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SIXTH EDITION

RECORDS RETENTION MANUAL

KINDERGARTEN THROUGH GRADE TWELVE
and
COMMUNITY COLLEGES

Prepared by the Southern Section of the
California Association of School Business Officials



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CASBO Subcommittee Members:

- Eric Hart, Director of Fiscal Services, *Rowland Unified School District*
- Laura Castillo, Director of Fiscal Services, *El Rancho Unified School District*
- Billie Saavedra, Director of Food Services, *El Rancho Unified School District*
- Zacten Ige, Assistant Director of Fiscal Services, *El Rancho Unified School District*
- Joanne Gallegos, Manager of Fiscal Services, *Pupil Transportation Cooperative*
- Carina Lazcano, Operations Manager, *Pupil Transportation Cooperative*
- Lydia Cano, Deputy Superintendent, *Palos Verdes Peninsula Unified School District*
- Pamela Fees, Retiree
- Cheryl Plotkin, Retiree
- Debbie Simons, Retiree
- Sharon Ketcherside, Retiree

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Table of Contents

Acknowledgements	2
CASBO Subcommittee Members	2
Introduction	5
Suggested Procedures	6
Microfilm and Other Applications	7
Suggested Forms	9
Introduction	10
Example: Classification Statements	11
Example: Destruction Statements (For Board Approval)	12
Example: Letter (to the Governing Board) for Reclassification Request	13
Example: Letter (to the Governing Board) for Destruction Approval	14
Example: Letter (to the Superintendent) Witnessing Document	15
Destruction	
Example: Class 1 Records Inventory	16
Example: Class 1 Records Storage Inventory	17
Example: Class 2 Records Inventory	18
Example: Class 2 Records Storage Inventory	19
Example: Class 3 Records Storage Inventory	20
Example: Storage Label	21
Example: Storage Label	22
Documents and Retention Periods	23
Areas of Responsibility	
Introduction	24
Accounting & Budgeting	25
Administration/Board Minutes and Correspondence	40
CBEDS	43
Certification	44
Child Development-Child Care	45
Child Welfare and Attendance	49
Continuation Schools	56
Contracts	57
Curriculum and Instruction	58
Food Services	59
Garnishments	62
Health Services	63
Insurance	65
Legal	66
Maintenance and Operations	67
Payroll	68
Personnel	70
Property	71
Pupil Personnel Services	73
Pupil	74
Pupil Data Collected from Social Media Sources	75

Purchasing	76
Regional Occupation Centers/Programs	77
Retirement	78
Special Education	79
Special Schools	83
State and Federal Special Projects/Programs	85
State Forms	94
Student Body	104
Transportation	105
Legal Provisions	107
Table of References	128

Introduction

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 systemized 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 Provisions (beginning on page 107) 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 107) should be thoroughly reviewed. A preliminary district study should be conducted of existing applicable board policies and administrative procedures, records on hand and probable personnel requirements in order to establish and maintain new or revised procedures, 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 records 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 – 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 periods 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 should be recorded in the board minutes. Notification should also be given to the governing board attesting to the fact that the documents have 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 microfilm to be used, whether it is microfilm cartridge or microfiche. Microfilm, microfiche-microfilm or microfiche are all micro-photographic images 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:

- The image must be accurate in detail.
- The film must meet American National Standards Institute (ANSI) standards.
- The film or fiche must incorporate the superintendent's signed and dated certification of compliance with the provisions of the Evidence Code.
- The image must be conveniently accessible, and provisions must be made for preserving permanently, examining and using 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.
- **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 beforehand 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.
- **Cloud-based and Digital Storage:** School districts may contract with vendors for cloud computing services, digital storage and educational software related to pupil records if they comply with the requirements of Education Code, Section 49073.1. With respect to document retention, the third-party contractor must certify that pupil records shall not be retained or available to the contractor upon completion of the contract. Failure to comply with the requirements in Education Code, Section 49073.1 may void the contract.
- **Collection and Retention of Data from Social Media:** School districts may collect information regarding students from social media sources. To do so, they must comply with several requirements regarding parental notification, public notice, document retention and contracting with third-parties, contained in Education Code, section 49073.6. Unlike other student records, information gathered from social media sources must be destroyed within one year of either a) the student turning 18 or b) the student's departure from the educational agency, whichever occurs first.

Suggested Forms

Statements

Letters

Records Inventories

Storage Labels

Introduction

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 and 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 permanent 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 permanent 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 classified as Class 3 records.

These records have met the retention period requirements of Article 2, Sections 16023-16028 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 16023-16028 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

Board Members:

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 16023-16028 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

Board Members:

The attached list of documents is considered to be Class 3. These records have been retained for the legal period of time as per Article 2, Sections 16023-16028 of Title 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

Superintendent

_____ District

_____ California

Dear Superintendent:

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

Governing Board Disposition

Date: _____

Disposition:

(Signature) Governing Board

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 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: Storage Label

School/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 Date

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 107 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 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 parentheses.

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 within each section.
- **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 within each section.
- **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.**

If filmed: if the documents have been filmed or copied, the legal retention of the original document is four 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 that if a document must be retained from 15-20 years, it may be considered appropriate to copy or microfilm it. Footnotes are provided at the bottom of each page to clarify the information provided.

Accounting and Budgeting

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
	3	Accounts Payable Reconciliation	3 Years	4 Years	Fiscal Accountability	--	--
	3	Accounts Receivable Reconciliation	3 Years	4 Years	Fiscal Accountability	--	--
SACS (J-200/300)(J141)(J41)	1	Annual Financial and Budget Report	Permanent	Permanent		4 Years	Permanent
SACS (J-600/700)	1	Annual Financial and Budget Report, Joint Powers Agencies	Permanent	Permanent		4 Years	Permanent
SACS (J-301-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	--	--
SACS (J-780)	1	Annual Program Cost Data Report, Joint Powers Agencies	Permanent	Permanent		4 Years	Permanent
SACS (J-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
St Software (J-22-A)	1	Annual Report for Gifted and Talented Programs(*)(**)	Permanent	Permanent		4 Years	Permanent
St Software (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
SACS - SEA (J-201SEA)	1	Special Education Revenue Allocation	Permanent	Permanent		4 Years	Permanent
SACS (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
St Software (J-18/19C-A)(1-19 A) Suppl (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

Accounting and Budgeting

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
St Software (J-18/19-A) (J-18-A Supp)	1	Annual Report of Attendance for High School Students Residing in the District	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19-A) (J-19-A Supp)	1	Annual Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
St Software (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
St Software (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
St Software (J-18/19-A) (J-18-A Supp)	1	Annual Report of Attendance for Kindergarten and Elementary Pupils Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
St Software (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
St Software (J-18/19-A)	1	Annual Report of Attendance for Students Residing in the District	Permanent	Permanent		4 Years	Permanent
J-43	1	Annual Report of Current Liabilities	Permanent	Permanent		4 Years	Permanent
St Software (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

Accounting and Budgeting

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
St Software (J18/19CH-A)	1	Annual Report of Charter School ADA Funded Through Revenue Limits (E.C.42238)	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19-C-A (J-18-A Supp)	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
SACS - TRAN (J-141)	1	Annual Report of Pupil Transportation Expense *	Permanent	Permanent		4 Years	Permanent
SACS-TRAN J-141ROC/P	1	Annual Report of ROC/P Transportation *	Permanent	Permanent		4 Years	Permanent
SACS-TRAN (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	--	--

Accounting and Budgeting

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
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	Obsolete	--	--
	3	Application for the 2000-2001 Beginning Teacher Minimum Salary Program Education Code Section 45023.1	3 Years	4 Years	Obsolete	--	--
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)	--	--
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

Accounting and Budgeting

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
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	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
St Software (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

Accounting and Budgeting

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
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 II A, Title II B, 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
St Software (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

Accounting and Budgeting

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
St Software (J-27/28-P1) (J-27-P1) (J-28-P1)	1	County Superintendents Report of Schools and Classes Maintained: First Period Report of Elementary and High School Attendance	Permanent	Permanent		4 Years	Permanent
St Software (J-27-P2) (County)	1	County Superintendents Report of Schools and Classes Maintained on a County-wide Basis: Second Period Report for Elementary Attendance	Permanent	Permanent		4 Years	Permanent
St Software (J-27/28-P2) (J-27-P2) (J-28-P2)	1	County Superintendents Report of Schools and Classes Maintained: Second Period Report of Elementary and High School Attendance	Permanent	Permanent		4 Years	Permanent
J-20	1	County Superintendents Report of Small Schools	Permanent	Permanent		4 Years	Permanent
St Software (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	Obsolete	--	--
J-73.4	1	Expenditure of ECIA Funds	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-2600	3	Family Fee Schedule	3 Years	4 Years	Timing/Fiscal Year	--	--
SACS (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
St Software (J-18/19-A) (J-19-A)Aden	1	Final Report of Adult Education ADA	Permanent	Permanent		4 Years	Permanent

Accounting and Budgeting

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
2VEA-,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
SACS (J-251)	1	First Interim Financial Report	Permanent	Permanent		4 Years	Permanent
ET	1	First Period Report for Gifted and Talented Programs(*)(**)	Permanent	Permanent		4 Years	Obsolete
St Software (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 Ed. Master Plan	Permanent	Permanent		4 Years	Permanent
St Software (J-22-P1)	1	First Period Report for Special Programs	Permanent	Permanent		4 Years	Permanent
St Software (J18/19C-P1) (J-19-P1 Suppl) 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
St Software (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
St Software (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

Accounting and Budgeting

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
St Software (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
St Software (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
St Software (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
St Software (J-18/19-P1) (J-18-P1) Supplement	1	First Period Report of Attendance for Kindergarten and Elementary Pupils Residing in the District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19-P1) (J-18-P1)	1	First Period Report of Attendance for Students Residing in the District	Permanent	Permanent		4 Years	Permanent
St Software (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
St Software (J18/19C-P1) (J-18-P1) Suppl 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 Local Control Funding Formula for School Districts	3 Years	4 Years	Timing/Fiscal Year	--	--

Accounting and Budgeting

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
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
SACS (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 entries -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
SACS (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
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	--	--
SACS-PCR (J-380)	1	Program Cost Report	Permanent	Permanent		4 Years	Permanent

Accounting and Budgeting

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
SACS-PCRAF (J-380)	1	Program Cost Report - Allocation Factors	Permanent	Permanent		4 Years	Permanent
	2	Prior Year Conversion K-8 IMF Direct Order Districts(*)(**)	4 Years	5 Years	Final Audit	--	--
SACS (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	Obsolete	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
St Software (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	Obsolete	4 Years	Permanent

Accounting and Budgeting

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
SACS-TRAN (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
SACS-TRAN (J-143)	1	Report of School Buses Purchased	Permanent	Permanent		4 Years	Permanent
J-18.1	1	Report of Small Elementary Schools	Permanent	Permanent		4 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
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	4 Years	5 Years	Final State/Federal Audit	--	--
	(a)	Requisitions	(a)	1 Year	Fiscal Accountability	--	--

Accounting and Budgeting

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
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
St Software (J-22-P2)	1	Second Period Report for Gifted and Talented Programs(*)(**)	Permanent	Permanent		4 Years	Permanent
St Software (J-22-P2)	1	Second Period Report for Handicapped Pupils Attending and ROC/P	Permanent	Permanent		4 Years	Permanent
St Software (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
St Software (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
St Software (J-18/19-P2) (J-19-P2) Supplement	1	Second Period Report of Attendance for High School Students Residing Outside the Reporting	Permanent	Permanent		4 Years	Permanent
St Software (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
SS-001	1	Summer School Report/Survey	Permanent	Permanent		4 Years	Permanent
St Software (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
St Software (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
St Software (J-18/19-P2)	1	Second Period Report of Attendance for Students Residing in the District	Permanent	Permanent		4 Years	Permanent

Accounting and Budgeting

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
St Software (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
St Software (J-18/19-C-P2) (J-18-P2) Suppl (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	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
St Software (J-18/19CH) P2 ADA	1	Second Period Report of Charter School Funded Through Revenue Local Control Funding Formula (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	Permanent	Permanent		4 Years	Permanent
	3	Second Principal Revenue Local Control Funding Formula Data Sheets and Schedules for School Districts	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Second Principal Revenue Local Control Funding Formula 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	--	--

Accounting and Budgeting

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
	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
St Software (J-22-A) Supplement	1	Supplement to Annual Report for Gifted and Talented Programs(*)(**)	Permanent	Permanent		4 Years	Permanent
St Software (J-22-P1) Supplement	1	Supplement to First Period Report for Gifted and Talented Programs(*)(**)	Permanent	Permanent		4 Years	Permanent
St Software (J-22-P2) Supplement	1	Supplement to Second Period Report for Gifted and Talented Programs(*)(**)	Permanent	Permanent		4 Years	Permanent
SACS (J-200)	1	Tentative Annual Financial and Budget Report	Permanent	Permanent		4 Years	Permanent

Class 1: Permanent Records

Class 2: Optional Records

Class 3: Disposable Records

(--) Feasibility to Microfilm at District Discretion

(*) Became part of the Local Control Funding Formula in budget year 2013-14

(**) Flexibility pursuant to SBX3 4, Section 15 or ABX4 2, Section 15

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

(a) No legal requirements

Administration/Board Minutes and Correspondence

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
	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	As Long as Needed 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	--	--

Administration/Board Minutes and Correspondence

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
	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	--	--
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	7Years	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

(a) - No Legal Requirements

CBEDS

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic 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

Class 2: Optional Records

Class 3: Disposable Records

(--) Feasibility to Microfilm at District Discretion

(a) - No Legal Requirements

Certification

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
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	--	--
	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

Certification

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
	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	--	--
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

(a) - No Legal Requirements

Child Development/Child Care

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic 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 Development Services	4 Years	5 Years	Final Audit	--	--
CD-1707	2	Application for Relocatable Child Care and Development 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

Child Development/Child Care

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
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	--	--
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	--	--

Child Development/Child Care

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
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	--	--
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	--	--

Child Development/Child Care

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
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. (PQR) - 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	--	--

Class 1: Permanent Records

Class 2: Optional Records

Class 3: Disposable Records

(--) Feasibility to Microfilm at District Discretion

Child Welfare and Attendance

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
	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
CDE Annual, J-22-A	1	Annual Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
CDE Annual, J-22-A	1	Annual Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent		4 Years	Permanent
CDE Annual, 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
CDE Annual, 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
CDE Annual, 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
CDE Annual, 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
CDE Annual, 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
CDE Annual, 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
CDE Annual, J-22-A	1	Annual Report of Attendance for Special Programs	Permanent	Permanent		4 Years	Permanent
CDE Annual, J-18/19-A	1	Annual Report of Attendance for Students Residing in the District	Permanent	Permanent		4 Years	Permanent
CDE Annual, 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

Child Welfare and Attendance

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
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		4Year	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
	(a)	CBEDS Forms/Reports • County/District Information Form • School Information Form •All Standard CBEDS Output Reports	(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

Child Welfare and Attendance

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
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
CDE P1, 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
CDE P2, 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
CDE P2, J-27/28-P2 (J-27-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
CDE P1, 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
CDE P1, J-22- P1	1	First Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
CDE P1, J-22- P1	1	First Period Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent		4 Years	Permanent
CDE P1, J-22- P1	1	First Period Report for Special Programs	Permanent	Permanent		4 Years	Permanent
CDE P1, 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

Child Welfare and Attendance

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
CDE P1, 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
CDE P1, 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
CDE P1, 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
CDE P1, 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
CDE P1, 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
CDE P1, J-18/19-P1	1	First Period Report of Attendance for Students Residing in the District	Permanent	Permanent		4 Years	Permanent
CDE P1, 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
CDE P1, 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

Child Welfare and Attendance

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
	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 Year	--	--
	1	Request for School Attendance	Permanent	Permanent		4 Years	Permanent
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
CDE P2, J-73-T	1	Second Period Attendance Reporting - Special Education	Permanent	Permanent		4 Years	Permanent

Child Welfare and Attendance

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
CDE P2, J-22- P2	1	Second Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
CDE P2, J-22- P2	1	Second Period Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent		4 Years	Permanent
CDE P2, J-22- P2	1	Second Period Report for Special Programs	Permanent	Permanent		4 Years	Permanent
CDE P2, 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
CDE P2, J-18/19-P2 Supplement	1	Second Period Report of Attendance for High School Students Residing in the District	Permanent	Permanent		4 Years	Permanent
CDE P2, J-18/19-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
CDE P2, J-18/19-P2 Supplement	1	Second Period Report of Attendance for Jr. High School Grades 7 and 8 Only	Permanent	Permanent		4 Years	Permanent
CDE P2, 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
CDE P2, 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
CDE P2, J-18/19-P2	1	Second Period Report of Attendance for Students Residing in the District	Permanent	Permanent		4 Years	Permanent
CDE P2, 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
CDE P2, 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	--	--

Child Welfare and Attendance

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
J-22-A Supplement	1	Supplement to Annual Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
CDE P1, J-22- P1 Supplement	1	Supplement to First Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
CDE P2, 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

Class 2: Optional Records

Class 3: Disposable Records

(--) Feasibility to Microfilm at District Discretion

(a) - No Legal Requirements

Continuation Schools

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
	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

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
	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) - Final Audit - ref: Voc Ed Financial Report and Claim for Funds

Curriculum and Instruction

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
	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

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
	2	Accounts Payable Records	3 Years	4 Years	Audit Resolution	--	--
		Program Agreement: School Breakfast National School Lunch, Special Milk, State Meal Supplement	3 Years	4 Years	Audit Resolution	--	--
CA Dept. of ED/NSD	2	Agreement for Child & Adult Care Food Program, CACFP	3 Years	4 Years	Audit Resolution	--	--
CA Dept. of ED/FNS	2	Program Site Application - CACFP	3 Years	4 Years	Audit Resolution	--	--
CA Dept of ED/FDP	2	Advance Orders for Flour and Direct Shipment to Processor Order Form	3 Years	4 Years	Audit Resolution	--	--
CA Dept of ED/FDP	2	Agreement and Food Offering for Summer Food Serve Programs for Children	3 Years	4 Years	Audit Resolution	--	--
CA Dept of ED/CNFD	2	Agreement for Distribution of Donated Food	3 Years	4 Years	Audit Resolution	--	--
CA Dept. of ED/NSD	2	Annual Audit Status Certification	3 Years	4 Years	Audit Resolution	--	--
State Software	1	Annual Financial and Budget Report	Permanent	Permanent		4 Years	Permanent
CA Dept. of ED/NSD	2	Annual Participation Statement: School Breakfast, NSLP, Special Milk, State Meal, Supplement	3 Years	4 Years	Audit Resolution	--	--
CA Dept of ED/FDP	2	Annual Summer and Year-Round Offering - School	3 Years	4 Years	Audit Resolution	--	--
CA Dept of ED/FDP	2	Annual Summer Camp Offering	3 Years	4 Years	Audit Resolution	--	--
CA Dept. of ED/NSD	2	Annual Summer Food Service Program for Children - Special Milk Program, State Meal and/or Meal Supplement Programs.	3 Years	4 Years	Audit Resolution	--	--
CA Dept. of ED/NSD	2	Application for Funding - Breakfast, Lunch and Special Milk	3 Years	4 Years	Audit Resolution	--	--
CA Dept. of ED/FNS	2	Application for NSLP Breakfast, Milk, State Meal and Meal Supplement Programs	3 Years	4 Years	Audit Resolution	--	--
CA Dept. of ED/NSD	2	Application for Seamless Summer Feeding Waiver (SSFW)	3 Years	4 Years	Audit Resolution	--	--
CA Dept. of ED/FNS	1	Audits for US Department of Agriculture	Permanent	Permanent		4 Years	Permanent
	2	Cafeteria Stores Invoices	3 Years	4 Years	Audit Resolution	--	--
CA Dept. of ED/FNS	2	Certification of Continuance: Policy Statement for Free and Reduced Price Meals for Free Milk	3 Years	4 Years	Audit Resolution	--	--

Food Services

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
	2	Checks and Bank Statements	3 Years	4 Years	Audit Resolution	--	--
CA Dept. of ED/NSD	2	Claim for Reimbursement: CACFP, School Lunch and Breakfast, State meal Program, Summer Food Service Programs, Special Milk Program	3 Years	4 Years	Audit Resolution	--	--
	2	Coordinated Review Effort (CRE) Summation Report	3 Years	4 Years	Audit Resolution	--	--
	2	Daily Reports	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
CA Dept of ED/FDP	2	Food Offering Form for Warehouse Agencies	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 School Lunch and Milk Receipts	3 Years	4 Years	Audit Resolution	--	--
	2	Food Inventory	3 Years	4 Years	Audit Resolution	--	--
	2	NSLP Agreement: Production Worksheets (Dailies by Managers and Cooks)	3 Years	4 Years	Audit Resolution	--	--
	2	Payroll Records	3 Years	4 Years	Audit Resolution	--	--
CA Dept. of ED/NSD	2	Policy Statement for: Free and Reduced Meals and Free Milk, Free Milk (Special Milk Program for Milk-only Schools, Addendum for Prov. 1,2,&3,	3 Years	4 Years	Audit Resolution	--	--
	2	Receipts from Collections	3 Years	4 Years	Audit Resolution	--	--
CA Dept of ED/FDP	2	Commodity Offering for State Warehouse Agencies	3 Years	4 Years	Audit Resolution	--	--
CA Dept. of ED/NSD	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	--	--
CA Dept. of ED/NSD	2	State Meal Programs: Annual Participation Statement	3 Years	4 Years	Audit Resolution	--	--
	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

NSD = Nutrition Services Division

FDP = Food Distribution Program

FNS = Food & Nutrition Services (USDA)

Food Services

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 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

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.

Garnishments

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
982.5 (1)	(a)	Application for Earnings Withholding Order	2 Years	2 Years	(A)	--	--
982.5 (5)	(a)	Claim of Exemption	2 Years	2 Years	(A)	--	--
982.5 (2)	(a)	Earnings Withholding Order	2 Years	2 Years	(A)	--	--
USM-296(98)	(b)	Earnings Withholding Order	2 Years	2 Years	(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	2 Years	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	2 Years	2 Years	(A)	--	--
1285.7	(a)	Order Assigning Salary or Wages	2 Years	2 Years	(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	2 Years	2 Years	(A)	--	--
1807 (EorN) or 1829 (EorN)	(g)	Voluntary Petition - Chapter 7 Liquidation	2 Years	2 Years	(A)	--	--

(a) Judicial Council of California

(b) U.S. Department of Justice, U.S. Marshals Service

(c) State of CA Board of Equalization

(d) State of CA Franchise Tax Board

(e) State of CA Employment Development Department

(f) Department of the Treasury (IRS)

(g) U.S. Bankruptcy Court

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

(--) Feasibility to Microfilm at District Discretion

Health Services

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic 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	4		--	--
	(a)	Scoliosis Referral/Screen Results	(a)	(a)	Most Current	--	--

Health Services

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
	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

Class 2: Optional Records

Class 3: Disposable Records

(--) Feasibility to Microfilm at District Discretion

(a) - No Legal Requirements

Insurance

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic 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

(A) These records cease to be Class 1

Permanent records one year after the claim has been settled or the statute of limitations has run. Title 5,16023 (c) (2) (B)

Legal

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
		Election Calls	Permanent	Permanent		4 Years	Permanent
	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 and Operations

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
	3	Budget Justification Forms	4 Years	4 Years	Department Use	--	--
	2	Construction Files	10 Years	10 Years	Code Civ. Proc., § 337.15	--	--
	(a)	Correspondence - General	0 Years	1Year	Reference Purposes	--	--
	3	Deferred Maintenance Certification(*)(**)	5 Years	8 Years	In case of audit	8 years	
SAB 40-1	3	Deferred Maintenance Five Year Plan(*)(**)	5 Years	8 Years	In case of audit	8 years	
	3	Emergency Orders (Original)	3 Years	4 Years	Timing/Fiscal Year	--	--
	1	Facilities Inventory	Permanent	Permanent		4 Years	Permanent
	3	Inspection Reports	4 Years	4 Years	Code Civ. Proc., § 337.1	--	--
	(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

Class 2: Optional Records

Class 3: Disposable Records

(--) Feasibility to Microfilm at District Discretion

(*) - Became part of the Local Control Funding Formula in budget year 2013-14

(**) Flexibility pursuant to SBX3 4, Section 15 or ABX4 2, Section 15

(a) - No Legal Requirements

Payroll

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic 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)	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

Payroll

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
	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

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
	(a)	CBEDS Forms/Reports • County/District Information Form • School Information Form • All Standard CBEDS Output Reports	(a)	4 Years	Maintain for Reference Purposes 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

Class 2: Optional Records

Class 3: Disposable Records

(--) Feasibility to Microfilm at District Discretion

(a) No legal requirements

Property

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
SACS 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

Property

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
	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

Class 2: Optional Records

Class 3: Disposable Records

(--) Feasibility to Microfilm at District Discretion

Pupil Personnel Services

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic 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 Special Education Records

Class 1: Permanent Records

Class 2: Optional Records

Class 3: Disposable Records

(--) Feasibility to Microfilm at District Discretion

(a) - No Legal Requirements

Pupil

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
	(a)	CBEDS Forms/Reports • County/District Information Form • School Information Form • All Standard CBEDS Output Reports	(a)	4 Years	Maintain for Reference Purposes for Fiscal Accountability	--	--
SCR-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

Class 2: Optional Records

Class 3: Disposable Records

(--) Feasibility to Microfilm at District Discretion

(a) - No Legal Requirements

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, Division 1, Chapter 16, sub-chapter 2, article 1, Section 16022 (b) for k-12 and Title 5, Division 6, Chapter 10, sub-chapter 2.5, article 1, Section 59022 (b) for C.C. of the California Code of Regulations). For further information as to what records make up a pupil's/student's record, the reader should read Title II, Division 4, Part 27, Chapter 6.5 PUPIL RECORDS (K-12) or Title III, Division 7, Part 47, 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.

Pupil Data Collected from Social Media Sources

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
	N/A	Pupil Social Media Data Pursuant to Education Code § 49073.6	No more than 1 one year after the student turns 18, or from the student's departure from the educational agency, whichever occurs first.	No more than 1 one year after the student turns 18, or from the student's departure from the educational agency, whichever occurs first.	Ed. Code § 49073.6	No more than 1 one year after the student turns 18, or from the student's departure from the educational agency, whichever occurs first.	No more than 1 one year after the student turns 18, or from the student's departure from the educational agency, whichever occurs first.

Purchasing

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic 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

ROP

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic 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
State Software (J18/19)	1	ROC/P JPA Participating Districts' Report of ROP Attendance	Permanent	Permanent		4 Years	Permanent
State Software (J22-A)	1	Annual Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent		4 Years	Permanent
*SACS-TRANJ (141-ROC/P)	1	Annual Report of ROC/P Transportation Expense	Permanent	Permanent		4 Years	Permanent
VE-77		Application for ROC/ROP Course Approval	Permanent	Permanent		4 Years	Permanent
VE-77R		Course Revision Approval ROC/ROP	Permanent	Permanent		4 Years	Permanent
State Software (J-22-P1)	1	First Period Report for Handicapped Pupils Attending an ROC/P(*)(**)	Permanent	Permanent		4 Years	Permanent
State software (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		Report of Revenues Earned by ROC/P Centers and Programs()(**)	Permanent	Permanent		4 Years	Permanent
VE-78	1	ROC/ROP Course Verification	Permanent	Permanent	Filed electronically-no form retained	4 Years	Permanent
VE-80-A		ROC/P Annual Staff Report	Permanent	Permanent		4 Years	Permanent
VE-80-B /CDE 101E-1	1	ROC/P Annual Enrollment	Permanent	Permanent		4 Years	Permanent
VE-80-C /CDE101E-2	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

(*) - Became part of the Local Control Funding Formula in budget year 2013-14

(**) Flexibility pursuant to SBX3 4, Section 15 or ABX4 2, Section 15

Retirement

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic 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 - STRS	4 Years	5 Years	Final Audit	--	--
	3	Membership Data Forms - STRS	3 Years	4 Years	Timing/Fiscal Year	--	--
	1	Sick Leave Summary Transmittal - STRS	Permanent	Permanent		4 Years	Permanent
	3	STRS Approval of Disability Allowance	3 Years	4 Years	Timing/Fiscal Year	--	--
	1	STRS - Contribution Transmittal Report	Permanent	Permanent		4 Years	Permanent
	1	STRS 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

(*) - Became part of the Local Control Funding Formula in budget year 2013-14

(**) Flexibility pursuant to SBX3 4, Section 15 or ABX4 2, Section 15

Special Education

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic 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-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-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	Permanent	Permanent		4 Years	Permanent
J-141-S /SACS TRAN	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

Special Education

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
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
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
	3	Individualized Education Program	3 Years	Permanent	Possible Litigation	--	--
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
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	--	--

Special Education

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
	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	Obsolete	--	--
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	Obsolete	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
	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	--	--

Special Education

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
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 /SACS TRAN	3	Worksheet for Special Education Pupil Transportation Data Report	3 Years	4 Years	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

Special Schools

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic 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 Local Control Funding Formula (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 Local Control Funding Formula (E.C.42238)	Permanent	Permanent		4 Years	Permanent
J-18/19CH-P2	1	Second Period Report of Charter School ADA Funded Through Revenue Local Control Funding Formula (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	--	--

Special Schools

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
JUVENILE COURT SCHOOLS (continued)							
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 and Federal Special Projects/Programs

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
	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	Obsolete	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	Obsolete	4 Years	Permanent
	3	Section 321 Letter of Intent	3 Years	4 Years	Obsolete	--	--
J-51-W	3	Worksheet for Classes for Adults Cost Data Report	3 Years	4 Years	Obsolete	--	--
	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 Annually	--	--
	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
	2	Emergency Immigrant Education Program (EIEP) Proposed Budget & Activities	4 Years	5 Years	Final State/Federal Audit	--	--

State and Federal Special Projects/Programs

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
	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	Obsolete	4 Years	Permanent
Form B	1	District Cal-SAFE Attendance Report	Permanent	Permanent	Obsolete	4 Years	Permanent
Form C-1	1	Cal-SAFE Child Care Funding for School Districts and County Offices of Education	Permanent	Permanent	Obsolete	4 Years	Permanent
Form C-2	1	Cal-SAFE Funding for County Offices of Education per E.C. 2551.3	Permanent	Permanent	Obsolete	4 Years	Permanent
Form C-2(a)	1	Cal-SAFE Funding for Students Attending Court Schools, Community Schools, and Community Day Schools	Permanent	Permanent	Obsolete	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	Obsolete	--	--
Application	2	State Facilities K-3 CSR Program	(a)	Annual Audit	Obsolete	--	--
J-7CSR	2	State CSR Enrollment Report (P-2)	(a)	Annual Audit	Obsolete	4 Years	Permanent
J-9MH-A	2	Morgan-Hart Grade 9 CSR Enrollment Report	(a)	Annual Audit	Obsolete	--	--
GRADE SPAN ADJUSTMENT							
SACS Form	2	Grade Span Adjustment		Annual		4 Years	Permanent
CETA VE-6a	2	Analytical statement of Project Cost Estimate	4 Years	5 Years	Obsolete	--	--
CETA VE-18	2	Authorized Signature Certification	4 Years	5 Years	Obsolete	--	--

State and Federal Special Projects/Programs

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
GRADE SPAN ADJUSTMENT (continued)							
CETA VE-13	1	CETA Purchased Property Inventory at Close of Project	Permanent	Permanent	Obsolete	4 Years	Permanent
CETA VE-19	2	Claim for Reimbursement for Individual Referral Training	4 Years	5 Years	Obsolete	--	--
CETA VE-10	2	Claim for Reimbursement for Projects	4 Years	5 Years	Obsolete	--	--
CETA VE-51	2	Class Size Program	4 Years	5 Years	Obsolete	--	--
CETA VE-17	2	Individual Referral Certification for Training	4 Years	5 Years	Obsolete	--	--
CETA VE-15	2	Intent to Provide Individual Referral Training	4 Years	5 Years	Obsolete	--	--
CETA VE-12	1	Inventory of Instructional Equipment	Permanent	Permanent	Obsolete	4 Years	Permanent
CETA VE-68	2	Major Equipment Request Lists	4 Years	5 Years	Obsolete	--	--
CETA VE-3	2	Non-Financial Agreement Programs Narrative	4 Years	5 Years	Obsolete	--	--
CETA VE-1	2	Non-Financial Agreement Signature Sheet	4 Years	5 Years	Obsolete	--	--
CETA VE-9	2	Notification: Start of Training	4 Years	5 Years	Obsolete	--	--
CETA VE-2	2	Program Planning and Budgeting Information Summaries Special Grant: Vocational Education	4 Years	5 Years	Obsolete	--	--
CETA VE-11	2	Project Agreement. Quarterly Progress Report	4 Years	5 Years	Obsolete	--	--
CETA VE-7	2	Project Application Operation Plan	4 Years	5 Years	Obsolete	--	--
CETA VE-4	2	Project Application to Provide Vocational Education Services (Financial Agreement)	4 Years	5 Years	Obsolete	--	--
CETA VE-16	2	Project Application to Provide Vocational Education Services for Individual Referrals	4 Years	5 Years	Obsolete	--	--
CETA VE-5	2	Project Application to Provide Vocational Education Services Plan of Services	4 Years	5 Years	Obsolete	--	--
CETA VE-14	2	Request of Inventory Adjustment	4 Years	5 Years	Obsolete	--	--
CETA VE-53	2	Vocational Education Program Quality Review: Follow-up	4 Years	5 Years	Final State/Federal Audit	--	--
CETA VE-50	2	Vocational Education Program Quality Review Individual 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	--	--

State and Federal Special Projects/Programs

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
GRADE SPAN ADJUSTMENT (continued)							
	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	--	--
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	--	--
	2	Any Narrative Summaries	4 Years	5 Years	Obsolete	--	--
	1	Final Financial Report	Permanent	Permanent	Obsolete	4 Years	Permanent
	2	Preliminary Fiscal Reports	4 Years	5 Years	Obsolete	--	--
	2	Request for Amendment or Revision	4 Years	5 Years	Obsolete	--	--
	2	Any Narrative Summaries	4 Years	5 Years	Obsolete	--	--
J-22.2A	1	Driver Training Cost Data Report	Permanent	Permanent	Obsolete	4 Years	Permanent

State and Federal Special Projects/Programs

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
GRADE SPAN ADJUSTMENT (continued)							
J-22.2C	1	Report of Driver Training Vehicles or Simulators	Permanent	Permanent	Obsolete	4 Years	Permanent
J-22.2AW	3	Worksheet for Driver Training Cost Data Report	3 Years	4 Years	Obsolete	--	--
J-22.28	1	Report of Replaced Driver Training Vehicles or Simulators Used Exclusively for Driver Training	Permanent	Permanent	Obsolete	4 Years	Permanent
State Software (J-22-A)	1	Annual Report for Gifted and Talented Programs	Permanent	Permanent	Obsolete	4 Years	Permanent
	2	Any Narrative Summaries	4 Years	5 Years	Obsolete	--	--
	2	Application for Gate Funding	4 Years	5 Years	Obsolete	--	--
State Software (J-22-P1)	1	First Period Report for Gifted and Talented Programs	Permanent	Permanent	Obsolete	4 Years	Permanent
	2	Program Participation Application for Gifted and Talented Pupils	4 Years	5 Years	Obsolete	--	--
State Software (J-22-P2)	1	Second Period Report for Gifted and Talented Programs	Permanent	Permanent	Obsolete	4 Years	Permanent
State Software (J-22-A Supplement)	1	Supplement to Annual Report for Gifted and Talented Programs	Permanent	Permanent	Obsolete	4 Years	Permanent
State Software (J-22-P1 Supplement)	1	Supplement to First Period Report for Gifted and Talented Programs	Permanent	Permanent	Obsolete	4 Years	Permanent
State Software (J-22-P2)	1	Supplement to Second Period Report for Gifted and Talented Programs	Permanent	Permanent	Obsolete	4 Years	Permanent
	2	Any Narrative Summaries	4 Years	5 Years	Obsolete	--	--
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 Preschool 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	--	--

State and Federal Special Projects/Programs

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
GRADE SPAN ADJUSTMENT (continued)							
CD-6506	2	Request for Revision of State Preschool Program Budget	4 Years	5 Years	Final State/Federal Audit	--	--
	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 F	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
	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	4 Years	5 Years	Final State/Federal Audit	--	--
After School Education & Safety Program (ASES)							
	2	Quartly Expenditure Reports	4 Years	5 Years	Final State/Federal Audit	--	--
	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	--	--

State and Federal Special Projects/Programs

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
After School Education & Safety Program (ASES) (continued)							
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	--	--
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	JPAs only	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 Homemaking Education - Economically Depressed Area Program/Services	5 Years	6 Years	(A)	--	--

State and Federal Special Projects/Programs

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
After School Education & Safety Program (ASES) (continued)							
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 IIIB; 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)	--	--
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	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)	--	--
VE-80-B	2	ROC/P Annual Enrollment	5 Years	6 Years	Obsolete (a)	--	--
	2	ROC/P Annual Follow-up of Program Completers	5 Years	6 Years	Obsolete (a)	--	--
VE-80-A	2	ROC/P Annual Staff Report	5 Years	6 Years	Obsolete (a)	--	--
VE-78	2	ROC/ROP Course Verification	5 Years	6 Years	Obsolete (a)	--	--
	2	Student Data Forms for Vocational Education Follow-up of Programs, Completers/Leavers and Employers	5 Years	6 Years	Obsolete (a)	--	--

State and Federal Special Projects/Programs

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
After School Education & Safety Program (ASES) (continued)							
	2	Supplemental Combined Application for Vocational Education Funds, Subparts 2,3,4,5	5 Years	6 Years	Obsolete (a)	--	--
VEA-30	2	Vocational Education Projected Program Inventory System	5 Years	6 Years	Obsolete (a)	--	--
VEA/SPEC-81	2	Vocational Education/Special Programs, Enrollment Collection	5 Years	6 Years	Obsolete (a)	--	--
	1	Agenda/Minutes - Student Council Meetings	Permanent	Permanent	Obsolete (a)	4 Years	Permanent
	1	Annual Financial Reports	Permanent	Permanent	Obsolete (a)	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) No legal requirements

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

State Forms

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic 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
St Software 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
St Software (J-18/19A) (J-19-ASuppl)	1	Annual Report of Attendance for High School Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent

State Forms

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
St Software (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
St Software (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
St Software (J-18/19A) (J-18-ASuppl)	1	Annual Report of Attendance for Kindergarten and Elementary Pupils Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
(St Software (J-18/19-Supp)	1	Annual Report of Attendance for Students Residing Outside the Reporting District if Tuition is Charged	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19-A) (J-19-A)	1	Final Report of Adult Education ADA	Permanent	Permanent		4 Years	Permanent
St Software (J18/19-C-A) (J-19-ASuppl) 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
St Software (J18/19-C-A) (J-18-ASuppl) 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
St Software (J18/19-C-P1 (J-19-P1) Suppl (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
St Software 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

State Forms

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
St Software (J18/19-C-P2 (J-19-P2) Suppl (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
St Software (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
St Software (J-18/19 CH-P2)	1	Charter School ADA Funded Through Revenue Limits (E.C.42238) Second Period Report of Attendance	Permanent	Permanent		4 Years	Permanent
St Software (J18/19CH-A)	1	Charter School ADA Funded Through Revenue Limits (E.C.42238) Annual Report of Attendance	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19 CH/BG/U-P1)	1	Charter School ADA Funded Through Block Grants (E.C.47633) First Period Report of Attendance	Permanent	Permanent		4 Years	Permanent
St Software (J-18/19 CH/BG/U-P2)	1	Charter School ADA Funded Through Block Grants (E.C.47633) Second Period Report of Attendance	Permanent	Permanent		4 Years	Permanent
St Software (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
St Software (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
St Software (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
St Software (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
St Software (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

State Forms

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
St Software (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
St Software (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
St Software (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
St Software (J-18/19-P1)	1	First Period Report of Attendance for Students Residing in the District	Permanent	Permanent		4 Years	Permanent
St Software (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
St Software (J-18/19-P2)	1	Second Period Report of Attendance for Students Residing in the District	Permanent	Permanent		4 Years	Permanent
St Software (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
St Software (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
St Software (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
St Software (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
St Software (J-22-A)	1	Annual Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
St Software (J-22-A)	1	Annual Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent		4 Years	Permanent

State Forms

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
St Software (J-22-A)	1	Annual Report of Attendance for Special Programs	Permanent	Permanent		4 Years	Permanent
St Software (J-22-A Supplement)	1	Supplement to Annual Report for Gifted and Talented Programs	Permanent	Permanent		4 years	Permanent
St Software (J-22-P1)	1	First Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
St Software (J-22-P1)	1	First Period Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent		4 Years	Permanent
St Software (J-22-P1)	1	First Period Report for Special Programs	Permanent	Permanent		4 Years	Permanent
St Software (J-22-P1 Supplement)	1	Supplement to First Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
St Software (J-22-P2)	1	Second Period Report for Gifted and Talented Programs	Permanent	Permanent		4 Years	Permanent
St Software (J-22-P2)	1	Second Period Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent		4 Years	Permanent
St Software (J-22-P2)	1	Second Period Report for Special Programs	Permanent	Permanent		4 Years	Permanent
St Software (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-22.26	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
St Software (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
St Software (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		--	--

State Forms

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
St Software (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
St Software (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
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

State Forms

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
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	Timing/Fiscal Year	--	--
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

State Forms

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
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
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
SACS-TRAN (J-141)	1	Annual Report of Pupil Transportation Expense	Permanent	Permanent		4 Years	Permanent
SACS-TRAN (J-141CW-1)	3	Worksheet for Cost Data for a Cooperative Pupil Transportation System	3 Years	Permanent	Report is Class 1 (7 Yr. Statute of Limitations)	--	--
SACS-TRAN (J-141CW-2)	1	Worksheet for a Cooperative Pupil Transportation System	Permanent	Permanent	Only Report Filed	4 Years	Permanent
SACS-TRAN (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	--	--
SACS-TRAN (J141ROC/P)	1	Annual Report of ROC/P Transportation	Permanent	Permanent		4 Years	Permanent
SACS-TRAN (J-141-S)	1	Annual Report of Special Education Transportation Expense	Permanent	Permanent		4 Years	Permanent
SACS-TRAN (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)	--	--

State Forms

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/Electronic Retention
SACS-TRAN (J-141-T)	1	Transfer of Transportation Services	Permanent	Permanent		4 Years	Permanent
SACS-TRAN (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)	--	
SACS-TRAN (J-142)	1	Report of Replaced School Buses	Permanent	Permanent		4 Years	Permanent
SACS-TRAN (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
SACS (J-200)	1	Final Annual Financial and Budget Report	Permanent	Permanent		4 Years	Permanent
SACS (J-200)	1	Tentative Annual Financial and Budget Report	Permanent	Permanent		4 Years	Permanent
SACS (J-200/300) (J-41)	1	Annual Financial and Budget Report	Permanent	Permanent-		4 Years	Permanent
SACS (J-200/300) (J-44)	1	Annual Report of Abatements of Expenditures	Permanent	Permanent		4 Years	Permanent
SACS (J-251)	1	First Interim Financial Report	Permanent	Permanent		4 Years	Permanent
SACS (J-251)	1	Interim Financial Reports	Permanent	Permanent		4 Years	Permanent
SACS (J-251)	1	Second Interim Financial	Permanent	Permanent		4 Years	Permanent
SACS	1	Annual Financial Report -	Permanent	Permanent		4 Years	Permanent
SACS-PCR (J-380)	1	Annual Program Cost Data Report, Single District	Permanent	Permanent		4 Years	Permanent
SACS (J-380 Matrix)	1	Prior Year Expenditures by Object Within Program for General Fund	Permanent	Permanent		4 Years	Permanent
SACS (J-380) (141-A)	1	Supplemental Annual Financial Report	Permanent	Permanent		4 Years	Permanent
SACS (J-380/580 Matrix)	1	National Public Education Financial Survey	Permanent	Permanent		4 Years	Permanent
SACS -CEA (J-385)	1	Current Expense Formula/Minimum Classroom Comp	Permanent	Permanent		4 Years	Permanent
SACS -CAT (J-390)	1	Categoricals - Fed/St/Local Grant Awards, Rev & Exp	Permanent	Permanent		4 Years	Permanent
SACS (J-400/500)	1	Annual Financial and Budget Report, County Superintendent of Schools	Permanent	Permanent		4 Years	Permanent
SACS (J-600/700)	1	Annual Financial and Budget Report, Joint Powers Agencies	Permanent	Permanent		4 Years	Permanent
SACS (J-780)	1	Annual Program Cost Data Report, Joint Powers Agencies	Permanent	Permanent		4 Years	Permanent

State Forms

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
J-PCP	1	Application for Special Allowance for Project-Connected Pupils	Permanent	Permanent		4 Years	Permanent

Class 1: Permanent Records

Class 2: Optional Records

Class 3: Disposable Records

(--) Feasibility to Microfilm at District Discretion

(*) - Became part of the Local Control Funding Formula in budget year 2013-14

(**) Flexibility pursuant to SBX3 4, Section 15 or ABX4 2, Section 15

Transportation

Required Form (if any)	Class Record	Title	Required Hard Copy Retention	Recommended Period	Reason for Recommended Retention	If Imaged	
						Hard Copy Retention	Media/ Electronic Retention
SACS-TRAN (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)	--	--
SACS-TRAN (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)	--	--
SACS-TRAN (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

(*) - Became part of the Local Control Funding Formula in budget year 2013-14

(a) - Highway Patrol Handbook

(b) - Administration of Public School Transportation -

(c) - Internal Working Papers

Legal Provisions

**California Code of Regulation
Title 5. Education
Division 1. California Department of Education
Chapter 16. Governing Boards of School Districts
Subchapter 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.

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, or 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 ceases 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 his 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 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.

**California Code of Regulation
Title 5. Education
Division 1. California Department of Education
Chapter 16. Governing Boards of School Districts
Subchapter 2. Destruction of Records of School Districts
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:
 - (A) Those containing information relating to property, activities, financial condition, or transactions.
 - (B) Those declared by board minutes to be permanent.
- (b) 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, his 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) 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.
 - (B) Information of a derogatory nature as 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 whom acquired, an adequate description or identification, and the amount paid, and comparable data if the unit is disposed of by sale, loss, or otherwise.

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.

Section 16025. Class 3 – Disposable Records

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).

California Code of Regulation

Title 5. Education

Division 6. California Community Colleges

Chapter 10. Community College Administration

Subchapter 2.5. Retention

Article 1. General Provisions

Section 59020. Definition of Records

(a) For purposes of this subchapter, "records" means all records, maps, books, papers, data processing output, and electronic documents that a Community College district is required by law to prepare or retain by law or official duty. "Records" includes "student records" as defined in section 76210 of the Education Code.

(b) The following documents are not "records" and may be destroyed at any time:

- (1) Additional copies of documents beyond the original or one copy. (A person receiving a duplicated copy need not retain it.)

- (2) Correspondence between district employees that does not pertain to personnel matters or constitute a student record.
- (3) Advertisements and other sales material received.
- (4) Textbooks used for instruction, and other instructional materials, including library books, pamphlets and magazines.

Section 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.

Section 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 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.
- (e) Whenever an original Class 1-Permanent record is photographed, microphotographed, or otherwise reproduced on film or electronically, 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.
 - (2) The chief executive officer, or other designee, has attached to or incorporated in the 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 copy was placed in an accessible location and provision was made for preserving permanently, examining and using same.
 - (4) In addition, if the record is photographed or microfilmed, the reproduction must be on film of a type approved for permanent, photographic records by the United States Bureau of Standards.

California Code of Regulation
Title 5. Education
Division 6. California Community Colleges
Chapter 10. Community College Administration
Subchapter 2.5. Retention
Article 2. Period of Retention

Section 59023. 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 copied or reproduced 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; and
 - (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 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; and
- (3) records transmitted by another agency that pertain to that agency's action with respect to district reorganization.

(c) The following personnel records of employees. 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 be classified as Class 1-Permanent, and the detail records may then be classified as Class 3-Disposable.

(d) The following student records:

- (1) the records of enrollment and scholarship for each student. Such records of enrollment 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; and
 - (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 or identification, and the amount paid, and comparable data if the unit is disposed of by sale, loss, or otherwise.

Section 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.

Section 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, canceled 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.

Section 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.

California Code of Regulation

Title 5. Education

Division 6. California Community Colleges

Chapter 10. Community College Administration

Subchapter 2.5. Retention

Article 3. Procedures for Destruction

Section 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.

Section 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.

Section 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.

Section 59030. Certification as to Content of Records Destroyed by Calamity

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).

Section 59031. Full-time Equivalent Student Records Where 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.

Section 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.

**California Education Code
Division 3. Local Administration
Part 21. Local Educational Agencies
Chapter 2. Governing Boards
Article 8. Records and Reports**

Section 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.

Section 35251

Whenever in any school year the school register of any teacher, 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 teacher, 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.

Section 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.

Section 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.

Section 35254

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.

Section 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.

California Education Code

Division 3. Local Administration

Part 21. Local Educational Agencies

Chapter 3. Reorganization of School Districts – General Provisions

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

Section 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.

California Education Code

Division 4. Instruction and Services

Part 27. Pupils

Chapter 6.5. Pupil Records

Article 2. Definitions

Section 49061

As used in this chapter:

- (a) "Parent" means a natural parent, an adopted parent, or legal guardian. If the parents are divorced or legally separated, only a parent having legal custody of the pupil may challenge the content of a record pursuant to Section 49070, offer a written response to a record pursuant to Section 49072, or consent to release records to others pursuant to Section 49075. Either parent may grant consent if both parents have notified, in writing, the school or school district that an agreement has been made. If a pupil has attained the age of 18 years or is attending an institution of postsecondary education, the permission or consent required of, and the rights accorded to, the parents or guardian of the pupil shall thereafter only be required of, and accorded to, the pupil.
- (b) "Pupil record" means any item of information directly related to an identifiable pupil, other than directory information, that is maintained by a school district or required to be maintained by an employee in the performance of his or her duties whether recorded by handwriting, print,

tapes, film, microfilm, or other means. "Pupil record" does not include informal notes related to a pupil compiled by a school officer or employee that 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.

(c) "Directory information" means one or more of the following items: pupil's name, address, telephone number, date of birth, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

(d) "School district" means any school district maintaining any kindergarten or any of grades 1 to 12, inclusive, any public school providing instruction in any kindergarten or any of grades 1 to 12, inclusive, the office of the county superintendent of schools, or any special school operated by the department.

(e) "Access" means a personal inspection and review of a record or an accurate copy of a record, or receipt of an accurate copy of a record, an oral description or communication of a record or an accurate copy of a record, and a request to release a copy of any record.

(f) "County placing agency" means the county social service department or county probation department.

California Education Code
Division 4. Instruction and Services
Part 27. Pupils
Chapter 6.5. Pupil Records
Article 3. General Provisions

Section 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 (b) 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.

Section 49068

(a) The Legislature finds and declares that the academic record of a transferring pupil is essential to the pupil's placement, academic success, and timely graduation. The Legislature further finds and declares that an accurate, updated pupil record enhances school safety, academic achievement, and pupil welfare when the record of a transferring pupil includes transcripts, immunization records, and, when applicable, suspension notices, expulsion records, and individualized education programs.

(b) If a pupil transfers from one public school to another or to a private school, or transfers from a private school to a public school within the state, the pupil's permanent record or a copy of it shall be transferred by the former public school or private school no later than 10 schooldays following the date the request is received from the public school or private school where the pupil intends to enroll.

- (c) As used in this section, "school day" means a day upon which the school is in session or nonholiday weekdays during the summer break.
- (d) A public school requesting a transfer of a record pursuant to this section shall notify the parent of his or her right to receive a copy of the record and a right to a hearing to challenge the content of the record.
- (e) The state board may adopt rules and regulations concerning the transfer of records.
- (f) Nothing in this section shall supersede any other state or federal law governing the transfer of pupil records for specific pupil populations, including, but not limited to, Sections 49069.5 and 56043.

Section 49066

- (a) When grades are given for any course of instruction taught in a school district, the grade given to each pupil shall be the grade determined by the teacher of the course and the determination of the pupil's grade by the teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetency, shall be final.
- (b) The governing board of the school district and the superintendent of such district 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.
- (c) No grade of a pupil participating in a physical education class, however, may be adversely affected due to the fact that the pupil does not wear standardized physical education apparel where the failure to wear such apparel arises from circumstances beyond the control of the pupil.

California Education Code
Division 4. Instruction and Services
Part 27. Pupils
Chapter 6.5. Pupil Records
Article 4 Rights of Parents

Section 49070

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

- (a) The parent or guardian 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 or her child which the parent or guardian alleges to be any of the following:
 - (1) Inaccurate.
 - (2) An unsubstantiated personal conclusion or inference.
 - (3) A conclusion or inference outside of the observer's area of competence.
 - (4) Not based on the personal observation of a named person with the time and place of the observation noted.
 - (5) Misleading.
 - (6) In violation of the privacy or other rights of the pupil.

(b) Within 30 days of receipt of a request pursuant to subdivision (a), the superintendent or the superintendent's designee shall meet with the parent or guardian and the certificated employee who recorded the information in question, if any, and if the 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 or she 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

the grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which the grade was given and is, to the extent practicable, included in all discussions relating to the changing of the 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 or guardian may, within 30 days of the refusal, appeal the decision in writing to the governing board of the school district.

(c) Within 30 days of receipt of an appeal pursuant to subdivision (b), the governing board shall, in closed session with the parent or guardian and the certificated employee who recorded the information in question, if any, and if the 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, and so inform the parent or guardian in writing. However, in accordance with Section 49066, the governing board shall not order a pupil's grade to be changed unless the teacher who determined the grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which the grade was given and is, to the extent practicable, included in all discussions relating to the changing of the 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 or guardian 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 parent or guardian, or if the parent or guardian accepts an unfavorable decision by the district superintendent, the parent or guardian shall be informed and shall have the right to submit a written statement of his or her objections to the information. This statement shall become a part of the pupil's school record until the information objected to is corrected or removed.

Section 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.

California Education Code
Division 4. Instruction and Services
Part 27. Pupils
Chapter 6.5. Pupil Records
Article 5. Privacy of Pupil Records

Section 49073.1

(a) A local educational agency may, pursuant to a policy adopted by its governing board or, in the case of a charter school, its governing body, enter into a contract with a third party for either or both of the following purposes:

(1) To provide services, including cloud-based services, for the digital storage, management, and retrieval of pupil records.

(2) To provide digital educational software that authorizes a third-party provider of digital educational software to access, store, and use pupil records in accordance with the contractual provisions listed in subdivision (b).

(b) A local educational agency that enters into a contract with a third party for purposes of subdivision (a) shall ensure the contract contains all of the following:

(1) A statement that pupil records continue to be the property of and under the control of the local educational agency.

(2) Notwithstanding paragraph (1), a description of the means by which pupils may retain possession and control of their own pupil-generated content, if applicable, including options by which a pupil may transfer pupil-generated content to a personal account.

(3) A prohibition against the third party using any information in the pupil record for any purpose other than those required or specifically permitted by the contract.

(4) A description of the procedures by which a parent, legal guardian, or eligible pupil may review personally identifiable information in the pupil's records and correct erroneous information.

(5) A description of the actions the third party will take, including the designation and training of responsible individuals, to ensure the security and confidentiality of pupil records. Compliance with this requirement shall not, in itself, absolve the third party of liability in the event of an unauthorized disclosure of pupil records.

(6) A description of the procedures for notifying the affected parent, legal guardian, or eligible pupil in the event of an unauthorized disclosure of the pupil's records.

(7)

(A) A certification that a pupil's records shall not be retained or available to the third party upon completion of the terms of the contract and a description of how that certification will be enforced.

(B) The requirements provided in subparagraph (A) shall not apply to pupil-generated content if the pupil chooses to establish or maintain an account with the third party for the purpose of storing that content pursuant to paragraph (2).

(8) A description of how the local educational agency and the third party will jointly ensure compliance with the federal Family Educational Rights and Privacy Act (20 U.S.C. Sec. 1232g).

(9) A prohibition against the third party using personally identifiable information in pupil records to engage in targeted advertising.

(c) In addition to any other penalties, a contract that fails to comply with the requirements of this section shall be rendered void if, upon notice and a reasonable opportunity to cure, the noncompliant party fails to come into compliance and cure any defect. Written notice of noncompliance may be provided by any party to the contract. All parties subject to a contract voided under this subdivision shall return all pupil records in their possession to the local educational agency.

(d) For purposes of this section, the following terms have the following meanings:

(1) "Deidentified information" means information that cannot be used to identify an individual pupil.

(2) "Eligible pupil" means a pupil who has reached 18 years of age.

(3) "Local educational agency" includes school districts, county offices of education, and charter schools.

(4) "Pupil-generated content" means materials created by a pupil, including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, photographs, and account information that enables ongoing ownership of pupil content. "Pupil-generated content" does not include pupil responses to a standardized assessment where pupil possession and control would jeopardize the validity and reliability of that assessment.

(5)

(A) "Pupil records" means both of the following:

(i) Any information directly related to a pupil that is maintained by the local educational agency.

(ii) Any information acquired directly from the pupil through the use of instructional software or applications assigned to the pupil by a teacher or other local educational agency employee.

(B) "Pupil records" does not mean any of the following:

(i) Deidentified information, including aggregated deidentified information, used by the third party to improve educational products for adaptive learning purposes and for customizing pupil learning.

(ii) Deidentified information, including aggregated deidentified information, used to demonstrate the effectiveness of the operator's products in the marketing of those products.

(iii) Deidentified information, including aggregated deidentified information, used for the development and improvement of educational sites, services, or applications.

(6) "Third party" refers to a provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of pupil records.

(e) If the provisions of this section are in conflict with the terms of a contract in effect before January 1, 2015, the provisions of this section shall not apply to the local educational agency or the third party subject to that agreement until the expiration, amendment, or renewal of the agreement.

(f) Nothing in this section shall be construed to impose liability on a third party for content provided by any other third party.

Section 49073.6

(a) For purposes of this section, the following terms have the following meanings:

(1) "Educational purposes" means for purposes that aid in instruction in the classroom or at home, or in classroom administration.

(2)

(A) "Social media" means an electronic service or account, or electronic content, including, but not limited to, videos, still photographs, blogs, video blogs, podcasts, instant and text messages, email, online services or accounts, or Internet Web site profiles or locations.

(B) "Social media" shall not include an electronic service or account used exclusively for educational purposes or primarily to facilitate creation of school-sponsored publications, such as a yearbook or pupil newspaper, under the direction or control of a school, teacher, or yearbook adviser.

(b) Notwithstanding any other law or regulation, a school district, county office of education, or charter school that considers a program to gather or maintain in its records any information obtained from social media of any enrolled pupil shall notify pupils and their parents or guardians about the proposed program and provide an opportunity for public comment at a regularly scheduled public meeting of the governing board of the school district or county office of education, or governing body of the charter school, as applicable, before the adoption of the program. The notification required by this subdivision may be provided as part of the notification required pursuant to Section 48980.

(c) Notwithstanding Section 49062, a school district, county office of education, or charter school that adopts a program pursuant to subdivision (b) shall do all of the following:

(1) Gather or maintain only information that pertains directly to school safety or to pupil safety.

(2) Provide a pupil with access to any information about the pupil gathered or maintained by the school district, county office of education, or charter school that was obtained from social media, and an opportunity to correct or delete such information.

(3)

(A) Destroy information gathered from social media and maintained in its records within one year after a pupil turns 18 years of age or within one year after the pupil is no longer enrolled in the school district, county office of education, or charter school, whichever occurs first.

(B) Notify each parent or guardian of a pupil subject to the program that the pupil's information is being gathered from social media and that any information subject to this section maintained in the school district's, county office of education's, or charter school's records with regard to the pupil shall be destroyed in accordance with subparagraph (A). The notification required by this subparagraph may be provided as part of the notification required pursuant to Section 48980. The notification shall include, but is not limited to, all of the following:

(i) An explanation of the process by which a pupil or a pupil's parent or guardian may access the pupil's records for examination of the information gathered or maintained pursuant to this section.

(ii) An explanation of the process by which a pupil or a pupil's parent or guardian may request the removal of information or make corrections to information gathered or maintained pursuant to this section.

(C) If the school district, county office of education, or charter school contracts with a third party to gather information from social media on an enrolled pupil, require the contract to do all of the following:

(i) Prohibit the third party from using the information for purposes other than to satisfy the terms of the contract.

(ii) Prohibit the third party from selling or sharing the information with any person or entity other than the school district, county office of education, charter school, or the pupil or his or her parent or guardian.

(iii) Require the third party to destroy the information immediately upon satisfying the terms of the contract.

(iv) Require the third party, upon notice and a reasonable opportunity to act, to destroy information pertaining to a pupil when the pupil turns 18 years of age or is no longer enrolled in the school district, county office of education, or charter school, whichever occurs first. The school district, county office of education, or charter school shall provide notice to the third party when a pupil turns 18 years of age or is no longer enrolled in the school district, county office of education, or charter school. Notice provided pursuant to this clause shall not be used for any other purpose.

Section 49075

(a) 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.

(b) Notwithstanding subdivision (a), school lunch applications and information shared pursuant to Section 49557.2 shall be retained by any school district in the manner most useful to the administration of the school lunch program.

**California Education Code
Division 7. Community Colleges
Part 47. Students
Chapter 1.5 Student Records
Article 2 Definitions**

Section 76210

As used in this chapter, the following definitions shall apply:

(a)

(1) "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 or her duties, whether recorded by handwriting, print, tapes, film, microfilm or other means.

(2) "Student record" does not include (A) confidential letters and statements of recommendations maintained by a community college on or before January 1, 1975, if these letters or statements are not used for purposes other than those for which they were specifically intended, (B) information provided by a student's parents relating to applications for financial aid or scholarships, or (C) information related to a student compiled by a community college officer or employee that 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 paragraph, "substitute" means a person who performs, on 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.

(3) "Student record" also does not include information related to a student created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity, or assisting in that capacity, and that is 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 that treatment. However, that record may be personally reviewed by a physician or other appropriate professional of the student's choice.

(4) "Student record" does not include 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 76243, the information maintained by the unit is kept apart from information maintained pursuant to subdivision (a), the information is maintained solely for law enforcement purposes, and the information is not made available to persons other than law enforcement officials of the same jurisdiction. "Student record" does not include information maintained in the normal course of business pertaining to persons who are employed by a community college, if the information relates exclusively to the person in that person's capacity as an employee and is not available for use for any other purpose.

(b) "Directory information" means one or more of the following items: a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous public or private school attended by the student, and any other information authorized in writing by the student.

(c) "Access" means a personal inspection and review of a record or an accurate copy of a record, or an oral description or communication of a record or an accurate copy of a record, and a request to release a copy of any record.

**California Education Code
Division 7. Community Colleges
Part 47. Students
Chapter 1.5 Student Records
Article 3. General Provisions**

Section 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.

Section 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, or college or university upon a request from the student. However, the community college, college, or university 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. Any community college, college, or university making a transfer of these records shall notify the student of his or her right to receive a copy of the record and his or her right to a hearing to challenge the content of the record. The board of governors may adopt rules and regulations concerning transfer of these records to, from, or between colleges under its jurisdiction.

**California Education Code
Division 7. Community Colleges
Part 47. Students
Chapter 1.5 Student Records
Article 4. Rights of Students**

Section 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 or her student records which the student 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 the request, the chief administrative officer, or his or her designee, shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the community college district. The chief administrative officer or his or her designee shall then sustain or deny the allegations. If the chief administrative officer, or his or her designee, sustains any or all of the allegations, he or she shall order the correction or removal and destruction of the information. If the chief administrative officer, or his or her designee, denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within 30 days of the refusal, may appeal the decision in writing to the governing board of the community college district.

(c) Within 30 days of receipt of an appeal, the governing board shall, in closed session with the student and the employee who recorded the information in question, if any, and if that 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 or her 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 or her objections to the information. This statement shall become a part of the student's record until the information objected to is corrected or removed.

Section 76233

Whenever there 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

Section 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.

Section 76243

(a) A community college or community college district is not authorized to permit access to student records to any person without the written consent of the student or unless pursuant to judicial order, except that access may be permitted to the following:

(1) Officials and employees of the community college, if they have a legitimate educational interest to inspect a record.

(2) Authorized representatives of the Comptroller General of the United States, the Secretary of Health, Education, and Welfare, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported education program or pursuant to a federal or state law, except that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements.

(3) Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.

(4) Officials of other public or private schools or school systems, including local, county, or state correctional facilities where educational programs are provided, where the student

seeks or intends to enroll, or is directed to enroll, subject to the rights of students as provided in Section 76225.

(5) Agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of students may be disclosed only as may be necessary for those purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions that will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.

(6) Accrediting organizations in order to carry out their accrediting functions.

(7) Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted.

(8)

(A) Appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, or subject to any regulations issued by the Secretary of Health, Education, and Welfare.

(B) A person, persons, agency, or organization permitted access to student records pursuant to this section shall not permit access to any information obtained from those records by any other person, persons, agency, or organization, except to the extent permitted under the federal Family Educational Rights and Privacy Act (20 U.S.C. Sec. 1232g) and state law, without the written consent of the student, provided that this subparagraph shall not require prior student consent when information obtained pursuant to this section is shared with other persons within the educational institution, agency or organization obtaining access, so long as those persons have a legitimate educational interest in the information.

(b) The alleged victim of any sexual assault or physical abuse, including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat or assault, or any conduct that threatens the health and safety of the alleged victim, which is the basis of any disciplinary action taken by a community college, shall be permitted access to that information. For the purposes of this subdivision, access to student record information shall be in the form of notice of the results of any disciplinary action by the community college and the results of any appeal, which shall be provided to the alleged victim within three days following that disciplinary action or appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.

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 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 Code of Regulations (CCR) Title 5
- California Code of Civil Procedures
- California Department of General Services – Public School Constructions
- 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