

Records Retention Schedule

SIX MONTHS AFTER SEASON END

- Athletic Eligibility Records

ONE YEAR AFTER CASE IS CLOSED

- Abuse/Neglect Records

FIVE YEARS

- Access log: Student Educational Records
- Access log: Personnel Records
- Accident Records
- Applications: Free and Reduced Price Meals
- Attendance Records
- Field Trip Authorizations
- Grade Books
- Handbook Cover Sheets
- Media Release Forms
- Plan Books
- Release of Information

SEVEN YEARS

- Administration and Authorization of Medicine
- Clinic Log

PERMANENT

- Handbooks (Parent/Student/Faculty) One copy.
- Student Permanent Record Cards
- Personnel Records