Section 41374	Permanent	Permanent		4 Years	Permanent
J-141	1	Annual Report of Pupil Transportation Expense	Permanent	Permanent		4 Years	Permanent
J-141-CW-1	3	Worksheet for Cost Data for a Cooperative Pupil Transportation System	3 Years	Permanent	Report is Class 1 (7 Yr. Statute of Limitations)	--	
J-141-CW-2	1	Worksheet for a Cooperative Pupil Transportation System	Permanent	Permanent	Only Report Filed	4 Years	Permanent
J-141-DEP	3	Worksheet for Compiling Data for Computing Depreciation on District-Owned School Buses Used for Transportation Out-of-State or Community Recreation	3 Year	Permanent	Timing/Fiscal Year	--	--
J-141-ROC/P	1	Annual Report of ROC/P Transportation	Permanent	Permanent		4 Years	Permanent
J-141-S	1	Annual Report of Special Education Transportation Expense	Permanent	Permanent		4 Years	Permanent
J-141-SW	3	Worksheet for Special Education Pupil Transportation Data Report	3 Years	4 Years	Report is Class 1 (7 Yr Statute of Limitations)	--	--
J-141-T	1	Transfer of Transportation Services	Permanent	Permanent		4 Years	Permanent
J-141-W	3	Worksheet for Cost Data Report for a Single District Pupil Transportation System	3 Years	Permanent	Report is Class 1 (7 Yr Statute of Limitations)	--	
J-142	1	Report of Replaced School Buses	Permanent	Permanent		4 Years	Permanent
J-143	1	Report of School Buses Purchased	Permanent	Permanent		4 Years	Permanent
J-152	1	Report of Attendance and Cost of Educating Adults in County Correctional Facilities	Permanent	Permanent		4 Years	Permanent
J-200	1	Final Annual Financial and Budget Report	Permanent	Permanent		4 Years	Permanent
J-200	1	Tentative Annual Financial and Budget Report	Permanent	Permanent		4 Years	Permanent
J-200/300 (J-41)	1	Annual Financial and Budget Report	Permanent	Permanent-		4 Years	Permanent
J-200/300 (J-44)	1	Annual Report of Abatements of Expenditures	Permanent	Permanent		4 Years	Permanent
J-251	1	First Interim Financial Report	Permanent	Permanent		4 Years	Permanent
J-251	1	Interim Financial Reports	Permanent	Permanent		4 Years	Permanent
J-251	1	Second Interim Financial Report	Permanent	Permanent		4 Years	Permanent
1-301-CE (1-41-CE)	1	Annual Financial Report -Continuation Education Schools	Permanent	Permanent		4 Years	Permanent
J-380	1	Annual Program Cost Data Report, Single District	Permanent	Permanent		4 Years	Permanent
J-380 Matrix	1	Prior Year Expenditures by Object Within Program for General Fund	Permanent	Permanent		4 Years	Permanent
J-380 (141-A)	1	Supplemental Annual Financial Report	Permanent	Permanent		4 Years	Permanent

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

J Forms...continued

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
J-380/580 Matrix	1	National Public Education Financial Survey	Permanent	Permanent		4 Years	Permanent
J-400/500	1	Annual Financial and Budget Report, County Superintendent of Schools	Permanent	Permanent		4 Years	Permanent
J-600/700	1	Annual Financial and Budget Report, Joint Powers Agencies	Permanent	Permanent		4 Years	Permanent
J-780	1	Annual Program Cost Data Report, Joint Powers Agencies	Permanent	Permanent		4 Years	Permanent
J-PCP	1	Application for Special Allowance for Project-Connected Pupils	Permanent	Permanent		4 Years	Permanent
	1	Election Calls	Permanent	Permanent		4 Years	Permanent

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Legal Records

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
	1	Election Returns	Permanent	Permanent		4 Years	Permanent
	2	Legal Opinions - County Counsel	4 Years	4 Years	Save until Superseded	--	--
	2	Litigation Documents (Including Subpoenas)	4 Years	Permanent	Save until 3 Years after Case has been Settled or Decided and all Rights of Appeal have Expired	--	--
	1	Reorganizational File	Permanent	Permanent		4 Years	4 Years
	1	Territorial Transfers File	Permanent	Permanent		4 Years	4 Years

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Maintenance & Operations Records

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
	3	Budget Justification Forms	4 Years	4 Years	Department Use	--	--
	2	Construction Files	5 Years	5 Years	(A)	--	--
	(a)	Correspondence - General	0 Years	1 Year	Reference Purposes	--	--
	1	Deferred Maintenance Certification	Permanent	Permanent		4 Years	Permanent
SAB 40-1	1	Deferred Maintenance Five Year Plan	Permanent	Permanent		4 Years	Permanent
	3	Emergency Orders (Original)	3 Years	4 Years	Timing/Fiscal Year	--	--
	1	Facilities Inventory	Permanent	Permanent		4 Years	Permanent
	3	Inspection Reports	3 Years	4 Years	Timing/Fiscal Year	--	--
	(a)	Job Requisitions	0 Years	1 Year	Reference Purposes	--	--
	3	Job Requisitions Log	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Memoranda - In and Out	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Preventive Maintenance Schedules	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Service Call Orders	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Time Reports	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Vandalism Inspection Reports	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Work Orders	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Work Reports	3 Years	4 Years	Timing/Fiscal Year	--	--

Class 1 – Permanent Records

(a) – No legal Requirements

Class 2 – Optional Records

(A) – Code of Civil Procedures 337

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Payroll Records

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
DE43 DE7	1	Annual Reconciliation of California Personal Income Tax Withheld - EDD	Permanent	Permanent		4 Years	Permanent
	1	Deduction Register (Voluntary or Withholding)	Permanent	Permanent		4 Years	Permanent
W-2C	1	Corrected Wage and Tax Statement	Permanent	Permanent		4 Years	Permanent
DE9423	1	Contribution Return and Report of School Employees Wages Under the Unemployment Insurance Code	Permanent	Permanent		4 Years	Permanent
	1	Earnings Reports (Quarterly)	Permanent	Permanent		4 Years	Permanent
W-4	1	Employee's Withholding Allowance Certificate	Permanent	Permanent		4 Years	Permanent
	1	Federal Withholding Tax Reports	Permanent	Permanent		4 Years	Permanent
DE8112	1	Notice of Local Experience Charge for Calendar Quarter Ended	Permanent	Permanent		4 Years	Permanent
	1	Payroll Adjustment Orders	Permanent	Permanent		4 Years	Permanent
	3	Payroll ("A") Warrants	3 Years	4 Years	Timing/Fiscal Year	--	--
	1	Payroll ("A") Warrant Registers	Permanent	Permanent		4 Years	Permanent
	1	Payroll and Salary Records	Permanent	Permanent		4 Years	Permanent
	1	Payroll Office Records	Permanent	Permanent		4 Years	Permanent
DE9423	1	Quarterly Contribution Return and Report of School Employees Wages Under the Unemployment Insurance Code	Permanent	Permanent		4 Years	Permanent
DE8003 (DE938SEF) (Adj)	1	Quarterly Contribution Return Under the Unemployment Insurance Code	Permanent	Permanent		4 Years	Permanent
DE938	1	Quarterly PIT Return Adjustment Form	Permanent	Permanent		4 Years	Permanent
DE6	1	Quarterly Wage and Withholding Report	Permanent	Permanent		4 Years	Permanent
941	1	Employer's Quarterly Federal Tax Return	Permanent	Permanent		4 Years	Permanent
941C	1	Supporting Statement to Correct Information	Permanent	Permanent		4 Years	Permanent
DE88		Report of PIT Contributions	Permanent	Permanent		4 Years	Permanent
DE34	3	Report New Employees	3 Years	4 Years	Timing/Fiscal Year		
DE542	3	Report of Independent Contractors	3 Years	4 Years	Timing/Fiscal Year		
J-90	1	Salary & Benefits Schedule for the Certificated Bargaining Unit	Permanent	Permanent		4 Years	Permanent
DE3DP (DE3B)	1	State EDD Quarterly Contribution Return	Permanent	Permanent		4 Years	Permanent
	1	Status Changes (Employee)	Permanent	Permanent		4 Years	Permanent
	1	Termination Records - Payroll	Permanent	Permanent		4 Years	Permanent
	1	Time Records (Accrued Vacations, Sick Leave, etc.)	Permanent	Permanent		4 Years	Permanent
	1	Time Reports (Payroll - Certificated and Classified)	Permanent	Permanent		4 Years	Permanent
	3	Time Sheets/Cards	3 Years	4 Years	Timing/Fiscal Year	--	--
J-3	1	Unemployment Insurance Report	Permanent	Permanent		4 Years	Permanent
W-2	1	Wage and Tax Statement	Permanent	Permanent		4 Years	Permanent

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Personnel Records

Form No. (if Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
	(a)	CBEDS Forms/Reports • County/District Information Form • School Information Form • All Standard CBED	(a)	4 Years	Maintain for Reference Pur- poses for Fiscal Accountability	--	--
R-2	1	Employee Ratio Summary Certification Document	Permanent	Permanent		4 Years	Permanent
	3	Employment Applications	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Employment Eligibility Lists	3 Years	4 Years	Timing/Fiscal Year	--	--
J-90-B	1	Health and Welfare Benefits, Certificated Personnel in the Teacher Bargaining Unit	Permanent	Permanent		4 Years	Permanent
	1	Personnel Files (Terminated)	Permanent	Permanent		4 Years	Permanent
	3	Recruitment Files	3 Years	4 Years	Timing/Fiscal Year		--
	3	Returned Letters - Inactive Recruitment	3 Years	4 Years	Timing/Fiscal Year		--
J-90-F	1	Salary Data by Employee Classification	Permanent	Permanent		4 Years	Permanent
J-90-S	1	Teacher Bargaining Unit Base Certificated Salary Schedule	Permanent	Permanent		4 Years	Permanent

Class 1 – Permanent Records
(a) – No legal Requirements

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Property Records

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
J-200/300 (J-41)	1	Annual Financial and Budget Report Bond Interest and Redemption Fund State School Building Fund State School Building Lease-Purchase Fund	Permanent	Permanent		4 Years	Permanent
	1	Application for Capital Outlay Funds for Family Child Care Homes	Permanent	Permanent		4 Years	Permanent
	1	Appraisals	Permanent	Permanent		4 Years	Permanent
	2	Architect Agreements Audit (A)	5 Years	5 Years	Or More for Final	--	--
	1	Bid Conditions (Advertised)	Permanent	Permanent		4 Years	Permanent
	3	Bid Envelopes	3-6 Years	3-6 Years	--	--	
	1	Bids: Capital Outlay - Successful Bidder	Permanent	Permanent		4 Years	Permanent
	1	Building Fund Records	Permanent	Permanent		4 Years	Permanent
	1	Capital Assets Valuation Record	Permanent	Permanent		4 Years	Permanent
	1	Capital Inventory Record	Permanent	Permanent		4 Years	Permanent
	1	Capital Outlay and General Non-Salary Payment Files	Permanent	Permanent		4 Years	Permanent
	1	Capital Property Loss Report	Permanent	Permanent		4 Years	Permanent
	1	Capital Property -Retirement	Permanent	Permanent		4 Years	Permanent
	1	Certification of Completion of Contract	Permanent	Permanent	Board Minutes	4 Years	Permanent
	1	Change Order (Construction)	Permanent	Permanent		4 Years	Permanent
	2	Contract for Construction Audit (A)	5 Years	5 Years	Or More for Final	--	--
	2	Contractor Payment Requests Audit (A)	5 Years	5 Years	Or More for Final	--	--
	1	Escrow Materials	Permanent	Permanent		4 Years	Permanent
	1	Fixed Assets (Detail Records)	Permanent	Permanent		4 Years	Permanent
	1	Joint Use Agreements	Permanent	Permanent		4 Years	Permanent
	1	Lease Agreements	Permanent	Permanent		4 Years	Permanent
	3	Materials and Labor Bonds	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Performance Bonds	3 Years	4 Years	Timing/Fiscal Year	--	--
	1	Property Ledger	Permanent	Permanent		4 Years	Permanent
	1	Records of Fixed Assets: Land: Deeds, Title Insurance, other agency approvals Buildings and Site Improvements: Drawings, Specifications, Contracts, Certifications of Compliance, Inspector of Record Verified Reports	Permanent	Permanent		4 Years	Permanent
	2	Schedule of Building Fund Vouchers Audit (A)	4 Years	4 Years	Or More for Final	--	--
SAB 184 (OAL 184)	1	Summary of Expenditure and Construction Progress	Permanent	Permanent		4 Years	Permanent

Class 1 – Permanent Records
(A) – Code of Civil Procedures 337

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Pupil Personnel Services Records

Form No. (if Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
	1	Authorization for Release of Pupil Services Information Permanent		Permanent	With "Cum" File	4 Years	Permanent
	(a)	Psychological Screening and Diagnosis	(a)	4 Years	Internal Working Papers	--	
	1	Request for Counseling Services	Permanent	Permanent	With "Cum" File	4 Years	Permanent
	(a)	Request for Psychological Evaluation	(a)	4 Years	Internal Working Papers	--	
	(a)	Request for Teaching Services	(a)	4 Years	Internal Working	--	--

NOTE: Also refer to Specific Education Records

Class 1 – Permanent Records
(a) – No legal Requirements

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Pupil Records

A pupil's cumulative record is of a continuing nature as it is active and useful over a period of time, if not transferred, and is not classified until such usefulness has ceased or the pupil ceases to be enrolled in the district. (Title 5, Section 16022 (b) for k-12 and Title 5, Section 59022 (b) for C.C.) For further information as to what records make up a pupil's/student's record, the reader should read Chapter 6.5 PUPIL RECORDS (k-12) or Chapter 1.5 STUDENT RECORDS (C.C.) in the California Education Code. Pertinent portions of the 2 chapters appear in the Legal Provisions section of this document.

Form No. (if Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
	(a)	CBEDS Forms/Reports • County/District Information Form • School Information Form • All Standard CBED	(a)	4 Years	Maintain for Reference Purposes for Fiscal Accountability	--	--
SCRP-01	3	Crime and Violence - Penal Code Sections 628, 628.1 and 628.2	3 Years	Permanent	Possible Litigation	--	--
	3	Input for Computer/Attendance Information	3 Years	4 Years	Fiscal Accountability	--	--
	3	Notes from Parents	3 Years	4 Years	Fiscal Accountability	--	--
	1	Pupil Locator and History Card (To District office when pupil leaves)	Permanent	Permanent		4 Years	Permanent
	1	Pupils Cumulative Record	Permanent	Permanent		4 Years	Permanent
J-32	3	State School Register	3 Years	4 Years	Timing/Fiscal Year	--	--

Class 1 – Permanent Records
(a) – No legal Requirements

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Purchasing Records

Form No. (if Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
	3	Air Travel Reservations	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Purchase Orders (Numerical, Alpha, Blanket, Etc.)	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Purchasing Bids	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Requisitions	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Standard School Supplies Agreements	3 Years	4 Years	Timing/Fiscal Year	--	--

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Regional Occupation Centers/Programs

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
J27/28	1	County Superintendent Report of Schools and Classes Maintained, Second Period Report of Elementary and High School Attendance	Permanent	Permanent		4 Years	Permanent
J27/28-A	1	County Administered ROC/P ADA Report	Permanent	Permanent		4 Years	Permanent
J18/19	1	ROC/P JPA Participating Districts' Report of ROP Attendance	Permanent	Permanent		4 Years	Permanent
J22-A	1	Annual Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent		4 Years	Permanent
J-141-ROC/P	1	Annual Report of ROC/P Transportation Expense	Permanent	Permanent		4 Years	Permanent
VE-77	1	Application for ROC/ROP Course Approval	Permanent	Permanent		4 Years	Permanent
VE-77R	1	Course Revision Approval - ROC/ROP	Permanent	Permanent		4 Years	Permanent
J-22-P1	1	First Period Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent		4 Years	Permanent
J-22-P2	1	Second Period Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent		4 Years	Permanent
Form R/Y (P1) & (A)	1	Form for Determination of the Revenue Limit	Permanent	Permanent		4 Years	Permanent
VE-73	1	Report of Revenues Earned by ROC/P Centers and Programs	Permanent	Permanent		4 Years	Permanent
VE-78	1	ROC/ROP Course Verification	Permanent	Permanent		4 Years	Permanent
VE-80-A	1	ROC/P Annual Staff Report	Permanent	Permanent		4 Years	Permanent
VE-80-B	1	ROC/P Annual Enrollment	Permanent	Permanent		4 Years	Permanent
VE-80-C	1	ROC/P Annual Follow-up of Programs Completers	Permanent	Permanent		4 Years	Permanent
Schedule A	1	Schedule to Determine the Data to Compute the Revenue Limit	Permanent	Permanent		4 Years	Permanent

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Retirement Records

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged** Hard Copy Retention Media Retention	
OASDI							
	1	OASDI Reports Permanent	Permanent	4 Years	Permanent		
	1	States Reports of Adjustments -OASDI	Permanent	Permanent		4 Years	Permanent
PERS							
	3	Membership Data Forms - PERS	3 Years	4 Years	Timing/Fiscal Year	--	--
	1	Payroll Listing for PERS	Permanent	Permanent		4 Years	Permanent
	3	Request for Final Payroll Information - PERS	3 Years	4 Years	Timing/Fiscal Year	--	--
STRS							
	2	Certificate of Termination and Computation of Sick Leave - SIRS	4 Years	5 Years	Final Audit	--	--
	3	Membership Data forms - STRS	3 Years	4 Years	Timing/Fiscal Year	--	--
	1	Sick Leave Summary Transmittal - SIRS	Permanent	Permanent		4 Years	Permanent
	3	SIRS Approval of Disability Allowance	3 Years	4 Years	Timing/Fiscal Year	--	--
	1	SIRS - Contribution Transmittal Report	Permanent	Permanent		4 Years	Permanent
	1	SIRS Report of Retirement Contributions (Monthly)	Permanent	Permanent		4 Years	Permanent
	3	STRS Verification of Services	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	STRS Verification (Part-time and Substitute)	3 Years	4 Years	Timing/Fiscal Year	--	--
OTHER							
	3	Authorization for Contribution and/or Rate Adjustment	3 Years	4 Years	Payment Period Plus 3 Years	--	--
	3	Report of Status Change or Separation	3 Years	4 Years	Timing/Fiscal Year	--	--
	1	Retirees Separation Listing	Permanent	Permanent		4 Years	Permanent

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Special Education Records

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
J-22-A	1	Annual Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent		4 Years	Permanent
J-50-A	1	Annual Report for Special Education Master Plan	Permanent	Permanent		4 Years	Permanent
J-18/19-C-A (J-1 9-A) Supplement (County)	1	Annual Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Master Plan for Special Education Programs	Permanent	Permanent		4 Years	Permanent
J-22-A	1	Annual Report of Attendance for Special Programs	Permanent	Permanent		4 Years	Permanent
J-18/19-C-A (J-18-A) Supplement (County)	1	Annual Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Master Plan for Special Education Programs	Permanent	Permanent		4 Years	Permanent
J-2728-A	1	Annual Report of Attendance for Students Residing in the District/County Superintendent Report of Schools and Classes Maintained	Permanent	Permanent		4 Years	Permanent
J-141-S	1	Annual Report of Special Education Transportation Expense	Permanent	Permanent		4 Years	Permanent
J-201-SEA	1	Special Education Revenue Allocation	Permanent	Permanent		4 Years	Permanent
	1	Application for Developing a Local Education Agency Plan for Special Education	Permanent	Permanent		4 Years	Permanent
SE-65	1	Application to Renew Program Approval for Program for Educationally Handicapped	Permanent	Permanent		4 Years	Permanent
	2	Assessment Plan/Reports	3 Years	Permanent	Possible Litigation	4 Years	Permanent
CD-1400	1	Attendance and Fiscal Report for Special Programs for the Severely Handicapped	Permanent	Permanent		4 Years	Permanent
J-67	1	Certification of Total Income, Attendance and Transportation for Development Centers for Handicapped Pupils	Permanent	Permanent		4 Years	Permanent
	1	Child-by-Child Plan: Basic Diagnostic Data	Permanent	Permanent		4 Years	Permanent
J-66	1	Cost Data Report for Development Center for the Handicapped Pupils Program	Permanent	Permanent		4 Years	Permanent
794-017	1	Final Expenditure and Performance Report for P.L.94-142	Permanent	Permanent		4 Years	Permanent
J-22-P1	1	First Period Report for Handicapped Pupils Attending ROC/P	Permanent	Permanent		4 Years	Permanent
J-50-P1	1	First Period Report for Special Education Master Plan	Permanent	Permanent		4 Years	Permanent
J-22-P1	1	First Period Report for Special Programs	Permanent	Permanent		4 Years	Permanent
J-18/19-C-P1 (J-19-P1) Supplement (County)	1	First Period Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent
J-18/19-C-P1 (J-18-P1) Supplement (County)	1	First Period Report of Elementary Attendance for County Superintendent of schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent

NOTE: Also refer to Pupil Personnel Services Records

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Special Education Records...continued

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
J-2728-P1	1	First Period Report of Attendance for Students Residing in the District/County Superintendent Report of Schools and Classes Maintained	Permanent	Permanent		4 Years	Permanent
OE-9058	1	Handicapped Children Receiving Special Education and Related Services	Permanent	Permanent		4 Years	Permanent
OE-9055-1	1	Incentive Grant Application Under Part B of the Education of the Handicapped Act, as Amended by P.L.94-142	Permanent	Permanent		4 Years	Permanent
	3	Individualized Education Program	3 Years	Permanent	Possible Litigation	-	--
SED86-02	2	Interagency Implementation of Chapter 265 Government Code Data Report	4 Years	5 Years	Final Audit	--	--
	2	Licensed Children Institution Emergency Impaction Funds Request	4 Years	5 Years	Final Audit	--	--
	2	Low Incidence Directory (per E.C. Section 56137, collected every 2 years.)	4 Years	5 Years	Final Audit	--	--
	2	Parent Consent for Release of Information	3 Years	Permanent	Possible Litigation	--	--
	2	Parent Notification of Meeting and Intent to Participate	3 Years	Permanent	Possible Litigation	--	--
	2	Parent Rights and Procedure Safeguard	3 Years	Permanent	Possible Litigation	--	--
R-1	1	Private School Affidavit	Permanent	Permanent		4 Years	Permanent
	2	Record of Local Review and/or Referral	3 Years	Permanent	Possible Litigation	--	--
	2	Registration of Visually Handicapped Students	4 Years	4 Years	--	--	
J-65	1	Report of Attendance for Development Centers for the Handicapped	Permanent	Permanent		4 Years	Permanent
	1	Report of Special Education Due Process Hearings	Permanent	Permanent		4 Years	Permanent
J-22-P2	1	Second Period Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent	--	--	
J-50-P2	1	Second Period Report for Special Education Master Plan	Permanent	Permanent		4 Years	Permanent
J-22-P2	1	Second Period Report for the Gifted Supplement and Talented Program	Permanent	Permanent		4 Years	Permanent
J-18/19-C-P2 (J-19-P2) Supplement (County)	1	Second Period Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent
J-18/19-C-P2 (J-18-P2) Supplement (County)	1	Second Period Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent
J-27/28-P2	1	Second Period Report of Attendance for Students in the District/County Superintendents Report of Schools and classes maintained	Permanent	Permanent		4 Years	Permanent
J-50 Series	1	Second Principal Apportionment Special Education Forms for School Districts, County Offices of Education, and Special Education Local Plan Areas	Permanent	Permanent		4 Years	Permanent

NOTE: Also refer to Pupil Personnel Services Records

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Special Education Records...continued

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
	1	SELPA Special Education Funding Exhibit New Funding Model	Permanent	Permanent		4 Years	Permanent
SE 06-90	2	Special Education End-of-Year Report	4 Years	5 Years	Final Audit	--	--
	2	Special Education FRZ Forms	4 Years	5 Years	Final Audit	--	--
J-50	1	Special Education Master Plan	Permanent	Permanent		4 Years	Permanent
	2	Special Education Program Review Evaluation Report	4 Years	5 Years	Final Audit	--	--
R 30 SE	1	Special Education Pupil Count	Permanent	Permanent		4 Years	Permanent
776-001	3	Special Materials and Equipment Report (For Disabled Students)	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Structured Interview Guide for Special Education Programs in California	3 Years	4 Years	Timing/Fiscal Year	--	--
	1	Survey of Special Education Programs	Permanent	Permanent		4 Years	Permanent
OSE-01	2	Waiver Request	4 Years	4 Years	--	--	
J-66-W	3	Worksheet for Cost Data Report for Development Centers for the Handicapped Pupils Program	3 Years	4 Years	Timing/Fiscal Year	--	--
J-141-SW	3	Worksheet for Special Education Pupil Transportation Data Report	3 Years	4 Years	Report is Class 1 (7 Yr. Statute of Limitations)	--	--

NOTE: Also refer to Pupil Personnel Services Records

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Special Schools Records

Form No. (if Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
CAL-SAFE							
C-1 - A	1	Annual Report for Cal-SAFE Child Care Funding	Permanent	Permanent		4 Years	Permanent
B - A	1	Annual Report of Attendance for Students Enrolled in District Cal-SAFE Programs	Permanent	Permanent		4 Years	Permanent
C-1 - P1	1	First Period Report for Cal-SAFE Child Care Funding	Permanent	Permanent		4 Years	Permanent
B-P1	1	First Period Report of Attendance for Students Enrolled in District Cal-SAFE Programs	Permanent	Permanent		4 Years	Permanent
C-1- P2	1	Second Period Report for Cal-SAFE Child Care Funding	Permanent	Permanent		4 Years	Permanent
B - P2	1	Second Period Report of Attendance for Students Enrolled in District Cal-SAFE Programs	Permanent	Permanent		4 Years	Permanent
CHARTER SCHOOLS							
J-18/19CH -A	1	Annual Report of Charter School ADA Funded Through Revenue Limit (E.C.42238)	Permanent	Permanent		4 Years	Permanent
J-18/19CH/E	1	Charter School Educationally Disadvantaged Pupil Data	Permanent	Permanent		4 Years	Permanent
J-18/19CH -P1	1	First Period Report of Charter School ADA Funded Through Revenue Limits (E.C.42238)	Permanent	Permanent		4 Years	Permanent
J-18/19CH -P2	1	Second Period Report of Charter School ADA Funded Through Revenue Limits (E.C.42238)	Permanent	Permanent		4 Years	Permanent
JUVENILE COURT SCHOOLS							
A127D	2	Annual Expenditure Report, Part II. Part of Consolidated Application for Education Programs, ECIA Chapter I	4 Years	5 Years	Final State/Federal Audit	--	--
SDE-100	2	Application for Funding: Consolidated Categorical Aid Programs	4 Years	5 Years	Final Audit	--	--
	2	California State Department of Education Expenditure Report, PL 94-142	4 Years	5 Years	Final Audit	--	--
J-27/28	1	Monthly Report of Attendance in Classes for Special Schools	Permanent	Permanent		4 Years	Permanent
J-32	3	State Schools Registers - Centralized Attendance at Juvenile Halls	3 Years	4 Years	Timing/Fiscal Year	--	--

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

State & Federal Special Projects/Programs

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
ADULT EDUCATION							
	2	ABE Total Enrollment Report	4 Years	5 Years	Final State/Federal Audit	--	--
A-22	2	Adult Education Program Approval	4 Years	5 Years	Final State/Federal Audit	--	--
VE-81-B	2	Adult Education - Vocational Program Annual Enrollment Report Form	4 Years	5 Years	Final State/Federal Audit	--	-
	2	Any Narrative Summaries	4 Years	5 Years	Final State/Federal Audit	--	--
A-22	2	Application for Federal Funding under PL 91-230, Section 306	4 Years	5 Years	Final State/Federal Audit	--	--
A-22	2	Application for Federal Funding Under PL 100-297, Section 321	4 Years	5 Years	Final State/Federal Audit	--	--
J-51	1	Classes for Adults Cost Data Report	Permanent	Permanent		4 Years	Permanent
J-18/19-A (J-19-A) Addendum	1	Final Report of Adult Education ADA	Permanent	Permanent		4 Years	Permanent
J-18/195-A	1	District Supplement - Annual Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
J-152	1	Report of Attendance and Cost of Educating Adults in County Correctional Facilities	Permanent	Permanent		4 Years	Permanent
	3	Section 321 Letter of Intent	3 Years	4 Years	Timing/Fiscal Year	--	--
J-51-W	3	Worksheet for Classes for Adults Cost Data Report	3 Years	4 Years	Timing/Fiscal Year	--	--
BILINGUAL EDUCATION							
	2	Any Narrative Summaries	4 Years	5 Years	Final State/Federal Audit	--	--
	2	Application for Subgrant Emergency Immigrant Education Assistance	4 Years	5 Years	Final State/ Federal Audit	--	--
A127W-BT2	(a)	Bilingual Teacher Waiver Information	(a)	1 Year	Must Apply An- nually	--	--
	2	Budget and Program Information: Emergency Immigrant Education Assistance Program	4 Years	5 Years	Final State/ Federal Audit	--	--
A127W-BT3	(a)	Certificate of Partial Completion	(a)	1 Year	Must Apply Annually	--	--
A127W-BT1	(a)	Check List of Assurances	(a)	1 Year	Must Apply Annually	--	-
AO-400	1	Emergency Immigrant Education Program (EIEP) Grant Award	Permanent	Permanent		4 Years	Permanent

Class 1 – Permanent Records
(a) – No legal Requirements

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

State & Federal Special Projects/Programs...continued

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
	2	Emergency Immigrant Education Program (EIEP) Proposed Budget & Activities	4 Years	5 Years	Final State/ Federal Audit	--	--
	1	Final Expense Report Emergency Immigrant Education Assistance Program	Permanent	Permanent		4 Years	Permanent
	1	Final Fiscal & Performance Report: Emergency Immigrant Education Program	Permanent	Permanent		4 Years	Permanent
R-30-LC	1	Language Census Report - School Data	Permanent	Permanent		4 Years	Permanent
SDE-103	2	Program Information: Emergency Immigrant Education Assistance Program	4 Years	5 Years	Final State/ Federal Audit	--	--
	2	Refugee Student Report	4 Years	4 Years	--	--	--
	2	Test Results Reporting Form for Compensatory Education and State Bilingual Audit Education Programs	4 Years	5 Years	Final State/ Federal Audit	--	--
ED-GCS007	1	U.S. Department of Education Grant Award Notification	Permanent	Permanent		4 Years	Permanent
A127W-BT CAL-SAFE	(a)	Waiver Request Bilingual Teacher	(a)	1 Year	Must Apply Annually	--	
Form A	1	County Cal-SAFE Programs Attendance Report	Permanent	Permanent		4 Years	Permanent
Form B	1	District Cal-SAFE Attendance Report	Permanent	Permanent		4 Years	Permanent
Form C-1	1	Cal-SAFE Child Care Funding for School Districts and County Offices of Education	Permanent	Permanent		4 Years	Permanent
Form C-2	1	Cal-SAFE Funding for County Offices of Education per E.C. 2551.3	Permanent	Permanent		4 Years	Permanent
Form C-2(a)	1	Cal-SAFE Funding for Students Attending Court Schools, Community Schools, and Community Day Schools	Permanent	Permanent		4 Years	Permanent
CLASS SIZE REDUCTION (CSR)							
Title VI Application	2	Federal CSR LEA (PL 105-277)	(a)	Annual Audit	--	--	--
Application	2	State Operations K-3 CSR Program	(a)	Annual Audit	--	--	--
Application	2	State Facilities K-3 CSR Program	(a)	Annual Audit	--	--	--
J-7CSR	2	State CSR Enrollment Report (P-2)	(a)	Annual Audit	Permanent	Perma- nent	--
J-9MH-A	2	Morgan-Hart Grade 9 CSR Enrollment Report	(a)	Annual Audit	--	--	--
C E T A (Replaced by JTPA)							
CETA VE-6a	2	Analytical statement of Project Cost Estimate	4 Years	5 Years	Final State/ Federal Audit	--	--
CETA VE-18	2	Authorized Signature Certification	4 Years	5 Years	Final State/ Federal Audit	--	--
CETA VE-13	1	CETA Purchased Property Inventory at Close of Project	Permanent	Permanent		4 Years	Permanent
CETA VE-19	2	Claim for Reimbursement for Individual Referral Training	4 Years	5 Years	Final State/ Federal Audit	--	--
CETA VE-10	2	Claim for Reimbursement for Projects	4 Years	5 Years	Final State/ Federal Audit	--	--
CETA VE-51	2	Class Size Program	4 Years	5 Years	Final State/ Federal Audit	--	--

Class 1 – Permanent Records
(a) – No legal Requirements

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

State & Federal Special Projects/Programs...continued

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
CETA VE-17	2	Individual Referral Certification for Training	4 Years	5 Years	Final State/Federal Audit	--	--
CETA VE-15	2	Intent to Provide Individual Referral Training	4 Years	5 Years	Final State/Federal Audit	--	--
CETA VE-12	1	Inventory of Instructional Equipment	Permanent	Permanent		4 Years	Permanent
CETA VE-68	2	Major Equipment Request Lists	4 Years	5 Years	Final State/Federal Audit	--	--
CETA VE-3	2	Non-Financial Agreement Programs Narrative	4 Years	5 Years	Final State/Federal Audit	--	
CETA VE-1	2	Non-Financial Agreement Signature Sheet	4 Years	5 Years	Final State/Federal Audit	--	--
CETA VE-9	2	Notification: Start of Training	4 Years	5 Years	Final State/Federal Audit	--	--
CETA VE-2	2	Program Planning and Budgeting Information Summaries Special Grant: Vocational Education	4 Years	5 Years	Final State/Federal Audit	--	--
CETA VE-11	2	Project Agreement. Quarterly Progress Report	4 Years	5 Years	Final State/Federal Audit	--	--
CETA VE-7	2	Project Application Operation Plan	4 Years	5 Years	Final State/Federal Audit	--	--
CETA VE-4	2	Project Application to Provide Vocational Education Services (Financial Agreement)	4 Years	5 Years	Final State/Federal Audit	--	--
CETA VE-16	2	Project Application to Provide Vocational Education Services for Individual Referrals	4 Years	5 Years	Final State/Federal Audit	--	-
CETA VE-5	2	Project Application to Provide Vocational Education Services Plan of Services	4 Years	5 Years	Final State/Federal Audit	--	--
CONSOLIDATED APPLICATION							
CETA VE-14	2	Request of Inventory Adjustment	4 Years	5 Years	Final State/Federal Audit	--	--
CETA VE-53	2	Vocational Education Program Quality Review: Fol- low-up	4 Years	5 Years	Final State/Federal Audit	--	--
CETA VE-50	2	Vocational Education Program Quality Review Indi- vidual Referrals	4 Years	5 Years	Final State/Federal Audit	--	--
CFP-2 (CARM-15)	2	AFDC Report (School Level)	4 Years	5 Years	Final State/Federal Audit	--	--
	2	Any Narrative Summaries	4 Years	5 Years	Final State/Federal Audit	--	--
	2	Application for Exemplary Incentive Grant Funds: ECIA Chapter 2	4 Years	5 Years	Final State/Federal Audit	--	--
SDE-100	2	Application for Funding: Consolidated Categorical Aid Programs	4 Years	5 Years	Final State/Federal Audit	--	--
EIS-106	2	Budget Transfer Request ECIA Chapter 2	4 Years	5 Years	Final State/Federal Audit	--	--
EIS-105	2	Claim for Reimbursement ECIA Chapter 2	4 Years	5 Years	Final State/Federal Audit	--	--

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

State & Federal Special Projects/Programs...continued

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
SDE 100	2	Consolidated Application for (A-127D) Funds for Educational Programs	4 Years	5 Years	Final State/Federal Audit	--	--
A-127P,	2	Consolidated Evaluation Report. N & D Neglected and Delinquent Youth Programs	4 Years	5 Years	Final State/Federal Audit	--	--
R-30CP	2	Consolidated Program Participation Report-School Plan	4 Years	5 Years	Final State/Federal Audit	--	--
	2	Distribution of AFDC Children by School District	4 Years	5 Years	Final State/Federal Audit	--	--
	2	District Master Plan for School Improvement (including school plans)	4 Years	5 Years	Final State/Federal Audit	--	--
	2	ECIA Chapter 1 Exemplary/Incentive Projects: Progress Report	4 Years	5 Years	Final State/Federal Audit	--	--
CARM-11/ dss-11	2	Equipment Removal Form	4 Years	5 Years	Final State/Federal Audit	--	--
EIS-104	2	Expenditure Report ECIA Chapter 2	4 Years	5 Years	Final State/Federal Audit	--	--
RSF-3	2	Report for Determining Final Payment Pursuant to Chapter 1 of PL 81-874	4 Years	5 Years	Final State/Federal Audit	--	--
4-001 thru 4-004	2	School Plan for Consolidated Programs	4 Years	5 Years	Final State/Federal Audit	--	--
	2	Special Studies of the School Improvement Program	4 Years	5 Years	Final State/Federal Audit	--	--
	2	Survey of Local Evaluation Reports for School Improvement Schools	4 Years	5 Years	Final State/Federal Audit	--	--
A-127W	2	Waiver Request	4 Years	5 Years	Final State/Federal Audit	--	--
DEMONSTRATION PROGRAMS							
	2	Any Narrative Summaries	4 Years	5 Years	Final State/Federal Audit	--	--
	1	Final Financial Report	Permanent	Permanent		4 Years	Permanent
	2	Preliminary Fiscal Reports	4 Years	5 Years	Final State/Federal Audit	--	-
	2	Request for Amendment or Revision	4 Years	5 Years	Final State/Federal Audit	--	--
	2	Any Narrative Summaries	4 Years	5 Years	Final State/Federal Audit		
DRIVER TRAINING							
J-22.2A	1	Driver Training Cost Data Report	Permanent	Permanent		4 Years	Permanent
J-22.2C	1	Report of Driver Training Vehicles or Simulators	Permanent	Permanent		4 Years	Permanent
J-22.2AW	3	Worksheet for Driver Training Cost Data Report	3 Years	4 Years	Fiscal Accountability	--	--
J-22.28	1	Report of Replaced Driver Training Vehicles or Simulators Used Exclusively for Driver Training	Permanent	Permanent		4 Years	Permanent

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

State & Federal Special Projects/Programs...continued

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
GIFTED AND TALENTED PUPILS							
State Software (J-22-A)	1	Annual Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
	2	Any Narrative Summaries	4 Years	5 Years	Final State/Federal Audit	--	--
	2	Application for Gate Funding	4 Years	5 Years	Final State/Federal Audit	--	--
State Software (J-22-P1)	1	First Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
	2	Program Participation Application for Gifted and Talented Pupils	4 Years	5 Years	Final State/Federal Audit	--	--
State Software (J-22-P2)	1	Second Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
State Software (J-22-A Supplement)	1	Supplement to Annual Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
State Software (J-22-P1 Supplement)	1	Supplement to First Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
State Software (J-22-P2)	1	Supplement to Second Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
HEAD START/ STATE PRESCHOOL							
	2	Any Narrative Summaries	4 Years	5 Years	Final State/Federal Audit	--	--
CD-8501	1	Attendance and Fiscal Report for State Preschool Program	Permanent	Permanent		4 Years	Permanent
	2	Budget Adjustment Request	4 Years	5 Years	Final State/Federal Audit	--	--
	2	District Invoice for Reimbursement (monthly)	4 Years	5 Years	Final State/Federal Audit	--	--
	2	District Invoice for Reimbursement (quarterly)	4 Years	5 Years	Final State/Federal Audit	--	--
CD-8200	1	Enrollment and Attendance Register for State Pre- school Program	Permanent	Permanent		4 Years	Permanent
CD-8501	2	Fiscal Report for State Preschool Program	4 Years	5 Years	Final State/Federal Audit	--	--
CD-2921	2	Preschool Incentive Grant Application	4 Years	4 Years	--	--	--
	2	Refunding Application	4 Years	5 Years	Final State/Federal Audit	--	--
	2	Request for Advance Approval	4 Years	5 Years	Final State/Federal Audit	-	-
CD-6506	2	Request for Revision of State Preschool Program Budget	4 Years	5 Years	Final State/Federal Audit	--	--

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

State & Federal Special Projects/Programs...continued

Form No. (if Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
INDIAN EDUCATION							
	2	Any Narrative Summaries	4 Years	5 Years	Final State/Federal Audit	--	
	3	California Indian Education Center Evaluation	3 Years	4 Years	Timing/Fiscal Year	--	--
	2	Application for Allocated Federal Vocational Education Funds	4 Years	5 Years	Final State/Federal Audit	--	--
	2	Any Narrative Summaries	4 Years	5 Years	Final State/Federal Audit	--	--
	2	Capital Outlay Records	4 Years	5 Years	Final State/Federal Audit	--	--
AIE-1	1	SB2264 Final Expenditure Report	Permanent	Permanent		4 Years	Permanent
JOB TRAINING AND PARTNERSHIP ACT - JTPA							
	2	Claims/Invoices	4 Years	5 Years	Final State/Federal Audit	--	--
	2	Compensation Records	4 Years	5 Years	Final State/Federal Audit	--	--
	2	JTPA Agreement/Signature Sheet	4 Years	5 Years	Final State/Federal Audit	--	--
	2	Monthly Report of Matching and Inkind Contributions	4 Years	5 Years	Final State/Federal Audit	--	--
	2	Payroll Records	4 Years	5 Years	Final State/Federal Audit	--	--
MIGRANT EDUCATION							
	2	Agreement to Provide Migrant Education Services	4 Years	5 Years	Final State/Federal Audit	--	--
	2	Any Narrative Summaries	4 Years	5 Years	Final State/Federal Audit	--	--
CD-9602	2	Application for Child Development Services - Migrant and Federal Base - (English and Spanish)	4 Years	5 Years	Final State/Federal Audit	--	--
CD-9502	1	Attendance and Fiscal Report for Alternative Payment and Child Protective Service Program	Permanent	Permanent		4 Years	Permanent
CD-9500	1	Attendance and Fiscal Report for Child Development Programs	Permanent	Permanent		4 Years	Permanent
CD-9501	1	Attendance and Fiscal Report for County Welfare Departments	Permanent	Permanent		4 Years	Permanent
	2	Independent Evaluation of the Migrant Education Program	4 Years	5 Years	Final State/Federal Audit	--	--
CD-9603	3	Instructions for CD-9602	3 Years	4 Years	Timing/Fiscal Year	--	--
CD-9500-A	1	Migrant Specialized Services - Attendance and Fiscal Report for Child Development Programs	Permanent	Permanent		4 Years	Permanent
	2	Monthly Reports	4 Years	5 Years	Final State/Federal Audit	--	--
	2	Operating Agency Application	4 Years	5 Years	Final State/Federal Audit	--	--

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

State & Federal Special Projects/Programs...continued

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
MISCELLANEOUS							
PL 874	2	Application for School Assistance in Federally Affected Areas	4 Years	5 Years	Final State/Federal Audit	--	-
	2	Mentor Teacher Application	4 Years	5 Years	Final State/Federal Audit	--	--
	1	Mentor Teacher Program Financial Report	Permanent	Permanent		4 Years	Permanent
	1	Miscellaneous "One-Time-Only" Special Projects Report	Permanent	Permanent		4 Years	Permanent
	1	Program Application and Financial Report (Mentor Teacher)	Permanent	Permanent		4 Years	Permanent
A-127-D	1	Program Financial Report (Staff Development Projects)	Permanent	Permanent		4 Years	Permanent
VE-81 B	2	Adult Education Vocational Program Annual Enrollment Report Form	5 Years	6 Years	(A)	--	--
	2	Annual Accountability Report	5 Years	6 Years	(A)	--	--
J-141-ROC/P	1	Annual Report of ROC/P Transportation	Permanent	Permanent		4 Years	Permanent
VE-1,SDE-100, SDE-100A&B, SDE-101 A&B, SDE-103	2	Application for Allocated Federal Vocational Education Fund	5 Years	6 Years	(A)	--	--
	2	Any Narrative Summaries	5 Years	6 Years	(A)	--	--
VE-50	2	Application of Annual Approval of Vocational Education Contracts	5 Years	6 Years	(A)	--	--
VE-74	2	Application for Approval to Establish and Operate Business, Commercial, Manufacturing or Construction Activities	5 Years	6 Years	(A)	--	--
VE-77	2	Application for ROC/ROP Course Approval	5 Years	6 Years	(A)	--	--
5VEA-1	2	Application for VEA Funds - Consumer and Homemaking Education - Basic Grant	5 Years	6 Years	(A)	--	--
5VEA-1	2	Application for VEA Funds -Consumer and Home-making Education - Economically Depressed Area Program/Services	5 Years	6 Years	(A)	--	--
2VEA-1	2	Application for VEA Funds - Basic Grant	5 Years	6 Years	(A)	--	--
3VEA-1	2	Application for VEA Funds - Program	5 Years	6 Years	(A)	--	--
4VEA-1	2	Application for VEA Funds - Special Programs for the Disadvantaged	5 Years	6 Years	(A)	--	--
A1, A3, VE5	1	Claim for Reimbursement of Federal Vocational Education Funds	Permanent	Permanent		4 Years	Permanent
VEA-30	2	Combined Application for VEA Funds, Title IIA, Title IIB, Title IIB; including Vocational Education Projected Program Inventory System	5 Years	6 Years	(A)	--	--
VE-77R	2	Course Revision Approval ROC/ROP	5 Years	6 Years	(A)	--	--
VE-45A	2	Enrollment in Vocational Education Programs, by Ethnic Classification	5 Years	6 Years	(A)	--	--
2VEA-3	2	Financial Report and Claim For Funds	5 Years	6 Years	(A)	--	--
3VEA-3	2	Financial Report and Claim For Funds	5 Years	6 Years	(A)	--	--
4VEA-3	2	Financial Report and Claim for Funds	5 Years	6 Years	(A)	--	--

Class 1 – Permanent Records
(a) – No legal Requirements

Class 2 – Optional Records
(A) – Final Audit – ref: Voc Ed Financial Report and Claim for Funds

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

State & Federal Special Projects/Programs...continued

Form No. (if Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**if Imaged**	
						Hard Copy Retention	Media Retention
5AVEA-3	2	Financial Report and Claim for Funds	5 Years	6 Years	(A)	--	--
5BVEA-3	2	Financial Report and Claim for Funds	5 Years	6 Years	(A)	--	--
VEA-4	2	Financial Report and Claim for Funds	5 Years	6 Years	(A)	--	--
VE-5	2	Claim Document	5 Years	6 Years	(A)	--	--
VE-45	2	Placement of Program Completion/ Leavers in Vocational Education Program	5 Years	6 Years	(A)	--	--
VE 56	2	Program Self-Assessment Questionnaire	5 Years	6 Years	(A)	--	--
VE-73	2	Report of Revenues Earned by Regional Occupation Centers and Programs	5 Years	6 Years	(A)	-	--
VOCATIONAL EDUCATION							
VE-80-B	2	ROC/P Annual Enrollment	5 Years	6 Years	(A)	--	--
	2	ROC/P Annual Follow-up of Program Completers	5 Years	6 Years	(A)	--	--
VE-80-A	2	ROC/P Annual Staff Report	5 Years	6 Years	(A)	--	--
VE-78	2	ROC/ROP Course Verification	5 Years	6 Years	(A)	--	--
	2	Student Data Forms for Vocational Education Follow-up of Programs, Completers/Leavers and Employers	5 Years	6 Years	(A)	--	
	2	Supplemental Combined Application for Vocational Education Funds, Subparts 2,3,4,5	5 Years	6 Years	(A)	--	--
VEA-30	2	Vocational Education Projected Program Inventory System	5 Years	6 Years	(A)	--	--
VEA/SPEC-81	2	Vocational Education/Special Programs, Enrollment Collection	5 Years	6 Years	(A)	--	--
	1	Agenda/Minutes - Student Council Meetings	Permanent	Permanent		4 Years	Permanent
	1	Annual Financial Reports	Permanent	Permanent		4 Years	Permanent
	3	Bank Statements	3 Years	7 Years	For Audit Purposes	--	--

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

(A) – Final Audit – ref: Voc Ed Financial Report and Claim for Funds

Student Body Records

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
	1	Agenda/Minutes-Student Council Meetings	Permanent	Permanent		4 Years	Permanent
	1	Annual Financial Reports	Permanent	Permanent		4 Years	Permanent
	2	Bank Deposit Slips	4 Years	7 Years	For Audit Purposes	--	--
	3	Bank Statements	3 years	7 years	For Audit Purposes	--	--
	3	Cash Collection Reports	3 years	4 Years	Timing/Fiscal Year	--	--
	3	Cash Receipts/Disbursements Journals	3 years	Permanent	Fiscal Account- ability	4 years	Permanent
	3	Canceled Checks & Bank Reconciliation	3 years	7 years	For Audit Purposes	--	--
	3	Corresponding Ledgers (i.e. General Ledgers)	3 years	Permanent	Fiscal Account- ability	4 Years	Permanent
	3	Invoices from Vendors	3 years	4 years	Timing/Fiscal Year	--	--
	3	Purchase Orders	3 years	4 years	Timing/Fiscal Year	--	--
	3	Receipts	3 years	7 years	For Audit Purposes	--	--
	3	State, Local Sales & Use Tax Return	3 years	4 years	Timing/Fiscal Year	--	--
	3	Stores Inventory Listing	3 years	4 Years	Timing/Fiscal Year	--	--

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

Transportation Records

Form No. (If Any)	Class	Record Title	Required Hard Copy Retention	Recommended Retention	Reason For Recommended Period	**If Imaged**	
						Hard Copy Retention	Media Retention
J-141	1	Annual Report of Pupil Transportation Expenses	Permanent	Permanent		4 Years	Permanent
J-141-ROC/P	1	Annual Report of ROC/P Transportation	Permanent	Permanent		4 Years	Permanent
	3	Bus Drivers Daily Report	3 Years	4 Years	Timing/Fiscal Year	--	--
	2	Bus Drivers Training Records	4 Years	4 Years	--	--	--
DL 170	1	Certificate of Driving Experience/Training (DMV Form)	Permanent	Permanent	--	4 Years	Permanent
J-67	1	Certification of Total Income, Attendance, and Transportation for Development Centers for Handicapped Pupils	Permanent	Permanent		4 Years	Permanent
	3	Daily Fuel and Oil Report	3 Years	3 Years	--	--	--
	(a)	Daily Vehicle Inspection Report (Bus Drivers)	1 Month	1 Month	--	--	--
	(b)	Inspection, Maintenance, Lubrication and Repair Records	1 Year	1 Year	--	--	--
DL51	(a)	Medical Examination Report (DMV Report) (Bus Drivers)	1 Year	4 Years	Driver's License 4 Year Life	--	--
	3	Monthly Record of Bus Days	3 Years	4 Years	Timing/Fiscal Year	--	--
	1	Motor Vehicle Accident Report	Permanent	Permanent		4 Years	Permanent
	(a)	Preventive Maintenance Report	1 Year	1 Year	--	--	--
J-142	1	Report of Replaced School Busses	Permanent	Permanent		4 Years	Permanent
J-143	1	Report of School Buses Purchased	Permanent	Permanent		4 Years	Permanent
	(c)	Request For Special Trips Reports	0 Years	3 Years	Back-up-Amend- ed	--	--
	(c)	Routing Schedules	0 Years	1 Year	Routing History	--	--
	3	School Bus Pupil Count (Quarterly)	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	School Bus Schedule and Load Report	3 Years	4 Years	Timing/Fiscal Year	--	--
J-141-S	1	Special Education Transportation Data Report	Permanent	Permanent		4 Years	Permanent
J-141-T	1	Transfer of Transportation Services	Permanent	Permanent		4 Years	Permanent
J-141-CW-2	1	Worksheet for a Cooperative Pupil Transportation System	Permanent	Permanent	Only Report Filed	4 Years	Permanent
J-141-DEP	3	Worksheet for Compiling Data for Computing Depredation on District-Owned School Buses Used for Transportation Out-of-State or Community Recreation	3 Years	Permanent	Report is Class 1 (7 Yr. Statute of Limitations)	--	--
J-141-CW-1	3	Worksheet for Cost Data for a Cooperative Pupil Transportation System	3 Years	Permanent	Report is Class 1 (7 Yr. Statute of Limitations)	--	--
J-1414	3	Worksheet for Cost Data Report for a Single District Pupil Transportation System	3 Years	Permanent	Report is Class 1 (7 Yr. Statute of Limitations)	--	--
J-141-SW	3	Worksheet for Special Education Pupil Transportation Data Report	3 Years	Permanent	Report is Class 1 (7 Yr. Statute of Limitations)	--	--

Class 1 – Permanent Records

Class 2 – Optional Records

Class 3 – Disposable Records

-- Feasibility to Microfilm at District Discretion

(a) - Highway Patrol Handbook

(b) - Administration of Public School Transportation -1972

(c) - Internal Working Papers

**Legal
Provisions**

Title 5 California Code of Regulations (K-12)

Title 5, Division 1, Chapter 16

Chapter 2 – Destruction of Records of School Districts

Article 1 General Provisions

Section 16020. Definition of Records

- (a) As used in this article, “records” means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained or which are prepared or retained as necessary or convenient to the discharge of official duty.

Amended effective 1-13-84

Section 16021. Repealed effective January 13, 1984.

Section 16022. Classification of records

- (a) **Prior Year Records** – Before January 1, the district superintendent (or a person designated by the district not employing a superintendent) shall review documents and papers originating during the prior school year and classify them as Class 1 – Permanent, Class 2 – Optional, Class 3 – Disposable
- (b) **Continuing Records** – Records of a continuing nature, i.e., active and useful for administrative, legal, fiscal, or other purposes over a period of years, shall not be classified until such usefulness has ceased. A pupil’s cumulative record, if not transferred, is a continuing record until the pupil cease to be enrolled in the district.
- (c) **Microfilm Copy** – Whenever an original record is photographed, microphotographed, or otherwise reproduced on film, the copy thus made is hereby classified as Class 1 – Permanent. The original record, unless classified as Class 2 – Optional, may be classified as Class 3 – Disposable and may then be destroyed in accordance with this chapter if the following conditions have been met:
 - (1) The reproduction was accurate in detail and on film of a type approved for permanent, photographic records by the United States Bureau of Standards.
 - (2) The superintendent has attached to or incorporated in the microfilm copy has signed and dated certification of compliance with the provisions of Section 1531 of the Evidence Code.
 - (3) The microfilm copy was placed in a conveniently accessible file, and provision was made for preserving permanently, examining and using the same.
- (d) Any “historical inventory of equipment” shall be a continuing record as provided in subdivision (b) and shall not be subject to classification for retention or destruction until the inventory is superseded or until the equipment is removed from district ownership.

Amended effective 1 13 84

Title 5 California Code of Regulations (K-12)...continued

Article 2 Period of Retention

Section 16023. Class – 1 Permanent Records

The original of each of the records listed in this section, or one exact copy thereof when the original is required by law to be filed with another agency, is a Class – 1 Permanent record and shall be retained indefinitely, unless microfilmed in accordance with Section 16022(c).

(a) Annual Reports

- (1) Official Budget
- (2) Financial report of all funds, including cafeteria and student body funds.
- (3) Audit of all funds.
- (4) Average daily attendance, including Period 1 and Period 2 reports.
- (5) Other major annual reports, including:
- (6) Minutes of the Board of Committees Thereof, including the text of a rule, regulation, policy, or resolution not set forth verbatim in the minutes but included therein by reference only.
- (7) Elections, including the class, if any, for and the result (but not including detail documents, such as ballots) of an election called, conducted or canvassed by the governing board for a board member, his recall, issuance of bonds incurring any long-term liability, change in maximum tax rates, reorganization, or any other purpose.
- (8) Records transmitted by another agency that pertain to that agency's action with respect to district reorganization.
 - (A) Those containing information relating to property, activities, financial condition, or transactions.
 - (B) Those declared by board minutes to be permanent

(b) Official Actions

(c) Personnel Records

- (1) Employees
 - (A) All detail records relating to employment, assignment, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick leave record, rate of compensation, salaries or wages paid, deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detail records, a complete proven summary payroll record for every employee of the school district containing the same data may be classified as Class 1 – Permanent, and the detail records may then be classified as Class 3 – Disposable.

Title 5 California Code of Regulations (K-12)...continued

(B) Information of a derogatory nature defined in Education Code Section 44031 shall be Class 1 – Permanent only after it becomes final. This information becomes final when:

1. The time for filing a grievance has lapsed, or
2. The document has been sustained by the grievance process.

(C) Information of a derogatory nature as defined in Education Code Section 44031 shall be Class 3 – Disposable if prior to the effective date of this section the document was subject of grievance process and was not sustained.

(2) Pupils

(A) The records of enrollment and scholarship for each pupil required by Section 432.

(B) All records pertaining to any accident or injury involving a minor for which a claim for damages has been filed as required by law, including any policy of liability insurance relating thereto, except that these records cease to be Class 1 – Permanent records one year after the claim has been settled or the statute of limitations has run.

(d) **Property Records** All detail records relating to land, buildings, and equipment. In lieu of such detail records, a complete property ledger may be classified as Class 1 – Permanent, and the detail records may then be classified as Class 3 – Disposable, if the property ledger includes:

- (1) All fixed assets.
- (2) An equipment inventory.
- (3) For each unit of property, the date of acquisition or augmentation, the person from who acquired, an adequate description or identification, and the amount paid, and comparable data if the unit is disposed of by sale, loss, or otherwise.

Amended effective 1-13-84

Section 16024. Class 2 – Optional Records

Any record worthy of temporary preservation but not classified as Class 1 – Permanent may be classified as Class 2 – Optional and shall then be retained until reclassified as Class 3 – Disposable. If the superintendent and governing board agree that classification should not be made by the time specified in Section 16022, all records of the prior year may be classified as Class 2 – Optional pending further review and classification within one year

Amended effective 1-13-84

Section 16025. Class 3 – Disposable Records

Title 5 California Code of Regulations (K-12)...continued

All records not classified as Class 1 – Permanent or Class 2 – Optional shall be classified as Class 3 – Disposable, including but not limited to detail records relating to:

- (a) Records Basic to Audit, including those relating to attendance, average daily attendance, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets, cancelled checks and stubs, student body and cafeteria fund records, etc.), and detail records used in the preparation of any other report. Teachers' registers may be classified as Class 3 – Disposable only if all information required in Section 432 is retained in other records or if the General Record pages are removed from the register and are classified as Class 1 – Permanent.
- (b) Periodic Reports, including daily, weekly, and monthly reports, bulletins and instructions.

Section 16026. Retention Period

A Class 3 – Disposable record shall not be destroyed until after the third July 1 succeeding the completion of the audit required by Education Code Section 41020 or of any other legally required audit, or after the ending date of any retention period required by any agency other than the State of California, whichever date is later. A continuing record shall not be destroyed until the fourth year after it has been classified as Class 3 – Disposable.

Section 16027. Destruction of Records

Unless otherwise specified in this chapter, all Class 3 – Disposable records shall be destroyed during the third school year after the school year in which they originated (e.g., 1976-77 records may be destroyed after July 1, 1980).

Amended effective 1-13-84

Section 16028. Repealed effective January 13, 1984.

Article 3 Repealed effective December 9, 1979.

Title 5 California Administrative Code (C.C.)

Chapter 2.5 Retention and Destruction of Records

Article 1 General Provisions

59020. Definition of Records

- (a) As used in this chapter, "records" mean all records, maps, books, papers, data processing output, and documents of a Community College district required by law to be prepared or retained or which are prepared or retained as necessary or convenient to the discharge of official duty. "Records" include "student records" as defined in Section 76210 of the Education Code and subsection (c) of Section 54606 of this title.
- (b) The following documents are not "records" and may be destroyed at any time:
- (1) Mimeographed, otherwise duplicated, or carbon copies, except the original or one copy. (A person receiving a duplicate copy need not retain it.)
 - (2) An individual memorandum, other than one relating to personnel matters, or other than a student record, between one employee and another employee of the district.
 - (3) Advertisements and other sales material received.
 - (4) Textbooks, maps used for instruction, and other instructional materials, including library books, pamphlets and magazines.

Amended effective 4-5-91.

59021. Scope of Chapter

The provisions of this chapter apply only in the event that the destruction or retention of records by the district is not otherwise authorized or provided for by law.

Amended effective 4-5-91.

59022. Classification of Records

- (a) The governing board of each Community College district shall establish an annual procedure by which the chief executive officer, or other designee, shall review documents and papers received or produced during the prior academic year and classify them as Class 1-Permanent, Class 2 - Optional, or Class 3 - Disposable.
- (b) All records not classified prior to July 1, 1976, are subject to the same review and classification as in (a). If such records are three or more years old and classified as Class 3 Disposable they may be destroyed without further delay, but in accordance with Article 3.
- (c) Records originating during a current academic year shall not be classified during that year.
- (d) Records of continuing nature, i.e., active and useful for administrative, legal, fiscal, or other purposes over a period of years, shall not be classified until such usefulness has ceased.
- (e) Whenever an original Class - 1 Permanent record is photographed, microphotographed, or otherwise reproduced on film, the copy thus made is hereby classified as Class 1- Permanent. The original record, unless classified as Class 2 - Optional, may be classified as Class 3 - Disposable, and may then be destroyed in accordance with this chapter if the following conditions have been met.

Title 5 California Administrative Code (C.C.)...continued

- (1) The reproduction was accurate in detail and on film of a type approved for permanent, photographic records by the United States Bureau of Standards.
- (2) The chief executive officer, or other designee, has attached to or incorporated in the microfilm copy or system a signed and dated certification of compliance with the provisions of Section 1531 of the Evidence Code, stating in substance that the copy is a correct copy of the original, or a specified part thereof, as the case may be.
- (3) The microfilm copy was placed in an accessible location and provision was made for preserving permanently, examining and using same.

Amended effective 4-5-91.

Article 2 Period of Retention

59023. Class - Permanent Records

The original of each of the records listed in this section, or one exact copy thereof when the original is required by law to be filed with another agency, is a Class 1- Permanent record and shall be retained indefinitely, unless microfilmed in accordance with subsection (e) of Section 59022.

- (a) The following annual reports:
 - (1) Official budget.
 - (2) Financial report of all funds, including cafeteria and student body funds.
 - (3) Audit of all funds.
 - (4) Full-time equivalent student, including Period 1 and Period 2 reports; and
 - (5) Other major annual reports, including:
 - (A) Those containing information relating to property, activities, financial condition, or transactions.
 - (B) Those declared by board minutes to be permanent.
- (b) The following official actions:
 - (1) Minutes of the board or committees thereof, including the text of a rule, regulation, policy, or resolution not set forth verbatim in the minutes but included therein by reference only.
 - (2) Elections, including the call, if any, for and the result (but not including detail documents, such as ballots) of an election called, conducted or canvassed by the governing board for a board member, the board member's recall, issuance of bonds, incurring any long-term liability, change in maximum tax rates, reorganization, or any other purpose.
 - (3) Records transmitted by another agency that pertain to that agency's action with respect to district reorganization.
- (c) The following personnel records of employee. All detail records relating to employment, assignment, employee evaluations, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick leave record, rate of compensation, salaries or wages paid, deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detail records, a complete proven summary payroll record for every employee of the school district containing the same data may then be classified as Class 1- Permanent, and the detail records may then be classified as Class 3 - Disposable.

Title 5 California Administrative Code (C.C.)...continued

- (d) The following student records.
 - (1) The records of enrollment and scholarship for each student. Such records of enrollment shall and scholarship may include but need not be limited to:
 - (A) Name of student.
 - (B) Date of birth.
 - (C) Place of birth.
 - (D) Name and address of a parent having custody or a guardian, if the student is a minor.
 - (E) Entering and leaving date for each academic year and for any summer session or other extra session.
 - (F) Subjects taken during each year, half year, summer session or quarter.
 - (G) If grades or credits are given, the grades and number of credits toward graduation allowed for work taken.
 - (2) All records pertaining to any accident or injury involving a student for which a claim for damages has been filed as required by law, including any policy of liability insurance relating thereto, except that these records cease to be Class 1 - Permanent records, one year after the claim has been settled or after the applicable statute of limitations has run.
- (e) Property Records. All detail records relating to land, buildings, and equipment. In lieu of such detail records, a complete property ledger may be classified as Class 1 - Permanent, and the detail records may then be classified as Class 3 - Disposable, if the property ledger includes:
 - (1) All fixed assets.
 - (2) An equipment inventory, and
 - (3) For each unit of property, the date of acquisition or augmentation, the person from whom acquired, an adequate description of identification, and the amount paid, and comparable data if the unit is disposed of by sale, loss, or otherwise.

Amended effective 10-6-34.

Title 5 California Administrative Code (C.C.)... continued

59024. Class 2 - Optional Records

Any record worthy of further preservation but not classified as Class 1 - Permanent may be classified as Class 2 - Optional and shall then be retained until reclassified as Class 3 - Disposable. If the chief executive officer, or other designee, determines that classification should not be made by the time specified in Section 59022, all records of the prior year may be classified as Class 2 - Optional, pending further review and classification within one year.

Amended effective 4-5-91.

Title 5 California Administrative Code (C.C.)...continued

59025. Class 3 - Disposable Records

All records, other than Continuing Records, not classified as Class 1- Permanent or Class 2 - Optional, shall be classified as Class 3 - Disposable, including, but not limited to, detail records relating to:

- (a) Records Basic to Audit, including those relating to attendance, full time equivalent student, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets, cancelled checks and stubs, student body and cafeteria fund records, etc.), and detail records used in the preparation of any other report; and
- (b) Periodic Reports, such as daily, weekly, and monthly reports, bulletins, and instructions.

Amended effective 10-8-94.

59026. Retention Period

- (a) Generally, a Class 3 - Disposable record, unless otherwise specified in this SubChapter, should be destroyed during the third college year after the college year in which it originated (e.g. 1993-94 plus 3 = 1996-97). Federal programs, including various student aid programs, may require longer retention periods and such program requirements shall take precedence over the requirements contained herein.
- (b) With respect to records basic to an audit, a Class 3 - Disposable record shall not be destroyed until after the third July 1 succeeding the completion of the audit required by Education Code Section 84040 or of any other legally required audit, or that period specified by Section 59118, or after the ending date of any retention period required by any agency other than the State of California, whichever date is later.
- (c) With respect to continuing records, a continuing record shall not be destroyed until the third year after it has been classified as Class 3 - Disposable.

Amended effective 10-6x94.

Article 3 Procedures For Destruction

59027. Chief Administrative Officer Actions

- (a) The chief administrative officer, or the designee of that officer, shall:
 - (1) Personally supervise the classification of records.
 - (2) Mark each file or other container as to classification and the school year in which the records originated. If the records are classified as Class 3 - Disposable, the chief administrative officer shall also mark the school year in which such records are to be destroyed.
 - (3) Supervise the destruction of records.
- (b) The chief administrative officer or designee shall submit to the governing board a list of records recommended for destruction, and shall certify that no records are included in the list in conflict with these regulations.

Amended effective 4-5-91.

Title 5 California Administrative Code (C.C.)...continued

59028. Board Action

The Governing Board shall:

- (a) Approve or disapprove the recommendation of its designee.
- (b) Order a reclassification when necessary or desirable.
- (c) Order by action recorded in the minutes (with lists attached) the destruction of records in accordance with these regulations.

Amended effective 4-5-91.

59029. Manner of Destruction

Upon the order of the governing board that specified records shall be destroyed, such records shall be permanently destroyed by such foolproof methods as shredding, burning, or pulping; and such destruction shall be supervised by the chief executive officer or other designee.

Amended effective 4-5-91.

59030. Destroyed Records; Certification of Contents

Whenever in any college year the community college register of any instructor, or other records of any district are destroyed by conflagration or public calamity, preventing the instructor and college officers from making their annual reports in the usual manner and with accuracy, affidavits of the instructor, the president, or other officers of the district, certifying as to the contents of the destroyed register or other records, shall be accepted by all college authorities for all purposes pertaining to the district, except that of calculations of full-time equivalent students (FTES).

Amended effective 10-6-94.

59031. Full-Time Equivalent Student Records; Area Hit by Calamity

Whenever the full-time equivalent student of a community college district has been materially affected in any college year by conflagration, public calamity, or epidemic of unusual duration and prevalence, the regular annual reports of the instructor, the president, or officers of the district, shall be accepted by all college officers for all matters pertaining to the district, except that of full-time equivalent student.

Amended effective 10-6-94.

Title 5 California Administrative Code (C.C.)...continued

59033. Attendance Accounting for Lost or Destroyed Records

Whenever any attendance records have been lost or destroyed by conflagration or public calamity, attendance accounting related to such records shall be made in accordance with section 58031.

Amended effective 6-4-93.

Chapter 2 Governing Boards

Article 8 Records and Reports

Duty to Keep Certain Records and Reports

35250. The Governing Board of every school district shall:

- (a) Certify or attest to actions taken by the governing board whenever such certification or attestation is required for any purpose.
- (b) Keep an accurate account of the receipts and expenditures of school moneys.
- (c) Make an annual report, on or before the first day of July, to the county superintendent of schools in the manner and form and on the blanks prescribed by the Superintendent of Public Instruction.
- (d) Make or maintain such other records or reports as are required by law.

Certification as to Contents of Destroyed Records

35251. Whenever in any school year the school register of any teachers, or other records of any school district are destroyed by conflagration or public calamity, preventing the teacher and school officers from making their annual reports in the usual manner and with accuracy, affidavits of the teachers, the school principals, or other officers of the school district, certifying as to the contents of the destroyed register or other records, shall be accepted by all school authorities for all school purposes appertaining to the school district, except that of average daily attendance.

Average Daily Attendance Records Where Area Hit by Calamity

35252. Whenever the average daily attendance of any school district has been materially affected in any school year by conflagration, public calamity, or epidemic of unusual duration and prevalence, the regular annual reports of the teacher, the school principal, or officers of the school district shall be accepted by all school officers for all school matters appertaining to the school district, except that of average daily attendance.

Regulations to Destroy Records

35253. Whenever the destruction of records of a district is not otherwise authorized or provided for by law, the governing board of the district may destroy such records of the district in accordance with regulations of the Superintendent of Public Instruction which he is herewith authorized to adopt.

Microfilming or photographic copies of records.

35254. The governing board of any school district may make microfilm or photographic copies of any records of the district. The original of any records of which a photographic or microfilm copy has been made may be destroyed when provision is made for permanently maintaining such photographic or microfilm copies in the files of the district, except that no original record that is basic to any required audit shall be destroyed prior to the second July 1st succeeding the completion of the audit.

California Education Code (K-12)...continued

Records of Joint School District

35255. In any joint school district, all returns, reports, certificates, estimates, petitions, and other papers of any kind relating to schools and school districts, required by law to be filed with or presented to the board of supervisors or county superintendent of schools, shall be filed with or presented to the supervisors or superintendent of schools of each county in which any portion of the district is situated.

Chapter 3 Reorganization of School Districts - General Provisions

Article 7 Disposition of Records, Funds, Property, and Obligations When Reorganized

Disposal of Records

35562. If all the territory of any school district becomes part of two or more districts of any type, and the inclusion in the two or more new school districts of the several portions of territory comprising the whole of the original district is effective for all purposes on the same date, the records of the original district shall be disposed of as follows:

- (a) All records of the original district which are required by law to be kept on file shall be deposited with the governing board of the district which, after the reorganization has become effective for all purposes, has located within its boundaries the former office of the superintendent of the original district.
- (b) Records of employees shall be transferred to the district thereafter employing the personnel or thereafter maintaining the last place of employment.
- (c) Records of pupils shall be transferred to the district which, after the date on which the reorganization becomes effective for all purposes, maintains the school in which a pupil was last enrolled.

Chapter 6.5 Pupil Records

Article 2 Definitions

Definitions

49061. As used in this chapter:

- (a) "Parent" means ...
- (b) "Pupil record" means any item of information directly related to an identifiable pupil, other than directory information, which is maintained by a school district or required to be maintained by an employee in the performance of his duties whether recorded by handwriting, print, tapes, film, microfilm or other means. "Pupil record" shall not include informal notes related to a pupil compiled by a school officer or employee which remain in the sole possession of the maker and are not accessible or revealed to any other person except a substitute. For purposes of this subdivision, "substitute" means a person who performs the duties of the individual who made the notes on a temporary basis, and does not refer to a person who permanently succeeds the maker of the notes in his or her position.

California Education Code (K-12)...continued

Article 3 General Provisions

Records Establishment, Maintenance and Destruction

49062. School districts shall establish, maintain, and destroy pupil records according to regulations adopted by the State Board of Education. Pupil records shall include a pupil's health record. Such regulations shall establish state policy as to what items of information shall be placed into pupil records and what information is appropriate to be compiled by individual school officers or employees under the exception to pupil records provided in subdivision (a) of Section 49061. No pupil records shall be destroyed except pursuant to such regulations or as provided in subdivisions (b) and (c) of Section 49070.

Transfer of Permanent Enrollment and Scholarship Record

49068. Whenever a pupil transfers from one school district to another or to a private school, or transfers from a private school to a school district within the state, the pupil's permanent record or a copy thereof shall be transferred by the former district or private school upon a request from the district or private school where the pupil intends to enroll. Any school district requesting such a transfer of a record shall notify the parent of his right to receive a copy of the record and a right to a hearing to challenge the content of the record. The State Board of Education is hereby authorized to adopt rules and regulations concerning the transfer of records.

Article 4 Rights of Parents

Challenging Content of Records

49070. Following an inspection and review of a pupil's records, the parent of a pupil or former pupil of a school district may challenge the content of any pupil record.

- (a) The parent of a pupil may file a written request with the superintendent of the district to correct or remove any information recorded in the written records concerning his child which he alleges to be: (1) inaccurate, (2) an unsubstantiated personal conclusion or inference, (3) a conclusion or inference outside of the observer's area of competence, or (4) not based on the personal observation of a named person with the time and place of the observation noted.
- (b) Within 30 days of receipt of such request, the superintendent or his designee shall meet with the parent and the certificated employee who recorded the information in question, if any, and if such employee is presently employed by the school district. The superintendent shall then sustain or deny the allegations. If the superintendent sustains any or all of the allegations, he shall order the correction or the removal and destruction of the information. However, in accordance with Section 49066, the superintendent shall not order a pupil's grade to be changed unless the teacher who determined such grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which such grade was given and is, to the extent practicable, included in all discussions relating to the changing of such grade. If the superintendent denies any or all of the allegations and refuses to order the correction or the removal of the information, the parent may, within 30 days of the refusal, appeal the decision in writing to the governing board of the school district.

California Education Code (K-12)...continued

- (c) Within 30 days of receipt of such an appeal, the governing board shall, in closed session with the parent and the certificated employee who recorded the information in question, if any, and if such employee is presently employed by the school district, determine whether or not to sustain or deny the allegations. If the governing board sustains any or all of the allegations, it shall order the superintendent to immediately correct or remove and destroy the information from the written records of the pupil. However, in accordance with Section 49066, the governing board shall not order a pupil's grade to be changed unless the teacher who determined such grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which such grade was given and is, to the extent practicable, included in all discussions relating to the changing of such grade. The decision of the governing board shall be final. Records of these administrative proceedings shall be maintained in a confidential manner and shall be destroyed one year after the decision of the governing board, unless the parent initiated legal proceedings relative to the disputed information within the prescribed period.
- (d) If the final decision of the governing board is unfavorable to the parent, or if the parent accepts an unfavorable decision by the district superintendent, the parent shall have the right to submit a written statement of his objections to the information. This statement shall become a part of the pupil's school record until such time as the information objected to is corrected or removed.

Right to Include Statement or Response to Disciplinary Actions

49072. Whenever there is included in any pupil record information concerning any disciplinary action taken by school district personnel in connection with the pupil, the school district maintaining such record or records shall allow the pupil's parent to include in such pupil record a written statement or response concerning the disciplinary action.

Article 5 Privacy of Pupil Records

Access to Records by Any Person with Written Parental Consent

49075. A school district may permit access to pupil records to any person for whom a parent of the pupil has executed written consent specifying the records to be released and identifying the party or class of parties to whom the records may be released. The recipient must be notified that the transmission of the information to others without the written consent of the parent is prohibited. The consent notice shall be permanently kept with the record file.

Chapter 6 Miscellaneous Provisions

Article 1 Records and Reports

Duty to Keep Certain Records and Reports

72600. The governing board of every community college district shall:

- (a) Certify or attest to actions taken by the governing board whenever such certification or attestation is required for any purpose.
- (b) Keep an accurate account of the receipts and expenditures of district moneys in accordance with the provisions of Sections 84030 and 84031.
- (c) Make an annual report, on or before the first day of July, to the county superintendent of schools in the manner and form and on the blanks prescribed by the board of governors.
- (d) Make or maintain such other records or reports as are required by law.

Certification as to Contents of Destroyed Records

72601. Whenever in any college year the community college register of any instructor, or other records of any district are destroyed by conflagration or by public calamity, preventing the instructor and college officers from making their annual reports in the usual manner and with accuracy, affidavits of the instructor, the president, or other officers of the district, certifying as to the contents of the destroyed register or other records, shall be accepted by all college authorities for all purposes appertaining to the district, except that of average daily attendance.

Amended by Stats. 1981, Ch. 470 effective 1-1-82.

Average Daily Attendance Records Where Area Hit by Calamity

72602. Whenever the average daily attendance of a community college district has been materially affected in any college year by conflagration, public calamity, or epidemic of unusual duration and prevalence, the regular annual reports of the instructor, the president, or officers of the district, shall be accepted by all college officers for all matters appertaining to the district, except that of average daily attendance.

Amended by Stats. 1981, Ch. 470 effective 1-1-82.

Regulations to Destroy Records

72603. Whenever the destruction of records of a district is not otherwise authorized or provided for by law, the governing board of the district may destroy such records of the district in accordance with regulations of the board of governors which they are authorized to adopt.

72604. Repealed 1981 Laws, Ch. 470 and 471 effective 1-1-82.

California Education Code (C.C.)...continued

Records of Joint School Districts

72605. In any joint community college district, all returns, reports, certificates, estimates, petitions, and other papers of any kind relating to community colleges and community college districts, required by law to be filed with or presented to the board of supervisors or county superintendent of schools, shall be filed with or presented to the supervisors or superintendent of schools of each county in which any portion of the district is situated.

Chapter 1.5 Student Records

Article 2 Definitions

Definitions

76210. As used in this chapter:

- (a) "Student record" means any item of information directly related to an identifiable student, other than directory information, which is maintained by a community college or required to be maintained by any employee in the performance of his duties whether recorded by handwriting, print, tapes, film, microfilm or other means. "Student record" shall not mean confidential letters and statements of recommendations maintained by a community college on or before January 1, 1975, provided that such letters or statements are not used for purposes other than those for which they were specifically intended, nor shall it mean information provided by a student's parents relating to applications for financial aid or scholarships, nor shall it mean information related to a student compiled by a community college officer or employee which remains in the sole possession of the maker and is not accessible or revealed to any other person except a substitute. For purposes of this subdivision, "substitute" shall mean a person who performs in a temporary basis the duties of the individual who made the notes and does not refer to a person who permanently succeeds the maker of the notes in his or her position. "Student record" shall also not include information related to a student created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his professional or paraprofessional capacity, or assisting in that capacity, and which are created, maintained, or used only in connection with the provision of treatment to the student and is not available to anyone other than persons providing such treatment; provided, however, that such a record may be personally reviewed by a physician or other appropriate professional of the student's choice.
- (b) "Student record" shall not mean information maintained by a community college law enforcement unit if the personnel of the unit do not have access to student records pursuant to Section 76423, if the information maintained by the unit is kept apart from information maintained pursuant to subdivision (a) of this section, if the information is maintained solely for law enforcement purposes, and if the information is not made available to person other than law enforcement officials of the same jurisdiction, nor shall it mean information maintained in the normal course of business pertaining to persons who are employed by a community college, provided that such information relates exclusively to such person in that person's capacity as an employee and is not available for use for any other purpose.

California Education Code (C.C.)...continued

Article 3 General Provisions

Regulations/Establishment, Maintenance, and Destruction

76220. Community college districts shall establish, maintain, and destroy student records according to regulations adopted by the Board of governors of the California Community Colleges. Such regulations shall establish state policy as to what items of information shall be placed into student records and what information is appropriate to be compiled by individual community college officers or employees under the exception to student records provided in subdivisions (a) and (b) of Section 76210. No student records shall be destroyed except pursuant to such regulations or as provided in subdivisions (b) and (c) of Section 76232. Transfer of Records; Notice of Rights; Regulations

76225. Whenever a student transfers from one community college or public or private institution of postsecondary education to another within the state, appropriate records or a copy thereof shall be transferred by the former community college, college or university, or school or school district upon a request from the student; provided, however, that the community college, college or university, or school or school district from which the student is transferring may notify the student that the student's records will be transferred upon payment by the student of all fees and charges due the community college, college or university, or school or school district. Any community college, college or university, or school or school district making such a transfer of such records shall notify the student of his right to receive a copy of the record and his right to a hearing to challenge the content of the record. The Board of Governors of, the California Community Colleges may adopt rules and regulations concerning transfer of such records to, from, or between schools under its jurisdiction.

Article 4 Rights of Students

Challenging Content of Records

76232.

- (a) Any student may file a written request with the chief administrative officer of a community college district to correct or remove information recorded in his student records which he alleges to be: (1) inaccurate; (2) an unsubstantiated personal conclusion or inference (3) a conclusion or inference outside of the observer's area of competence or (4) not based on the personal observation of a named person with the time and place of the observation noted.
- (b) Within 30 days of receipt of such request, the chief administrative officer or his designee shall meet with the student and the certificated employee who recorded the information in question, if any, and if such employee is presently employed by the community college district. The chief administrative officer or his designee shall then sustain or deny the allegations. If the chief administrative officer or his designee sustains any or all of the allegations, he shall order the correction or removal and destruction of the information. If the chief administrative officer or his designee denies any or all of the allegations and refuses to order the correction or removal of the information, the student may, within 30 days of the refusal, appeal the decision in writing to the governing board of the community college district.
- (c) Within 30 days of receipt of such an appeal, the governing board shall, in closed session with the student and the certificated employee who

California Education Code (C.C.)...continued

recorded the information in question, if any, and if such employee is presently employed by the community college district, determine whether to sustain or deny the allegations. If the governing board sustains any or all of the allegations, it shall order the chief administrative officer or his designee to immediately correct or remove and destroy the information. The decision of the governing board shall be final. Records of these administrative proceedings shall be maintained in a confidential manner and shall be destroyed one year after the decision of the governing board, unless the student initiates legal proceedings relative to the disputed information within the prescribed period.

- (d) If the final decision of the governing board is unfavorable to the student, or if the student accepts an unfavorable decision by the chief administrative officer, the student shall have the right to submit a written statement of his objections to the information. This statement shall become a part of the student's record until such time as the information objected to is corrected or removed.

Right to Include Statement or Response to Disciplinary Actions

76233. Whenever here is included in any student record information concerning any disciplinary action taken by community college personnel in connection with the student, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

Article 5 Privacy of Student Records

Access to Records by any Person with Written Consent of Student

76242. A community college district may permit access to student records to any person for whom the student has executed written consent specifying the records to be released and identifying the party or class of parties to whom the records may be released. The recipient must be notified that the transmission of the information to others without the written consent of the student is prohibited. The consent notice shall be permanently kept with the record file.

Commercial Code Section 13

9407.1. In lieu of filing all financing statements, termination statements, partial releases, assignments, or other related papers falling under this code, the filing officer may record those papers. The filing officer may employ a system of microphotography, optical risk, or reproduction by other techniques which do not permit additions, deletions, or changes to the original document. All film used in the microphotography process shall comply with minimum standards of quality approved by the United States Bureau of Standards and the American National Standards Institute. A true copy of the microfilm or optical disk shall be kept in a safe and separate place for security purposes. Reproduction of any document filed on microfilm or stored on optical disk pursuant to this section shall be admissible in any court of law.

NOTE: Current law (Title 5 of the California Administrative Code and the California Education Code) authorizes the recordation of original documents by a system of photography, microphotography, or otherwise produced on film. The Commercial Code was amended to authorize this recordation by optical disk or reproduction by other techniques which do not permit additions, deletions, or changes to the original document. The amended Commercial Code appears for your information so that you are aware of the latest technology.

Child Nutrition and Food Distribution Division Office of Child Nutrition Services

Policy Memorandum No.85-306, February 1990

Policy

Effective January 1, 1990, Child Nutrition Program records shall be retained for a period of three years after the submission of the fiscal year's final Claim for Reimbursement. In cases where audit findings have not been resolved, records shall be retained beyond the three-year period until the audit issues are resolved. This policy also applies to adult day care food program sponsors.

Background

Federal regulations governing Child Nutrition Programs stipulate a three-year record retention period; however, based on requirements of the California Education Code, Section 33421, a five-year record retention period for Child Nutrition Program records has been in effect.

On July 21, 1989, Assembly Bill 1226 was signed into law as Chapter 194, Statutes of 1989, effective January 1, 1990. This legislation specifies that Child Nutrition Program records shall be retained in accordance with regulations adopted by the United States Department of Agriculture. The enactment of this legislation establishes consistency between state law and federal regulation with regards to the retention of child Nutrition Program records.

Table of References

Administration of Public Transportation

Attendance, Pupil and Administration Services Annual Bulletin
General Bulletin County of Los Angeles, Office of Education

California Administrative Code, Title 5

California Code of Civil Procedures

California Department Of General Services - Public School Construction
California Education Code

California Highway Patrol School Bus Driver's and Carrier's Handbook

Child Nutrition and Food Distribution Division Office of Child
Nutrition Services, Policy Memorandum

Code of Federal Regulations

Commercial Code

Data Acquisition Calendars - California State Department of Education

Federal Register - Guide to Records Retention Requirements

Government Code

Institute Of Transportation Studies - University Of California

Payroll Management Guide

Records Disposition Handbook - Records Management Division,
Department of General Services, State of California

Vocational Education Financial Report and Claim for Funds Workbook

Wage Garnishment Law

