



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

LOCAL SCHEDULE SD (Second Edition)

RETENTION SCHEDULE FOR RECORDS OF PUBLIC SCHOOL DISTRICTS

This schedule establishes mandatory minimum retention periods for ~~the records~~ **that are associated with Public School Districts**. ~~listed.~~ No local government office may dispose of a record listed in this schedule prior to the expiration of its retention period. A records control schedule of a local government may not set a retention period ~~for a record~~ that is less than that established for the record ~~on in~~ this schedule. ~~The originals of~~ **Original paper** records ~~listed in this schedule~~ may be disposed of prior to the expiration of ~~the stated~~ **their** minimum retention periods if they have been microfilmed or electronically stored pursuant to the provisions of the Local Government Code, Chapter 204 or Chapter 205, as applicable, and rules of the Texas State Library and Archives Commission adopted under ~~authority~~ **of** those chapters. Actual disposal of such records by a local government ~~or an elective county office~~ is subject to the policies and procedures of its records management program.

Destruction of local government records contrary to the provisions of the Local Government Records Act of 1989 and administrative rules adopted under its ~~authority~~, including this schedule, is a Class A misdemeanor and, under certain circumstances, a third degree felony

(Penal Code, Section 37.10). Anyone destroying local government records without legal authorization may also be subject to criminal penalties and fines under the ~~Open Records~~**Public Information** Act (Government Code, Chapter 552).

INTRODUCTION

The Government Code, Section 441.158, provides that the Texas State Library and Archives Commission shall issue records retention schedules for each type of local government, including a schedule for records common to all types of local government. The law provides further that each schedule must state the retention period prescribed by federal or state law, rule of court, or regulation for a record for which a period is prescribed; and prescribe retention periods for all other records, which periods have the same effect as if prescribed by law after the records retention schedule is adopted as a rule of the commission.

Local Schedule SD sets mandatory minimum retention periods for records series (identified in the Records Series Title column) commonly found in local education agencies other than state colleges and universities and junior colleges. Except as noted below, it is for the use of public school districts of all types, regional educational service centers, educational cooperatives for special education or other purposes, rehabilitation districts, county industrial training school districts, and county vocational districts.

Local Schedule SD is also for the use of **active** offices of county superintendents of schools and county departments of education. The retention periods for the records of **abolished** offices of county superintendents of schools, some of which may be in the custody of local education agencies, are given in Part 6 of Local Schedule CC (Records of County Clerks).

This schedule should not be used by the following local education agencies, which are governed by state boards, except to the extent permitted by the State and Local Records Management Division of the Texas State Library: Brownwood State School and Home, Corsicana State Home, Crockett State School, Evins Regional Juvenile Detention Center, Gainesville State School, Giddings State Home and School, Moody State School, Texas School for the Blind, Texas School for the Deaf, University of North Texas Academy of Mathematics and Science, West Texas Children's Home, and the Windham School System.

Section 202.002, Local Government Code, forbids the destruction of a local government record at the expiration of its retention period if the subject matter of the record is known by the custodian to be in litigation or if the record is subject to a pending request for disclosure

under the ~~Open Records~~**Public Information** Act. In addition, a record of a school district may not be destroyed if there is an outstanding request to inspect and review the record under the federal Family Educational Rights and Privacy Act (FERPA). A record of a school district may also not be destroyed, although its retention period has expired, if it is subject to a pending audit by a federal or state grantor or subgrantor agency or if questions remain unresolved from a conducted audit until audit finds are resolved.

If the retention period for a record is established in a federal or state law, rule of court, or regulation, a citation to the relevant provision is given; if no citation is given, the authority for the retention period is this schedule.

The retention period for a record applies to the record regardless of the medium in which it is maintained. Some records listed in this schedule are maintained electronically in many offices, but electronically stored data used to create in any manner a record or the functional equivalent of a record as described in this schedule must be retained, along with the hardware and software necessary to access the data, for the retention period assigned to the record, unless backup copies of the data generated from electronic storage are retained in paper or on microfilm for the retention period.

Unless otherwise stated, the retention period for a record is in calendar years from the date of its creation. The retention period, again unless otherwise noted, applies only to an official record as distinct from convenience or working copies created for informational purposes. Where several copies are maintained, each local government should decide which shall be the official record and in which of its divisions or departments it will be maintained. Local governments in their records management programs should establish policies and procedures to provide for the systematic disposal of copies.

If a record described in this schedule is maintained in a bound volume of a type in which pages are not designed to be removed, the retention period, unless otherwise stated, dates from the date of last entry.

If two or more records listed in this schedule are maintained together by a local government and are not severable, the combined record must be retained for the length of time of the component with the longest retention period. A record whose minimum retention period on this schedule has not yet expired and is *less than permanent* may be disposed of if it has been so badly damaged by fire, water, or insect or rodent infestation as to render it unreadable, or if portions of the information in the record have been so thoroughly destroyed that remaining portions are unintelligible. If the retention period for the record is **permanent** ~~or in~~ this schedule, authority to dispose of the damaged record must be obtained from the director and librarian of the Texas State Library **and Archives Commission**. ~~The A~~ Request for Authority to Destroy Unscheduled Records (Form SLR 501) should be used for this purpose.

~~Requests for Authority to Destroy Unscheduled Records (SLR 501), whose submission to the director and librarian of the Texas State Library is required by the Local Government Code, Section 203.045, need not be filed for records shown as exempt from the requirement.~~

Certain records listed in this schedule are assigned the retention period of AV (as long as administratively valuable). This retention period affords local governments the maximum amount of discretion in determining a specific retention period for the record described. Although AV may be used as a retention period on a records control schedule of a local government, it is in the best interests of any records management program that fixed retention periods ~~be~~ **are** assigned for ~~each~~ records ~~series~~. AV records tend to accumulate and go unmanaged.

USE OF Asterisk (*)

The use of an asterisk (*) in this second edition of Local Schedule SD indicates that the record is either new to this edition, the retention period for the record has been changed for the record, or substantive amendments have been made to the description of or remarks concerning the record. An asterisk is not used to indicate minor amendments to grammar or punctuation.

ABBREVIATIONS USED IN THIS SCHEDULE

AV - As long as administratively valuable
CE - Calendar year end
CFR - Code of Federal Regulations
FE - Fiscal year end
TAC - Texas Administrative Code
US - Until Superseded
AC – After closed, terminated, completed, expired, or settled
LA – Life of Asset

Table of Contents

Part 1: Student Academic Records _____	page x
Part 2: Family Educational Rights and Privacy Act Records _____	page x
Part 3: Records of Special Populations and Services _____	page x
Section 3-1: Special Education Program Records _____	page x
Section 3-2: Bilingual and Special Language Program Records _____	page x
Section 3-3: Gifted/Talented Program Records _____	page x
Section 3-4: Section 504 Program Records _____	page x
Section 3-5: Dyslexia Program Records _____	page x
Section 3-6: Migrant Student Record Transfer System (MSRTS) Records _____	page x
Section 3-7: Other Special Populations Records _____	page x
Part 4: Attendance Records _____	page x
Part 5: Student Health Records _____	page x
Part 6: Instruction and Grade Reporting Records _____	page x
Part 7: Discipline and Counseling Records _____	page x
Part 8: Adult and Vocational Education Records _____	page x
Part 9: Drivers Education Records _____	page x

Part 10: Accreditation Records	_____	page x
Part 11: Food Service Records	_____	page x
Part 12: Textbook Records	_____	page x
Part 13: Transportation Records	_____	page x
Part 14: School Safety Records	_____	page x
Part 15: Financial Records	_____	page x
Part 16: Personnel and Staffing Records	_____	page x
Section 16-1: Individual Employee Records	_____	page x
Section 16-2: Staffing Records	_____	page x
Part 17: Miscellaneous Reports and Surveys	_____	page x
Part 18: Miscellaneous Records	_____	page x
APPENDIX: Form Number/Item Number Cross Reference	_____	page x

RECORDS OF PUBLIC SCHOOL DISTRICTS

Retention Notes: a) OTHER SCHEDULES - This schedule should be used by public school districts, regional educational service centers, and other local education agencies (as defined on page 3) in conjunction with Local Schedule GR (Records Common to All Governments) and Local Schedule TX (Records of Property Taxation). In particular, many records maintained by public school districts are includable among the general administrative, financial, and personnel record series in Local Schedule GR, especially those relating to grant allocations, funding, and reporting. In any instances of conflict between retention periods established in this schedule and in Local Schedules GR or TX, the retention periods in this schedule shall prevail.

b) GRANT RECORDS - The 75-year retention period frequently established for records of school districts in this schedule and Local Schedule GR derives from federal requirements in ~~34 CFR 75.734~~ 80.42(a)(1) and (c), **which declares that the following: “Starting date of retention period—(1) General. When grant support is continued or renewed at annual or other intervals, the retention period for the records of each funding period starts on the day the grantee or subgrantee submits to the awarding agency its single or last expenditure report for that period. However, if grant support is continued or renewed quarterly, the retention period for each year’s records starts on the day the grantee submits its expenditure report for the last quarter of the Federal fiscal year. In all other cases, the retention period starts on the day the grantee submits its final expenditure report. If an expenditure report has been waived, the retention period starts on the day the report would have been due.”).** ~~governing~~ These requirements involve the retention of financial and programmatic records, including supporting documents, statistical reports, and other records pertinent to program regulations or the grant agreement relating to projects or programs funded by the U.S. Department of Education through subgrants using federal funds from the Texas Education Agency. ~~(I have not found the following manual, it must be replaced by something new.)~~ These requirements are reiterated in the Texas Education Agency's [Bulletin 679: Financial Accounting Manual](#).

~~These Federal~~ **federal** regulations require that all records of the types mentioned must be available for audit for ~~5-3~~ years after the date of submission of the single or last expenditure report by the Texas Education Agency as subgrantor, **not** by the school district. Because final expenditure reports are submitted by the Texas Education Agency **after** all reports from districts are received, a 75-year retention period for many records of school districts is necessary to satisfy this requirement adequately.

If an audit is pending in which an expenditure or the eligibility of a student to participate in a federal program is questioned, then all records affecting the outcome of the audit must be retained until the audit is settled.

Copies of reports or records submitted to the Texas Education Agency must be retained by school districts in accordance with this schedule.

For additional information on grant records, see pages 15 and 16 of Local Schedule GR.

~~c) APPENDIX - For a list of forms commonly found in school districts, arranged by form number with references to the record series in this schedule or Local Schedule GR in which they are includable for records retention purposes, see the appendix to this schedule (page 21). I understand that you wanted this information removed from the schedule, rather than attempting to update all of the forms/form numbers.~~

PART 1: STUDENT ACADEMIC RECORDS

Retention Note: Any records in this part (e.g., enrollment cards) created for students who enroll or register in a school district, but who do not subsequently attend classes need be retained only as long as administratively valuable and are exempt from the destruction notice request.

Record Number	Record Title	Record Description	Retention Period	Remarks
3200-01	ACADEMIC RECORDS			
3200-01a	ACADEMIC RECORDS	The academic achievement record (TEA form AAR-001) or its former equivalent used to record academic achievement in grades 9-12.	PERMANENT.	
3200-01b	ACADEMIC RECORDS	Cumulative record of achievement in grades Pre-K through 8.	Date of withdrawal + 7 years.	
3200-02	BIRTH DATE DOCUMENTATION	Copies of birth certificates, church records, bible records, passport or immigration records, or other documents used to establish a date of birth.	AV.	(Exempt from destruction request requirement)

Record Number	Record Title	Record Description	Retention Period	Remarks
3200-03	CUSTODY DOCUMENTS	Copies of court instruments relating to adoption, guardianship, or custody.	Until the student is 18.	Retention Note: It is an exception to the retention period given that a court order superseded by a subsequent order (e.g., a change in guardianship) need be retained only as long as administratively valuable. and is exempt from the destruction notice requirement.
3200-04	ENROLLMENT OR REGISTRATION FORMS		Date of withdrawal + 7-5 years. (See note (b) on page 6.)	See retention note (b) on page 7.
3200-05	HOME LANGUAGE SURVEYS.		Date of withdrawal + 7-5 years. (See note (b) on page 6.)	See retention note (b) on page 7.
3200-06	MISSING CHILD PREVENTION AND IDENTIFICATION PROGRAM RECORDS			
3200-06a	MISSING CHILD PREVENTION AND IDENTIFICATION PROGRAM RECORDS	Fingerprint cards.	Date of withdrawal.	(Exempt from destruction request requirement)
3200-06b	MISSING CHILD PREVENTION AND IDENTIFICATION PROGRAM RECORDS	Photographs.	US, date of withdrawal, or 3 years, whichever soonest.	(Exempt from destruction request requirement) Retention Note: A Texas Education Agency regulation (19 TAC 61.921041) requires that at withdrawal a student's fingerprints and photograph taken as part of a voluntary Missing Child Prevention and Identification Program be returned to the student's parent or guardian. If a district is unable to return the fingerprints and photograph, they must be destroyed.

Record Number	Record Title	Record Description	Retention Period	Remarks
3200-06c	MISSING CHILD PREVENTION AND IDENTIFICATION PROGRAM RECORDS	Parental consents.	AV after fingerprints and/or photograph taken.	(Exempt from destruction request requirement)
3200-07	PARENTAL PERMISSION RECORDS	Parental consents for a student to engage in school activities or programs, <i>except</i> consents noted elsewhere in this schedule. Until cessation of activity for which consent granted + 2 years; or, if annually renewable, US + 2 years.	Until cessation of activity for which consent granted + 2 years; or, if annually renewable, US + 2 years.	Retention Note: If a student is involved in an accident while engaged in an activity for which parental consent was granted, the consent form or statement must be retained for the same period as Accident Reports (see item number 3300-01).
3200-08	STUDENT WITHDRAWAL/RECORD TRANSFER	Parental consents for a student to engage in school activities or programs, <i>except</i> consents noted elsewhere in this schedule.	Until cessation of activity for which consent granted + 2 years; or, if annually renewable, US + 2 years.	Retention Note: If a student is involved in an accident while engaged in an activity for which parental consent was granted, the consent form or statement must be retained for the same period as Accident Reports (see item number 3300-01).
3200-09	TEST AND ACADEMIC MEASUREMENT REPORTS	FORM (TEA form PEIMS 100).	AV (both sending and receiving districts).	Applies to both sending and receiving districts.
3200-09a	TEST AND ACADEMIC MEASUREMENT REPORTS	Reports of results of TAAS, TEAMS, TABS, and other standardized state and national achievement, mental abilities, and aptitude tests reported by score, percentile rank, etc.	1 year after recording of data in the academic achievement or cumulative record.	(Exempt from destruction request requirement) Retention Note: If testing results of the types described are not recorded on the academic achievement or cumulative record (see item number 3200-01) either manually or by affixing labels, the results must be retained PERMANENTLY for grades 9-12 and until the date of withdrawal + 7 years for all other grades.

Record Number	Record Title	Record Description	Retention Period	Remarks
3200-09b	TEST AND ACADEMIC MEASUREMENT REPORTS	Reports of results of other tests or measurements (e.g., reading/mathematics profiles).	Date of withdrawal + 7 years. (See note (b) on page 6.)	See retention note (b) on page 7.
3200-09c	TEST AND ACADEMIC MEASUREMENT REPORTS	District summaries on a group basis of the results of standardized testing.	3 years.	

PART 2: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
3225-01	ACCESS POLICIES	Written policies and procedures demonstrating how a district meets the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, and federal rules adopted under the act.	US.	(Exempt from destruction request requirement) 34 CFR 99.32
3225-02	ACCESS TO INFORMATION, RECORDS OF	Record of each request for access to and each disclosure of personally identifiable information from the educational records of a student.		
3225-02a	ACCESS TO INFORMATION, RECORDS OF	Documentation of requests from and disclosures to the parent or eligible student, to an official of the district for what the district has determined are legitimate educational interests, to a party with written consent from the parent or eligible student, or to a party seeking directory information.	2 years.	
3225-02b	ACCESS TO INFORMATION, RECORDS OF	Documentation of requests from and disclosures to any party not included in (a).	PERMANENT	By regulation - 34 CFR 99.32(a)(2).

Record Number	Record Title	Record Description	Retention Period	Remarks
3225-02c	ACCESS TO INFORMATION, RECORDS OF	Written consents from the parent or eligible student for information disclosure. (1) From the parent. (2) From the eligible student.	Until the student is 18. PERMANENT	Retention Note: It is an exception to the retention periods given for parental and eligible student consents that if the only records covered by a consent are those associated with enrollment by a student in grades Pre-K through 8, the consents may be disposed of at the same time the records are destroyed.
3225-02d	ACCESS TO INFORMATION, RECORDS OF	Written refusals from the parent or eligible student to the disclosure of directory information. (1) If refusals are valid as long as the student is in attendance. (2) If refusals must be renewed each academic year.	AV after date of withdrawal. US or AV after date of withdrawal, as applicable	(Exempt from destruction request requirement)
3225-03	PROTEST OF RECORD STATEMENTS	Statements by parents or eligible students commenting on contested information in a student record, or stating why they disagree with a district's decision not to amend a record, or both.	For as long as the record containing the contested information is maintained.	By regulation - 34 CFR 99.21(c)(1).
3225-04	RECORD AMENDMENT REQUESTS AND RELATED DOCUMENTATION	Requests from parents or eligible students to amend student records, notices by the district of denial or consent to amendments, requests for hearings on denied requests, hearing notices, and written decisions by hearing examiners.	2 years.	

PART 3: RECORDS OF SPECIAL POPULATIONS AND SERVICES

Retention Note: The term "cessation of services" used in the retention periods set in sections 3-1 through 3-5 with reference to records created on students who are referred to but not subsequently enrolled in the special program described, means the date determination against enrollment is made.

SECTION 3-1: SPECIAL EDUCATION PROGRAM RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
3250-01	ENROLLMENT LISTS AND ROSTERS		7-5 years. (See note (b) on page 6.)	See retention note (b) on page 7.

Record Number	Record Title	Record Description	Retention Period	Remarks
3250-02	STUDENT RECORDS	Records of each student referred to or receiving special education services, including referral, assessment, and reevaluation reports; enrollment and eligibility forms; admission, review, and dismissal (ARD) and transitional planning committee documentation; individual educational (IEP) and transitional (ITP) plans; parental consent forms for testing and placement; and other records of services required under federal and state regulation.	Cessation of services + 7-5 years, <i>but see retention note (a).</i> (See note (b) on page 6.)	<p>Retention Notes: a) It is an exception to the retention period given for this record group, that the following information must be retained PERMANENTLY in some form on each student in grades 9-12 participating in a special education program: name, last known address, student ID or Social Security number, grades, classes attended, and grade level and year completed. If an academic achievement record [see item number 3200-01(a)] is created for the student and maintained among those for students in the regular population, it is not necessary for special education records custodians to maintain the prescribed information beyond 7 years after the cessation of services, provided that it is contained in the Academic Achievement Record.</p> <p>b) Prior to the destruction of any records in this record group, the eligible student or the parents of the student, as applicable, must be notified in accordance with federal regulation. See 34 CFR 300.573.update.</p> <p>(c) See retention note (b) on page 7.</p>

SECTION 3-2: BILINGUAL AND SPECIAL LANGUAGE PROGRAM RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
3250-08	STUDENT RECORDS	Records of each student referred to or receiving bilingual or special language services, including recommendations from parents or teachers for bilingual instruction, student interview documentation, notifications to parents, parental consents or denials, language proficiency assessment committee (LPAC) reports, exit reports, follow-up study reports, and other records of services required by state regulation or pertinent to the identification of students for bilingual education or special language programs.	Cessation of services + 7-5 years. (See note (b) on page 6.)	See retention note (b) on page 7.

SECTION 3-3: GIFTED/TALENTED PROGRAM RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
3250-16	STUDENT RECORDS	Records of each student referred to or receiving services in a gifted/talented program, including nomination and observation documentation, testing results, parental consents, committee reports and recommendations, and other records of services required under state regulation or pertinent to the identification of students for participation in gifted/talented programs.	Cessation of services + 5 years.	

SECTION 3-4: SECTION 504 PROGRAM RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
3250-20	STUDENT RECORDS	Records of each student referred to or receiving services under Section 504, including referral, pre-placement, and reevaluation reports, parental notices; group and impartial hearing deliberations; and other records of services required under Section 504 regulations.	Cessation of services + 7.5 years. (See note (b) on page 6.)	See retention note (b) on page 7.

SECTION 3-5: DYSLEXIA PROGRAM RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
3250-26	ENROLLMENT LISTS AND ROSTERS.		Cessation of services + 5 years.	
3250-27	STUDENT RECORDS	Records of each student referred to or receiving dyslexia program services, including referral and assessment reports; group deliberations; parental notices; and other records of services required under state regulation.	Cessation of services + 5 years.	Retention Note: This record group does not include the special education records of students with dyslexia or related disorders receiving special education services. See item number 3250-02.

**SECTION 3-6: MIGRANT STUDENT RECORD TRANSFER SYSTEM
(MSRTS) RECORDS**

Record Number	Record Title	Record Description	Retention Period	Remarks
3250-33	DAILY MSRTS LOGS.		7-5 years. (See note (b) on page 6.)	See retention note (b) on page 7.
3250-34	ENROLLMENT AND WITHDRAWAL REPORTS.		7-5 years. (See note (b) on page 6.)	See retention note (b) on page 7.
3250-35	MONITORING DOCUMENTATION	Summaries of eligibility verifications and validations, parent/guardian questionnaires, copies of validated certificates of eligibility, and copies of any correspondence from a school district to a regional educational service center requesting deletion of ineligible children from the MSRTS.	7-5 years. (See note (b) on page 6.)	See retention note (b) on page 7.
3250-36	RECRUITING RECORDS	Recruiter logs, questionnaires, and similar records documenting efforts of recruiters to identify and enroll currently and formerly migrant students.	7-5 years. (See note (b) on page 6.)	See retention note (b) on page 7.
3250-37	STUDENT RECORDS			
3250-37a	STUDENT RECORDS	Certificates of eligibility.	End of eligibility + 7-5 years. (See note (b) on page 6.)	Retention Note: Eligibility ends 6 years from the qualifying arrival date (QAD) as it appears on the certificate of eligibility. The qualifying arrival date was referred to as the last qualifying move (LQM) on certificates of eligibility prior to 1991. See retention note (b) on page 7.

Record Number	Record Title	Record Description	Retention Period	Remarks
3250-37b	STUDENT RECORDS	Copies of most current educational and health records or forms providing educational and health updates, information from which is transmittable to regional educational service centers for data entry.	US.	<p>(Exempt from destruction request requirement)</p> <p>Retention Note: Program regulations require that an active file be maintained on each migrant child identified for the current school year in a project district or cooperative project district. The file must include, in addition to the certificate of eligibility, a copy of each of the most current educational and health records of the student. Although the minimum retention period is set as US, superseded records should not be disposed of until notification that all required data from the superseded records have been accurately reflected in MSRTS records in Little Rock. If original student educational and health records, rather than copies, are the source for MSRTS data, the records must be retained for the periods established in Parts 1 and 5 of this schedule.</p>
3250-37c	STUDENT RECORDS	Data verification reports from the MSRTS center in Little Rock.	AV.	<p>(Exempt from destruction request requirement)</p>

SECTION 3-7: OTHER SPECIAL POPULATIONS RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
3250-43	FEDERAL IMPACT AID SURVEY FORMS	TEA form FIN-127 or an equivalent locally designed form used to survey parents to determine eligibility for federal impact aid under P.L. 81-874.		
3250-43a	FEDERAL IMPACT AID SURVEY FORMS	Survey forms of students determined to be eligible and used to complete district applications for school assistance in federally affected areas.	7-5 years. (See note (b) on page 6.)	See retention note (b) on page 7.
3250-43b	FEDERAL IMPACT AID SURVEY FORMS	Survey forms of students determined not to be eligible.	AV.	(Exempt from destruction request requirement)
3250-44	McKINNEY HOMELESS ASSISTANCE ACT STUDENT RECORD.		RETENTION: 7 5 years. (See note (b) on page 6.)	See retention note (b) on page 7.

PART 4: ATTENDANCE RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
3275-01	ATTENDANCE CONTROL DOCUMENTATION			
3275-01a	ATTENDANCE CONTROL DOCUMENTATION	Correspondence to and from parents or guardians concerning absences and tardiness.	AV.	
3275-01b	ATTENDANCE CONTROL DOCUMENTATION	Correspondence with law enforcement or other agencies concerning violations of the compulsory school attendance law, including all associated documentation.	2 years.	
3275-01c	ATTENDANCE CONTROL DOCUMENTATION	Attendance officer's logs and reports of parents or guardians visited.	2 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
3275-02	ATTENDANCE EPORTS			
3275-02a	ATTENDANCE REPORTS	Copies of attendance and enrollment reports submitted to the Texas Education Agency, including those term and period reports submitted to the superintendent by principals for the purposes of compiling state-mandated reports.	5 years.	
3275-02b	ATTENDANCE REPORTS	Daily Registers of Pupil Attendance (or an equivalent locally-designed record) and similar daily or periodic reports used to document the attendance and absence of students.	5 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
3275-03	SCHOLASTIC CENSUS RECORDS	Census cards or rolls of school age children residing in the county or district.	PERMANENT, <i>but see retention note.</i>	<p>Retention Note: The Local Government Records Act (Section 201.008, Local Government Code) transferred custody of all scholastic census records still in the possession of elected county officials to the custody of the Texas State Library and Archives Commission for preservation as historical records. Some census documents, which were compiled by the office of the county superintendent of schools from 1905 through 1969, may have passed into the custody of independent school districts. These census cards and rolls must be retained PERMANENTLY, as well as those from the state-mandated 1970 enumeration, which was conducted by school districts. Although the Local Government Records Act did not automatically transfer any scholastic census records in the custody of school districts to the Texas State Library and Archives Commission, districts may offer to transfer census records to the commission for preservation. Census cards or rolls compiled by school districts in 1971 and after for local administrative reasons need be retained only as long as administratively valuable. and are exempt from the destruction notice requirement.</p>

Record Number	Record Title	Record Description	Retention Period	Remarks
3275-04	TRANSFER, APPLICATIONS FOR, AND ASSOCIATED REPORTS	Documentation concerning the transfer and enrollment of students in districts other than those in which they are resident.	7-5 years. (See note (b) on page 26.)	See retention note (b) on page 7.

PART 5: STUDENT HEALTH RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
3300-01	ACCIDENT REPORTS	Reports of accidents to students.	5 years; or 2 years after the student reaches the age of 18, whichever later.	
3300-02	ACTIVITY AND STATISTICAL REPORTS	Daily and other periodic activity and statistical reports, <i>except</i> those noted elsewhere in this section, compiled by school nurses or nurse extenders relating to student health matters.	3 years.	
3300-03	CORRESPONDENCE WITH PARENTS OR GUARDIANS	Correspondence to and from parents or guardians concerning student health matters.	2 years.	
3300-04	CUMULATIVE HEALTH CARD OR RECORD	Date of withdrawal + 2 years.		
3300-05	EMERGENCY CARDS	Card or other form of record providing information on whom to contact in case of accident or illness to a student.	US or until student ceases enrollment, whichever sooner.	(Exempt from destruction request requirement)
3300-06	EXCLUSION AND VERIFICATION DOCUMENTATION	Affidavits or similar documents seeking the exclusion of students from participation in immunization or other health care programs for medical or religious reasons, or verifications of previous illness or health testing.		

Record Number	Record Title	Record Description	Retention Period	Remarks
3300-06a	EXCLUSION AND VERIFICATION DOCUMENTATION	Exclusion documentation. (1) Affidavits of medical contraindications. (2) Affidavits of religious conflicts.	1 year, or date of withdrawal + 2 years if contraindication is lifelong.	(One year affidavits exempt from destruction notice requirement.)
3300-06b	EXCLUSION AND VERIFICATION DOCUMENTATION	Verifications of mumps or measles illness.	Date of withdrawal + 2 years.	Retention Note: It is an exception to the retention periods set for subsections (b) and (c) of this group that if data from the verification documentation is recorded on the cumulative health card (see item number 3300-04), the documentation need be retained only as long as administratively valuable after recording. and is exempt from the destruction notice requirement.
3300-06c	EXCLUSION AND VERIFICATION DOCUMENTATION	Verifications from physicians or health agencies of prior testing of sight, hearing, and spinal curvature.	Date of withdrawal + 2 years.	
3300-07	HEALTH SCREENING DOCUMENTATION			
3300-07a	HEALTH SCREENING DOCUMENTATION	Worksheets, checklists, examination forms, and similar documents used in student health screening.	AV after entry of information on Cumulative Health Record.	(Exempt from destruction request requirement)
3300-07b	HEALTH SCREENING DOCUMENTATION	Vision, hearing, and spinal screening reports submitted to the Texas Department of Health.	3 years.	
3300-08	IMMUNIZATION RECORDS			

Record Number	Record Title	Record Description	Retention Period	Remarks
3300-08a	IMMUNIZATION RECORDS	Immunization record (either separate or in combination with a cumulative health card as in item number 3300-04).	Date of withdrawal + 2 years.	Retention Note: It is an exception to the retention period given for the immunization record that if immunizations are performed by school nurses or other medical technicians employed by the school district, the immunization record and parental consent forms for the administration of vaccine must be retained by the school until the person receiving the vaccine is 20 years old or 10 years after the consent form was signed, whichever later.
3300-08b	IMMUNIZATION RECORDS	Annual reports of immunization status.	3 years.	
3300-09	PHYSICIAN REFERRALS AND REPORTS	Copies of referrals to physicians, including any attached screening worksheets, and reports from physicians on referred health matters.	AV after entry of information on Cumulative Health Record.	(Exempt from destruction request requirement)
3300-10	REPORTS TO ENFORCEMENT AGENCIES	Copies of reports on child abuse or neglect, communicable disease, dog bites, drug offenses, missing children, or sexually transmitted disease submitted to the Texas Department of Health, the Texas Department of Human Services, or local law enforcement and animal control agencies.	2 years.	
3300-11	SPECIAL HEALTH CARE RECORDS			
3300-11a	SPECIAL HEALTH CARE RECORDS	Logs or reports of medications or treatment administered to students on a group or individual basis.	3 years.	
3300-11b	SPECIAL HEALTH CARE RECORDS	Parent's requests and physician's authorizations for specialized health care.	End of validity of request or authorization + 2 years.	

PART 6: INSTRUCTION AND GRADE REPORTING RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
3325-01	CURRICULUM GUIDES		US.	(Exempt from destruction request requirement)
3325-02	GRADE BOOKS		1 year after entry of grades in the academic achievement or cumulative record.	(Exempt from destruction request requirement) Retention Note: If grades are entered in the academic achievement record or the cumulative record (see item number 3200-01) from reports compiled from grade books, these reports must be retained for the same minimum period as grade books.
3325-03	GRADE REPORTS	Periodic grade reports created for internal administrative purposes, providing data on grades or grade rankings by class, teacher, campus, course, population, ethnic breakdown, etc. <i>except</i> reports of the type noted in item number 3325-05.	AV.	(Exempt from destruction request requirement)
3325-04	LESSON PLANS		AV.	(Exempt from destruction request requirement)

Record Number	Record Title	Record Description	Retention Period	Remarks
3325-05	REPORT CARDS	Copies of report cards or grade reports or a comparable record evidencing the grades that have been reported for a student to the student's parents.	1 year after entry of grades in the academic achievement or cumulative record.	(Exempt from destruction request requirement) Retention Note: If copies of report cards or grade reports are the only record of grades received at the K-8 levels they must be retained for date of withdrawal of the student + 7 years. If they are the only record of grades received at the 9-12 levels prior to the use of a standardized academic achievement record, they must be retained PERMANENTLY.

PART 7: DISCIPLINE AND COUNSELING RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
3350-01	DISCIPLINE RECORDS	Records relating to the discipline, corporal punishment, suspension, and expulsion of students maintained by superintendents, principals, and counselors, including parental conference reports and correspondence with parents.		
3350-01a	DISCIPLINE RECORDS	Records relating to expulsion.	3 years.	
3350-01b	DISCIPLINE RECORDS	Records relating to forms of discipline other than expulsion.	AV.	(Exempt from destruction request requirement)

Record Number	Record Title	Record Description	Retention Period	Remarks
3350-02	STUDENT GUIDANCE AND COUNSELING FILES	Individual student counseling files maintained by school counselors, including parental conference reports.	AV.	<p>(AV records exempt from destruction request requirement.)</p> <p>Retention Note: It is an exception to the retention period for this record group that guidance and counseling files programmatically associated with participation in special programs as described in Part 3 of this schedule must be retained for the same period as the student records for the special program. In addition, records of counseling in any federally funded special guidance or counseling project or program must be retained for 7 years beyond cessation of counseling services to the student.</p>

PART 8: ADULT AND VOCATIONAL EDUCATION RECORDS

Retention Note: This part concerns records associated with the use of parks; playgrounds; community centers; swimming pools; theaters; concert halls; golf courses; zoos; civic auditoriums; and other sports, recreational, and cultural facilities owned and operated by a local government.

Record Number	Record Title	Record Description	Retention Period	Remarks
3375-01	CLASS ORGANIZATION REPORTS AND ROSTERS.		7-5 years. (See note (b) on page 6?)	See retention note (b) on page 7.

Record Number	Record Title	Record Description	Retention Period	Remarks
3375-02	CURRICULUM PLANNING DOCUMENTATION.	Project and study plans developed by instructors in vocational education, including those for vocational summer work.	7-5 years. (See note (b) on page 62.)	See retention note (b) on page 7.
3375-03	FOLLOW-UP REPORTS.	Reports on post-instructional experience of leavers and completers of vocational education programs.	7-5 years. (See note (b) on page 62.)	See retention note (b) on page 7.
3375-04	STUDENT RECORDS.	Cooperative training plans; applications for participation in work study programs; student rating forms, progress reports, and record cards; individual follow-up records; and similar records of assignments to and the completion by a student of vocational education projects and tasks.	End of enrollment + 7-5 years. (See note (b) on page 62.)	See retention note (b) on page 7.

PART 9: DRIVERS EDUCATION RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
3400-01	STUDENT RECORDS.	Individual records of students enrolled in drivers education.	7-5 years. (See note (b) on page 62.)	See retention note (b) on page 7.
3400-02	STUDENT ROSTERS.		7-5 years, if used in lieu of individual student records; otherwise AV.	(AV records exempt from the destruction notice requirement.)
3400-03	INSTRUCTIONAL CHECKLISTS.		1 year after entry of scores and other data in student individual record or rosters.	(Exempt from destruction request requirement)

Record Number	Record Title	Record Description	Retention Period	Remarks
3400-04	LICENSING AND COMPLETION FORMS.	Any copies of forms or certificates maintained in student files relating to applications for drivers licenses, course completions, insurance discount forms, and notices of cancellation.	AV.	(Exempt from destruction request requirement)
3400-05	REQUESTS FOR RECOGNITION OF COMPLETION DOCUMENTS.		AV.	(Exempt from destruction request requirement)

PART 10: ACCREDITATION RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
3425-01	ACCREDITATION REPORTS			
3425-01a	ACCREDITATION REPORTS	Reports to the Texas Education Agency on accreditation planning or the self-monitoring of progress toward the achievement of goals.	AV after subsequent accreditation.	(Exempt from destruction request requirement)
3425-01b	ACCREDITATION REPORTS	Accreditation investigative reports from the Texas Education Agency to the board of trustees of a school district.	PERMANENT.	
3425-02	PLANNING RECORDS.	Self studies; planning documents used to establish goals and indicators; achievement reports; documents evidencing parent, community, and staff involvement in the establishment of performance objectives; and similar records created in school districts to plan for and monitor progress during interims between accreditation visits.	AV after subsequent accreditation.	(Exempt from destruction request requirement) —Review before disposal; some records of this type may merit permanent retention for historical reasons.)

PART 11: FOOD SERVICE RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
3450-01	CERTIFICATES OF AUTHORITY.	Authorizations for persons to act on behalf of a school district in school lunch matters.	US + 5 years.	
3450-02	DAILY FOOD SERVICE RECORDS.	Daily record of full-price, reduced-price, and free breakfasts and lunches served.	FE + 5 years.	
3450-03	FOOD AND FOOD EQUIPMENT INVENTORY RECORDS.		FE + 5 years.	
3450-04	FREE OR REDUCED-PRICE MEAL RECORDS			
3450-04a	FREE OR REDUCED-PRICE MEAL RECORDS	Applications from parents for free or reduced-price breakfasts or lunches.	FE + 5 years.	
3450-04b	FREE OR REDUCED-PRICE MEAL RECORDS	Rosters or lists of eligible students.	FE + 5 years.	
3450-04c	FREE OR REDUCED-PRICE MEAL RECORDS	Policy statements on free and reduced-price meals.	US + 5 years.	
3450-05	HEALTH INSPECTION REPORTS.		3 years.	
3450-06	MENU RECORDS			
3450-06a	MENU RECORDS	Menu planning records.	AV.	(Exempt from destruction request requirement)
3450-06b	MENU RECORDS	Daily menus.	5 years.	

PART 12: TEXTBOOK RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
3475-01	ANNUAL MEMBERSHIP REPORT		FE + 2 years.	
3475-02	LOCAL TEXTBOOK COMMITTEE REPORT		US.	(Exempt from destruction request requirement)
3475-03	TEXTBOOK CUSTODIAN BONDS		US + 2 years.	
3475-04	TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS			
3475-04a	TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS	Inventories	US + 1 year.	(Exempt from destruction request requirement)
3475-04b	TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS	Book cards or records comparable in function documenting what books were distributed to each student and similar records documenting their return or non-return.	FE + 2 years.	
3475-04c	TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS	Records documenting the distribution, transfer, and return of textbooks on a campus by campus basis.	FE + 2 years.	
3475-04d	TEXTBOOK INVENTORY AND DISTRIBUTION CONTROL RECORDS	Reports on state-owned textbooks that have been destroyed.	FE + 2 years.	
3475-05	TEXTBOOK PROCUREMENT RECORDS			

Record Number	Record Title	Record Description	Retention Period	Remarks
3475-05a	TEXTBOOK PROCUREMENT RECORDS	Requisitions and supplemental requisitions for textbooks, learning systems, and related materials, including those for use by visually disabled students, placed with the TEA, the Texas Material Center for the Blind, or other vendors as may be permitted by law or regulation, including supporting documentation such as statements of charges, packing slips, freight bills, and shipment-error reports.	FE + 2 years.	
3475-05b	TEXTBOOK PROCUREMENT RECORDS	Order notifications from the TEA concerning processing of textbook orders.	AV after receipt and reconciliation of shipment.	(Exempt from destruction request requirement)
3475-05c	TEXTBOOK PROCUREMENT RECORDS	Documentation relating to the procurement of sample textbooks, learning systems, and related materials.	AV after receipt and reconciliation of shipment. RETENTION: AV.	(Exempt from destruction request requirement)
3475-06	TEXTBOOK SALES AND DISPOSITION RECORDS			
3475-06a	TEXTBOOK SALES AND DISPOSITION RECORDS	State textbook sales invoices and acknowledgment statements, logs (district and campus) of textbooks paid for, payment or reduced payment waivers, payment account cards, and any district forms used for the transmittal of textbook funds from campuses to the textbook coordinator.	FE + 2 years.	
3475-06b	TEXTBOOK SALES AND DISPOSITION RECORDS	Records relating to the disposition by donation or destruction of expiring or out-of-adoption textbooks.	AV.	(Exempt from destruction request requirement)

PART 13: SCHOOL TRANSPORTATION RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
3500-01	APPLICATIONS FOR NEW TRANSPORTATION PROGRAMS	Requests to the Texas Education Agency for approval of state funds for eligible pupil transportation services.	FE + 5 years.	
3500-02	CONTRACTS FOR TRANSPORTATION SERVICES	Contracts with public or commercial companies for pupil transportation services, including copies of applications to the Texas Education Agency for contract approval.	4 years after the expiration or termination of the contract according to its terms.	
3500-03	DRIVERS RECORDS (see also Section 3-1 of Local Schedule GR)	a) Medical examination reports. b) School bus driver training certification verifications. c) Driver's license record checks.	US + 3 years. 3 years. US or date of separation + 2 years, as applicable	(US records are exempt from destruction notice requirement.)
* 3500-03a	DRIVERS RECORDS (see also Section 3-1 of Local Schedule GR)	Medical examination reports.	US + 3 years.	
* 3500-03b	DRIVERS RECORDS (see also Section 3-1 of Local Schedule GR)	School bus driver training certification verifications.	3 years.	
* 3500-03c	DRIVERS RECORDS (see also Section 3-1 of Local Schedule GR)	Driver's license record checks.	US or date of separation + 2 years, as applicable	
3500-04	ELIGIBLE RIDER DOCUMENTATION	Documentation, maintained in the form of lists of actual bus riders by name and route number, including all associated records providing source information needed to complete ridership sections of state-required pupil transportation reports (see item number 3500-05).	3 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
3500-05	PUPIL TRANSPORTATION REPORTS	Annual reports to the Texas Education Agency on the number of pupils transported by school bus or private means (including route mileage), used by the agency to determine transportation allotments.	3 years.	Note: This record group includes requests for approval of bus routes, now part of the Regular Pupil Transportation Report (TEA form ADM-027), but submitted separately in prior years.
3500-06	ROUTE DESCRIPTIONS	A turn-by-turn accounting for each approved route, specifying road designations and corresponding mileages.	US + 3 years.	
3500-07	SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS			
3500-07a	SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS	Vehicle master record containing the following: complete description of the vehicle, including vehicle identification and license numbers; annual beginning and ending odometer readings; total annual fuel, maintenance, labor, and parts costs; and complete maintenance history (in summary form showing date and nature of service, repair or state inspection).	LA.	Retention Notes: a) This schedule does not require the creation of a vehicle master record of the type described, but if a vehicle master record is not maintained, records containing the prescribed information must be retained for the life of the vehicle. For example, if work orders in (b) are the only record maintained of repairs to school buses, they must be retained for the life of the vehicle.
3500-07b	SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS	Service requests/work orders.	2 years.	If a school bus is salvaged as the result of an accident, the vehicle master record or, if one is not created, documents providing the types of information prescribed, must be retained for LA + 3 years.
3500-07c	SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS	Daily activity reports compiled by vehicle shop personnel and/or drivers showing fuel and oil consumption, odometer readings, routine inspections, etc., from which data is derived for operating cost reports and the vehicle master record.	2 years.	

Record Number	Record Title	Record Description	Retention Period	Remarks
3500-07d	SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS	School bus usage reports for extracurricular activities, field trips, or for private purposes under contract needed for compiling annual operating costs reports under (e).	2 years.	
3500-07e	SCHOOL TRANSPORTATION COST AND MAINTENANCE RECORDS	Annual operation cost reports submitted to the Texas Education Agency.	FE + 5 years	
3500-08	SCHOOL BUS PURCHASE REQUISITIONS.		FE + 5 years.	

PART 14: SCHOOL SAFETY RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
3525-01	EVACUATION AND FIRE EXIT PLANS		US.	(Exempt from destruction request requirement)
3525-02	FIRE DRILL RECORDS	Records of fire drills, including schedules, reports, correspondence with fire departments, and associated documentation.	3 years.	
3525-03	FIRE SAFETY INSPECTION REPORTS.		3 years.	

PART 15: FINANCIAL RECORDS

Retention Note: This part supplements and should be used in conjunction with Part 2 of Local Schedule GR.

Record Number	Record Title	Record Description	Retention Period	Remarks
3550-01	AGENCY FUND ACCOUNTING RECORDS	Any accounts payable, accounts receivable, or ledgers and journals used to document the receipt and expenditure of local agency funds from clearing accounts that are custodial in nature (e.g., student picture accounts).	FE + 3 years.	Retention Note: Compare item numbers 1025-26, 1025-27, and 1025-30 in Local Schedule GR. The minimum retention period for records of agency funds is an exception to the prevailing FE + 7-5 year retention period for school district financial records.
3550-02	COUNTY AVAILABLE REPORTS.		FE + 3 years.	
3550-03	SCHOOL BONDS, APPLICATIONS FOR GUARANTY OF		Until receipt of guaranty documentation.	

PART 16: PERSONNEL AND STAFFING RECORDS

Retention Notes: a) This part supplements and should be used in conjunction with Part 3 of Local Schedule GR.

b) If the retention period for a record in this part is given as US or as US + a specific number of years and the person to whom the record relates ceases employment before supercession occurs, the date of separation shall also be considered the date of supercession for records retention purposes.

SECTION 16-1: INDIVIDUAL EMPLOYEE RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
3575-01	ABSENCE FROM DUTY REPORTS		4 years.	
3575-02	APPLICATIONS AND RECOMMENDATIONS FOR PROFESSIONAL OR PARAPROFESSIONAL CERTIFICATES OR PERMITS, COPIES OF	Copies of applications/recommendations endorsed by the superintendent or other authorized school official and forwarded by the district or the applicant to the Texas Education Agency for the purposes of certification or review of qualifications.		
3575-02a	APPLICATIONS AND RECOMMENDATIONS FOR PROFESSIONAL OR PARAPROFESSIONAL CERTIFICATES OR PERMITS, COPIES OF	Application for Nonrenewable Permit (TEA form DC-TR-030) .	1 year.	(Exempt from destruction request requirement)
3575-02b	APPLICATIONS AND RECOMMENDATIONS FOR PROFESSIONAL OR PARAPROFESSIONAL CERTIFICATES OR PERMITS, COPIES OF	All others.	AV.	(Exempt from destruction request requirement)

Record Number	Record Title	Record Description	Retention Period	Remarks
3575-03	AUDIT VERIFICATION CARDS.		US, but see retention note.	<p>(Exempt from destruction request requirement)</p> <p>Retention Note: The most recent audit verification card present in his or her personnel file upon separation of an employee must be retained PERMANENTLY and should be considered an addendum to the Teacher Service Record (see item number 1050-12 in Local Schedule GR).</p>
3575-04	DEFICIENCY PLAN		US by a teaching certificate, or separation of employee + 5 years, as applicable.	<p>(Exempt from destruction request requirement (US plans only).)</p>
3575-05	PERFORMANCE APPRAISAL RECORDS (CAREER LADDER SYSTEM)			

Record Number	Record Title	Record Description	Retention Period	Remarks
3575-05a	PERFORMANCE APPRAISAL RECORDS (CAREER LADDER SYSTEM)	Appraisal record (including documentation submitted by the teacher).	PERMANENT	Retention Notes: The records listed in this group are those currently used in the Texas Teacher Appraisal System (TTAS), implemented on a statewide basis in the fall of 1986 for the career ladder appraisal process. The retention periods also apply to the functional equivalents of the records used in districts for teacher performance appraisals for the 1983-1984, 1984-1985, and 1985-1986 school years. For teacher appraisal records prior to the 1983-1984 school year and appraisal records for school district personnel outside the career ladder system see item number 1050-21 in Local Schedule GR..
3575-05b	PERFORMANCE APPRAISAL RECORDS (CAREER LADDER SYSTEM)	Observation/evaluation forms (including documentation submitted by the teacher).	4 years after teacher signs for receipt of appraisal record	Documents of the type described in (a), (b), (c), and (f) maintained by the teacher's supervisor, if they are copies of records maintained in a teacher's personnel file, need be retained only as long as administratively valuable and are exempt from the destruction notice requirement.
3575-05c	PERFORMANCE APPRAISAL RECORDS (CAREER LADDER SYSTEM)	Notes taken by appraisers during observations or similar written documentation created by the teacher's supervisor that, in combination with the formal observation, is used to determine credit for the criteria and indicators on the observation/evaluation forms.	AV after teacher signs for receipt of observation/evaluation form.	(Exempt from destruction request requirement)

Record Number	Record Title	Record Description	Retention Period	Remarks
3575-05d	PERFORMANCE APPRAISAL RECORDS (CAREER LADDER SYSTEM)	Teacher assessments of instructional goals and outcomes.	Destroy at option.	(Obsolete record; exempt from destruction request requirement)
3575-05e	PERFORMANCE APPRAISAL RECORDS (CAREER LADDER SYSTEM)	Professional growth plans.	4 years.	
3575-05f	PERFORMANCE APPRAISAL RECORDS (CAREER LADDER SYSTEM)	Grievance and response documents.	For the same period as the appraisal record to which they relate.	Retention Note: For employee grievance records other than those relating to performance appraisals see item number 1050-20 in Local Schedule GR.
* 3575-06	SERVICE RECORD AFFIDAVITS	Affidavits attached to teacher service record claiming months served prior to the 1949-50 school year.	PERMANENT.	
3575-07	STATEMENTS OF COMMITMENT (OUT-OF-STATE CERTIFICATES).		Until receipt by district of Texas certificate or date of separation + 5 years, as applicable.	
3575-08	STATEMENTS OF INTENTION TO BECOME A UNITED STATES CITIZEN		Destroy at option.	(Obsolete record; exempt from destruction request requirement)
3575-09	TEACHER CERTIFICATE REGISTERS.		PERMANENT	Retention Note: This was a standard record of county superintendents of schools, but it was also maintained in some independent school districts in years prior to the emergence of a formal Teacher Service Record (see item number 1050-12 in Local Schedule GR).
3575-10	TUBERCULOSIS CERTIFICATES.		Destroy at option.	(Obsolete record; exempt from destruction request requirement)

SECTION 16-2: STAFFING RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
3575-16	PERSONNEL ROSTERS	(including those detailing assignments to grades, courses, etc.).	3 years.	
3575-17	PERSONNEL UNIT REQUIREMENT CALCULATION WORKSHEETS		Destroy at option.	(Obsolete record; exempt from destruction request requirement)
3575-18	SUBSTITUTE TEACHING ROSTERS		3 years.	

PART 17: MISCELLANEOUS REPORTS AND SURVEYS

Record Number	Record Title	Record Description	Retention Period	Remarks
3600-01	PUBLIC EDUCATION INFORMATION MANAGEMENT SYSTEM (PEIMS) DATA SUBMISSIONS.		AV-5 years.. PEIMS hotline says that schools should keep these at least 1 year, and that the information can be audited for up to 5 years. They need to be able to prove their numbers.	(Exempt from destruction request requirement)

Record Number	Record Title	Record Description	Retention Period	Remarks
3600-02	DATA VERIFICATION REPORTS	Data printouts or reports from the Texas Education Agency (TEA) or other agencies provided for informational purposes showing data received and entered in TEA or other agency databases and similar documents seeking confirmation of the accuracy of current data information.	AV.	<p>(Exempt from destruction request requirement)</p> <p>Retention Note: For example, reports sent by TEA or an educational service center showing data received and entered as the result of Public Education Information Management System (PEIMS) data submissions fall under this record group as well as any retained copies of data verification reports returnable to TEA, such as forms used to confirm and/or update data for the Texas School Directory.</p>
3600-03	SURVEYS	Surveys, questionnaires, opinion polls, and similar documents received from the Texas Education Agency or other agencies, completed and returned by the superintendent or other school official, and used by the surveying agency for the preparation of needs assessments or statistical reports and not for the specific purpose of monitoring compliance with a required or grant-funded program in the respondent district.	AV.	<p>(Exempt from destruction request requirement)</p> <p>Retention Note: It is an exception to the retention period given for this record group that records of the type described received by a regional education service center as a surveying agency must be retained by the center for 5 years.</p>

PART 18: MISCELLANEOUS RECORDS

Record Number	Record Title	Record Description	Retention Period	Remarks
3625-01	PROGRAM APPROVAL APPLICATIONS	Applications and supporting documentation for local programs that must be approved by the Texas Education Agency before implementation but which do not involve the allocation of state or federal funds controlled by the agency.		
3625-01a	PROGRAM APPROVAL APPLICATIONS	Applications approved.	US + 5 years or life of program + 5 years, whichever applicable.	
3625-01b	PROGRAM APPROVAL APPLICATIONS	Applications not approved.	AV.	(Exempt from destruction request requirement)
3625-02	REQUESTS FOR WAIVER OF TEXAS EDUCATION AGENCY POLICIES AND RULES	Requests and renewals of requests for waivers of Texas Education Agency policies and rules, including any attached documentation.		
3625-02a	REQUESTS FOR WAIVER OF TEXAS EDUCATION AGENCY POLICIES AND RULES	Requests granted.	5 years.	
3625-02b	REQUESTS FOR WAIVER OF TEXAS EDUCATION AGENCY POLICIES AND RULES	Requests not granted.	AV.	(Exempt from destruction request requirement)
3625-03	SCHOOL CALENDAR	(TEA form FIN-093).	US + 2 years.	
3625-04	UNIVERSITY INTERSCHOLASTIC LEAGUE RECORDS	Correspondence, schedules, rosters, reports, records of participation, and similar documentation, <i>except</i> financial records (see Local Schedule GR), concerning the participation of a district in academic, music, and athletic contests and programs governed by the University Interscholastic League.	2 years.	

APPENDIX—Local Schedule SD

Form Number/Item Number Cross Reference

The following list contains form numbers that are or have been used by the Texas Education Agency, the Texas Department of Public Safety, the Texas Department of Health, the Texas State Library and Archives Commission, and various federal agencies. They appear on documents that are often found among the records of local education agencies. The reference with each form number is to the item number of the record series in either Local Schedule SD or Local Schedule GR in which the form and any attachments required by its instructions are includable for records retention purposes. The absence of a federal, state, or local form from this list does not relieve a local education agency from the obligation to retain the record for at least the minimum retention period given for the item number under which, based on its purpose and function, the record is includable.

~~AAR-001—3200-01~~
~~ACC-020—3425-01(a)~~
~~ACC-021—3600-03~~
~~ACC-024—3625-02~~
~~ACC-025—3625-02~~
~~ACC-041—3275-04~~

~~ACC-041B—3275-04~~
~~ACE-001—3625-01~~
~~ACE-005—1025-08(a) or (d)~~
~~ACE-034—1025-08(b)~~
~~ACE-038—1025-08(b)~~
~~ACE-039—1025-08(b)~~

~~ACE-042—1025-08(a)~~
~~ACE-040—1025-08(b)~~
~~ACE-043—1025-08(b)~~
~~ACE-045—1025-08(b)~~
~~ACE-046—1025-08(b)~~
~~ACE-047—1025-08(b)~~

~~ACE-048—1025-08(b)~~
~~ACE-049—1025-08(b)~~
~~ACE-053—3375-01~~
~~ACE-054—1025-08(a) or (d)~~
~~ACE-057—1025-08(b)~~
~~ACE-058—1025-08(b)~~

ACE-060 —1025-08(b)	ADM-061 —3600-03	ADM-095 —1025-08(a) or (d)	BE-026 —1025-08(b)
ACE-061 —1025-08(b)	ADM-062 —3300-01	ADM-096 —3500-06	BE-027 —1025-08(b)
ACE-062 —1025-08(b)	ADM-064 —3500-03(a)	ADM-091 —3500-04	BE-028 —1025-08(b)
ACE-063 —1025-08(a)	ADM-065 —3500-01	AEC-013 —1025-08(a) or (d)	BE-029A —3200-05
ACE-065 —1025-08(a) or (d)	ADM-066 —3500-01	AET-068 —1025-08(b)	BE-029B —3200-05
ACE-066 —1025-08(b)	ADM-067 —3500-01	AET-070 —1025-08(b)	BE-030 —1025-08(b)
ACE-067 —1025-08(b)	ADM-069 —3500-05	AET-072 —1025-08(b)	BE-031 —1025-08(a)
ACE-068 —1025-08(b)	ADM-070 —1025-08(b)	AET-122 —3375-01	BUS-019 —1025-04(a)
ACE-070 —1025-08(b)	ADM-071 —1025-08(a) or (d)	ASCR-101 —3600-03	BUS-020 —1025-04(a)
ADM-001 —1025-08(a) or (d)	ADM-072 —1025-08(a) or (d)	ASCR-102 —3600-03	BUS-021 —1025-01(a)
ADM-002 —1025-08(a)	ADM-073 —3600-03	AT-001 —3625-01	BUS-027 —1025-08(b)
ADM-003 —3425-01	ADM-074 —3500-05	AT-003 —3625-01	BUS-028 —1025-08(a)
ADM-004 —1025-08(b)	ADM-075 —1025-08(a) or (d), if	AT-004 —3625-01	BUS-031 —1025-08(b)
ADM-005 —1025-27	concerned with migrant summer	AT-005 —3625-01	BUS-032 —1025-08(b)
ADM-006 —3425-02	programs; 3500-01, if an initial	AT-006 —3625-01	BUS-033 —1025-08(a)
ADM-007 —1075-16	application for bilingual	AT-007 —1050-28(d)	BUS-034 —1025-08(a)
ADM-008 —1075-16	education transportation.	AUD-001 —3575-03	C-80 —3300-08(a)
ADM-009 —1075-16	ADM-076 —3500-01	AUD-004 —3600-03	C-83 —3300-08(a)
ADM-011 —3500-05	ADM-077 —3500-01	AUD-007 —1025-04(a)	C-84 —3300-08(a)
ADM-015 —3425-06(b)	ADM-078 —3425-04(e)	AUD-009 —1025-08(a)	C-98 —3300-08(a)
ADM-016 —1025-08(a)	ADM-079A —1025-08(a)	AUD-002 —3575-17	C-102 —3300-08(a)
ADM-017 —3500-01	ADM-079B —1025-08(a)	AUD-011 —1025-02	C-106 —3300-08(a)
ADM-017A —1000-25	ADM-080 —3250-37(a)	AUD-012 —1025-02	CBM-030 —1025-08(a) or (d)
ADM-018 —3450-06(a)	ADM-081 —3500-03(b)	AUD-601 —1025-01(a)	CBM-093 —3600-03
ADM-022 —3500-01	ADM-082 —3600-03	BE-006 —1025-08(a) or (d)	CE-003 —1025-08(a) or (d)
ADM-025 —1025-08(a) or (d)	ADM-083 —1025-08(b)	BE-006A —1025-08(a) or (d)	CME-001 —3625-01
ADM-027 —3500-05	ADM-085 —3600-03	BE-007 —1025-08(b)	CME-002 —3625-01
ADM-028 —3500-03(e)	ADM-087 —3500-05	BE-008 —1025-08(b)	D-16 —3275-02(a)
ADM-033 —1025-08(b)	ADM-088 —3500-07(e)	BE-009 —1025-08(a) or (d)	D-17 —3275-02(a)
ADM-040 —3500-08	ADM-089 —1025-08(a) or (d)	BE-010 —1025-08(a) or (d)	D-31 —3275-02(a)
ADM-043 —1025-08(a) or (d)	ADM-090 —3500-05	BE-012 —3600-03	D-32 —3275-02(b)
ADM-046 —1025-08(a) or (d)	ADM-092B —3500-05	BE-015 —3600-03	D-121 —1025-08(a) or (d)
ADM-047 —1025-08(a)	ADM-092H —3500-05	BE-017 —1025-08(a) or (d)	D-132 —1025-08(a) or (d)
ADM-054 —3425-01	ADM-092HP —3500-05	BE-018 —3600-03	D-135 —1025-08(a) or (d)
ADM-055 —3500-01	ADM-092RP —3500-05	BE-019 —1025-08(b)	D-137 —1025-08(b)
ADM-058 —3500-01	ADM-092V —3500-05	BE-020 —1025-08(a)	D-138 —3375-04
ADM-060 —1025-08(b)	ADM-094 —3500-02	BE-025 —1025-08(b)	D-140 —3375-04

D-141 —1025-08(b)	FF-004 —1025-08(b)	FIN-1081025-08(b)	LRD-900 —1000-40(e)
DED-004 —1025-08(b)	FIN-0011025-08(b)	FIN-1091025-08(a) or (d)	M-40 —3300-07(a)
DED-005 —1025-08(b)	FIN-0093625-01	FIN-1123600-03	M-46 —3300-09
DED-007 —1025-08(b)	FIN-0111025-08(a) or (d)	FIN-1131025-08(b)	M-51 —3300-07(b)
DED-008 —1025-08(b)	FIN-0123500-01	FIN-1151050-12	M-52 —3300-07(b)
DED-009 —1025-08(b)	FIN-0181025-08(a) or (d)	FIN-1193000-11(b)(1)	M-56 —3275-02(a)
DED-010 —1025-08(b)	FIN-018A —1025-08(a) or (d)	FIN-1243600-03	M-57 —3275-02(b)
DED-012 —1025-08(a) or (d)	FIN-0301025-08(a) or (d)	FIN-1251025-08(b)	M-58 —3275-02(a)
DED-014 —1025-08(b)	FIN-041A —3275-04	FIN-1273250-43	M-59 —3275-01(a)
DE/GA-001 —1025-08(a)	FIN-041B —3275-04	FIN-1333600-03	M-60 —3275-01(a) if an
DIS-001 —1025-08(b)	FIN-0583575-17	FIN-1361025-08(a) or (d)	attendance record; 3300-09 if a
DL-41A —3400-04	FIN-0611025-08(b)	FIN-1373550-03	vision screen or eye examination
DL-42 —3400-04	FIN-063575-16	FIN-1381025-08(b)	record.
DOTR-003 —3575-04	FIN-064025-08(a) or (d)	GEA-001 —1025-08(b)	M-61 —3275-01(a)
DOTR-008 —3575-02(b)	FIN-067A025-08(a) or (d)	GEA-029 —3625-01	M-62 —3275-01(a) if an
DOTR-009 —3575-02(b)	FIN-067B —1025-08(a) or (d)	GEA-030 —3400-05	attendance record; 3300-07(b)
DOTR-010 —3575-07	FIN-0693575-16	GEA-041 —3625-01	— if a vision screening report.
DOTR-012 —1050-04	FIN-0711025-08(b)	GS-042A —3350-01	M-63 —3275-01(b)
DOTR-022 —3575-02(b)	FIN-0721025-08(b)	GEA-062 —3300-01	M-64 —3275-01(b)
DOTR-024 —1050-04	FIN-0731025-08(a) or (d)	GS-034 —1025-08(a) or (d)	M-66 —3275-01(e)
DOTR-026 —3575-02(b)	FIN-076A —1025-08(a) or (d)	GS-042 —3600-03	M-67 —3275-02(b)
DOTR-028 —3575-02(b)	FIN-0781025-08(a) or (d)	GT-001 —1025-08(a) or (d)	M-68 —3275-02(b)
DOTR-029 —3575-02(b)	FIN-0811025-08(a) or (d)	GT-002 —1025-08(a)	M-69 —3275-01(b)
DOTR-030 —3575-02(a)	FIN-0821025-08(a) or (d)	GT-003 —1025-08(b)	MIC-001 —3575-16
DOTR-031 —3575-02(b)	FIN-0861025-08(a) and (d)	GT-004 —1025-08(b)	MIC-001S —3575-16
DOTR-040 —3575-08	FIN-0921025-08(b)	GT-007 —1025-08(b)	MIC-012 —3575-16
EEO-5 —1050-16(b)	FIN-093625-03	HEW-537 —1025-08(a) or (d)	MIC-045 —3575-16
ESC-001A —1025-08(b)	FIN-094025-08(a) or (d)	IE-1 —3375-01	MIG-001 —1025-08(b)
ESC-008 —1025-08(a) or (d)	FIN-0953550-02	IE-4 —3375-02	OE-423 —1025-08(a) or (d)
ESC-008A —1025-08(b)	FIN-0971025-08(b)	IE-14 —3375-01	OE-506 —3600-03
ESC-010 —1025-08(a) or (d)	FIN-0981025-08(a) and (d)	IE-15 —3375-01	OE-1161 —1025-08(a) or (d)
ESC-011 —1025-08(b)	FIN-0991025-08(a) or (d)	INM-002 —1025-08(a) or (d)	OE-4019 —1025-08(a) or (d)
ESC-012 —1025-08(b)	FIN-1001025-08(a) or (d)	INM-003 —1025-08(b)	OE-4019-1 —1025-08(a) or (d)
ESC-013 —1025-08(b)	FIN-1011025-08(b)	LRD-200 —1000-40(b)	OE-4037 —1025-08(b)
ESC-014 —1025-08(b)	FIN-1031025-08(b)	LRD-500 —1000-40(a)	OE-4376 —3600-03
FF-001 —1025-08(a)	FIN-1061025-08(a) or (d)	LRD-520 —1000-40(a)	OE-4473 —1025-08(a) or (d)
FF-003 —1025-08(a)	FIN-1073575-16	LRD-540 —1000-40(a)	OE-4491 —3600-03

OE 4524A-C 1025-08(b)	PEIMS 013 3625-01	PFM 090 3600-03	RES 044 3600-03
OE 4560 1025-08(b)	PEIMS 015 3625-01	PFM 091 3600-03	RES 045 3600-03
OE 4560-1 1025-08(b)	PEIMS 016 3625-01	PLAN 004 1025-08(b)	RES 050 3600-03
OE 9031 1025-08(a) or (d)	PEIMS 017 3625-01	PLAN 016 1025-08(b)	RES 053 3600-03
OE 7203 1025-08(b)	PEIMS 018 3625-01	PLAN 016S 1025-08(b)	RES 054 3600-03
OS/CR 101 3600-03	PEIMS 019 3625-01	PLAN 032 1025-08(b)	RES 056 3275-02(a)
OS/CR 102 3600-03	PEIMS 024 3625-01	PLAN 037 3425-01(a)	RES 057 3275-02(a)
PDA 004 1025-08(b)	PEIMS 100 3200-08	PLAN 039 3600-03	RES 057A 3275-02(a)
PDA 005 1025-08(b)	PFM 001 1025-08(b)	PLAN 040 3600-03	RES 00312 3275-02(a)
PDA 008 1025-08(b)	PFM 002 1025-08(b)	PPD 043 3400-04	SAS 002 1025-08(a) or (d)
PDA 012A 1025-08(b)	PFM 007 1025-08(a)	RES 003-1 3275-02(a)	SAS 003 1025-08(a)
PDA 013 1025-08(b)	PFM 010 1025-08(b)	RES 003-1A 3275-02(a)	SAS 004 1025-08(b)
PDA 020 1025-08(b)	PFM 011 1025-08(a) or (d)	RES 003-2 3275-02(a)	SAS 006 1025-08(b)
PDA 021 1025-08(b)	PFM 016 1025-08(b)	RES 003-3 3275-02(a)	SAS 008 1025-08(a)
PDA 025 1025-08(a) or (d)	PFM 022 1025-08(b)	RES 003-B 3275-02(a)	SAS 101 1025-08(a) or (d)
PDA 029 3625-01	PFM 032 1025-08(b)	RES 005 3275-02(b)	SAS 101A 1025-08(b)
PDA 030 3400-05	PFM 043 1025-08(b)	RES 005S 3275-02(b)	SAS 103 1025-08(b)
PDA 031 1025-08(b)	PFM 045A 1025-08(b)	RES 011 3275-02(a)	SAS 107 1025-08(a) or (d)
PDA 032 1025-08(a) or (d)	PFM 051 1025-08(b)	RES 011A 3275-02(a)	SAS 108 1025-08(a) or (d)
PDA 033 1025-08(a)	PFM 055 1025-08(b)	RES 011B 3275-02(a)	SAS 109 1025-08(a) or (d)
PDA 034 1025-08(a) or (d)	PFM 059 1025-08(a) or (d)	RES 016 3300-08(b)	SAS 201 1025-08(a) or (d)
PDA 035 1025-08(a) or (d)	PFM 064 1025-08(a)	RES 017 1025-08(b)	SAS 201A 1025-08(a)
PDA 036 1025-08(a) or (d)	PFM 065 1025-08(b)	RES 018 1025-08(b)	SAS 201E 1025-08(b)
PDA 039 3600-03	PFM 066 1025-08(a) or (d)	RES 019 1025-08(b)	SAS 202 1025-08(a) or (d)
PDA 041 3625-01	PFM 070 1025-08(a) or (d)	RES 028 3500-03(e)	SAS 202E 1025-08(b)
PEIMS 001 3625-01	PFM 073 1025-08(a) or (d)	RES 029 3600-03	SAS 205 1025-08(b)
PEIMS 002 3625-01	PFM 076 1025-08(a)	RES 034 3625-01	SAS 205A 1025-08(b)
PEIMS 003 3625-01	PFM 078 1025-08(a) or (d)	RES 034A 3625-01	SAS 206 1025-08(a) or (d)
PEIMS 004 3625-01	PFM 080 1025-08(a)	RES 034B 3625-01	SAS 207 1025-08(a) or (d)
PEIMS 005 3625-01	PFM 082 1025-08(a) or (d)	RES 037 3600-03	SAS 212 1025-08(a) or (d)
PEIMS 006 3625-01	PFM 083 1025-08(a) or (d)	RES 038 3275-02(a)	SAS 213 1025-08(a) or (d)
PEIMS 007 3625-01	PFM 084 1025-08(a) or (d)	RES 042 3600-03	SAS 214 1025-08(a) or (d)
PEIMS 008 3625-01	PFM 085 1025-08(a) or (d)	RES 042A 3600-03	SAS 215 1025-08(b)
PEIMS 009 3625-01	PFM 085A 1025-08(a) or (d)	RES 042B 3600-03	SAS 218 1025-08(a) or (d)
PEIMS 010 3625-01	PFM 086 1025-08(a)	RES 042D 3600-03	SAS 221 1025-08(a) or (d)
PEIMS 011 3625-01	PFM 087 1025-08(a) or (d)	RES 042E 3600-03	SAS 224 1025-08(a) or (d)
PEIMS 012 3625-01	PFM 088 1025-08(a) or (d)	RES 043 3600-03	SAS 225 1025-08(a) or (d)

SAS 2261025-08(a) or (d)	SAS 3211025-08(b)	SAS 5021025-08(a) or (d)	SPE 0371025-08(b)
SAS 2271025-08(a) or (d)	SAS 3221025-08(b)	SAS 5041025-08(a) or (d)	SPE 0381025-08(b)
SAS 2281025-08(a) or (d)	SAS 324S—1025-08(a)	SAS 6011025-08(a) or (d)	SPE 0461025-08(b)
SAS 2291025-08(a) or (d)	SAS 3251025-08(b)	SAS 601E—1025-08(b)	SPE 0471025-08(b)
SAS 2301025-08(a) or (d)	SAS 3261025-08(a) or (d)	SAS 7011025-08(a) or (d)	SPE 0511025-08(b)
SAS 2311025-08(a) or (d)	SAS 3271025-08(a) or (d)	SAS 7031025-08(a) or (d)	SPE 0531025-08(a) or (d)
SAS 2321025-08(a) or (d)	SAS 3281025-08(a) or (d)	SAS 7051025-08(a) or (d)	SPE 0551025-08(b)
SAS 2331025-08(a) or (d)	SAS 3311025-08(a) or (d)	SAS 7061025-08(a) or (d)	SPE 0571025-08(b)
SAS 2341025-08(a) or (d)	SAS 3321025-08(a) or (d)	SAS 7081025-08(a) or (d)	SPE 0581025-08(b)
SAS 2351025-08(a) or (d)	SAS 4011025-08(a) or (d)	SAS 7101025-08(a) or (d)	SPE 0611025-08(a), (b), or (d)
SAS 2461025-08(a) or (d)	SAS 4021025-08(a) or (d)	SAS 7111025-08(a) or (d)	SPE 061A—1025-08(a) or (d)
SAS 2471025-08(a) or (d)	SAS 402A—1025-08(a) or (d)	SAS 7121025-08(a) or (d)	SPE 0631025-08(b)
SAS 2481025-08(a) or (d)	SAS 4051025-08(a) or (d)	SAS 7151025-08(a) or (d)	SPE 0651025-08(b)
SAS 2491025-08(a) or (b)	SAS 4131025-08(a) or (d)	SAS 7161025-08(a) or (d)	SPE 0701025-08(b)
SAS 2501025-08(a) or (d)	SAS 4141025-08(a) or (d)	SAS 7171025-08(a) or (d)	SPE 071A-C1025-08(b)
SAS 2521025-08(a) or (d)	SAS 4151025-08(a) or (d)	SF 183—1025-08(b)	SPE 0721025-08(a)
SAS 3011025-08(a) or (d)	SAS 4161025-08(a) or (d)	SF 269—1025-08(b)	SPE 0741025-08(a)
SAS 3021025-08(a) or (d)	SAS 4221025-08(a) or (d)	SF 269A1025-08(b)	SPE 0753600-03
SAS 3031025-08(a) or (d)	SAS 4311025-08(a) or (d)	SF 270—1025-08(b)	SPE 0801025-08(a) or (d)
SAS 3041025-08(a) or (d)	SAS 4321025-08(a) or (d)	SF 271—1025-08(b)	SPE 0811025-08(a) or (d)
SAS 3051025-08(a) or (d)	SAS 4351025-08(a) or (d)	SF 272—1025-08(b)	SPE 0821025-08(b)
SAS 3061025-08(a) or (d)	SAS 4401025-08(a) or (d)	SF272A—1025-08(b)	SPE 0881025-08(a) or (d)
SAS 3071025-08(a) or (d)	SAS 4411025-08(a) or (d)	SO 30—3400-04	SPE 0893600-03
SAS 3081025-08(a) or (d)	SAS 4421025-08(a) or (d)	SP 080—3250-37(a)	SPE 0901025-08(a) or (d)
SAS 3091025-08(a) or (d)	SAS 4431025-08(a) or (d)	SP 081—3250-44	SPE 0913600-03
SAS 3101025-08(a) or (d)	SAS 4441025-08(a) or (d)	SPE 0101025-08(b)	SPE 0921025-08(b)
SAS 3111025-08(b)	SAS 4451025-08(a) or (d)	SPE 0131025-08(b)	SPE 0981025-08(b)
SAS 3131025-08(b)	SAS 4461025-08(a) or (d)	SPE 0141025-08(b)	SPE 0991025-08(b)
SAS 3141025-08(b)	SAS 4471025-08(a) or (d)	SPE 0151025-08(a) or (d)	SPE 1001025-08(b)
SAS 3151025-08(a) or (d)	SAS 4481025-08(a) or (d)	SPE 0161025-08(a) or (d)	SPE 1031025-08(a) or (d)
SAS 315S—1025-08(a) or (d)	SAS 4491025-08(a) or (d)	SPE 0201025-08(b)	SPE 1041025-08(b)
SAS 3161025-08(a) or (d)	SAS 4501025-08(a) or (d)	SPE 0221025-08(b)	SPE 1051025-08(b)
SAS 316N—1025-08(a)	SAS 4531025-08(a) or (d)	SPE 0251025-08(a) or (d)	SPE 1061025-08(b)
SAS 3171025-08(a)	SAS 4551025-08(a) or (d)	SPE 0271025-08(a) or (d)	SPE 1073475-05(a)
SAS 3181025-08(b)	SAS 4561025-08(a) or (d)	SPE 0291025-08(b)	SPE 1083475-05(a)
SAS 3191025-08(b)	SAS 4571025-08(a) or (d)	SPE 0301025-08(b)	SPE 1093475-05(a)
SAS 320A-C1025-08(b)	SAS 5011025-08(a) or (d)	SPE 0341025-08(a) or (d)	SPF 0301025-08(a) or (d)

SPF-0311025-08(a)	TEA-485 —3475-01	VAG-006 —3375-04	VOC-085 —3375-01
SPF-0953600-03	TEA-486 —3475-05(a)	VAG-007 —3375-02	VOC-086 —3375-03
SPPI-001 —3600-03	TEA-490 —3475-05(a)	VAG-009 —3375-02	VOC-087 —1025-08(a) or (d)
SPPI-042 —3600-03	TEA-510 —3475-05(a)	VERCH-0011025-08(a) or (d)	VOC-087A —1025-08(a) or (d)
SPPI-043 —3400-04	TEA-518 —3475-06(a)	VHM-001 —1025-08(b)	VOC-088 —1025-08(a) or (d)
STD-27 3300-10	TEA-596 —3375-01	VHM-002 —3375-02	VOC-089 —1025-08(b)
TABS-001 —3625-01	TEA-647 —1025-08(b)	VHM-003 —1025-08(b)	VOC-090 —1025-08(a) or (d)
TCER-003 —3575-04	TEX-001 —3475-05(a)	VHM-004 —3375-01	VOC-091 —3375-01
TCER-008 —3575-02(b)	TEX-002 —3475-05(a)	VHM-005 —1025-08(b)	VOC-094 —1025-08(b)
TCER-009 —3575-02(b)	TEX-003 —3475-05(a)	VHM-008 —1025-08(b)	VOC-095 —1025-08(b)
TCER-010 —3575-07	TEX-006 —3475-05(a)	VHM-010 —1025-08(b)	VOC-096 —1025-08(b)
TCER-012 —1050-04	TEX-006B —3475-05(a)	VIE-0293575-02(b)	VOC-097 —3375-01
TCER-014 —1050-04	TEX-007 —3475-05(a)	VOC-003 —1025-08(b)	VOC-101 —1025-08(a) or (d)
TCER-016 —3575-02(b)	TEX-008 —3475-02	VOC-006 —3375-04	VOC-102 —1025-08(a) or (d)
TCER-020 —3575-18	TEX-009 —3475-06(a)	VOC-030 —1025-08(b)	VOC-103 —3375-01
TCER-021 —3575-02(b)	TEX-010 —3475-05(e)	VOC-036C —1025-08(b)	VOC-103A —3375-01
TCER-022 —3575-02(b)	TEX-011 —3475-05(a)	VOC-042 —3375-01	VOC-104 —1025-08(a)
TCER-023 —3575-08	TEX-012 —3475-04(d)	VOC-043 —3375-01	VOC-105 —1025-08(a) or (d)
TCER-024 —1050-04	TEX-013 —3475-05(a)	VOC-044 —3375-04	VOC-112 —1025-08(a) or (d)
TCER-025 —1025-08(a) or (d)	TEX-014 —3600-03	VOC-052 —1025-08(b)	VOC-113 —3375-01
TCER-026 —3575-02(b)	TEX-016 —3475-05(a)	VOC-060 —1025-08(a) or (d)	VOC-114 —3375-01
TCER-028 —3575-02(b)	TEX-018 —3475-03	VOC-061 —1025-08(b)	VOC-115 —3375-04
TCER-029 —3575-02(b)	TEX-019 —3475-05(b)	VOC-065 —3375-01	VOC-115A —3375-04
TCER-030 —3575-02(a)	TEX-020 —3475-05(b)	VOC-067 —1025-08(b)	VOC-116 —3375-03
TCER-031 —3575-02(b)	TEX-020A —3475-05(b)	VOC-068 —1025-08(b)	VOC-117 —3375-03
TEA-012 —3375-04	TEX-031 —3475-05(a)	VOC-072 —3375-01	VOC-118 —3375-04
TEA-058 —1025-08(b)	TEX-031A —3475-05(a)	VOC-073 —3375-03	VOC-119 —3375-03
TEA-126 —1050-12	TEX-032 —3475-01	VOC-074 —1025-08(a) or (d)	VOC-120A F —1025-08(b)
TEA-150 —3475-03	TEX-033 —3475-05(a)	VOC-075 —1025-08(a) or (d)	VOC-121 —1025-08(b)
TEA-171 —1025-08(b)	TEX-035 —3475-05(a)	VOC-076 —1025-08(b)	VOC-122 —3375-01
TEA-258 —1050-04	TEX-036 —3475-05(a)	VOC-078 —1025-08(b)	VOC-123 —1025-08(b)
TEA-259 —3475-05(b)	TEX-038 —3475-05(a)	VOC-080 —3375-03	VOC-124 —1025-08(a)
TEA-340 —3475-04(d)	TEX-040 —3475-05(a)	VOC-080A —3375-03	VOC-125 —1025-08(b)
TEA-381 —3475-05(a)	TFS-5401 —1025-08(b)	VOC-081 —3375-03	VOC-126 —1025-08(b)
TEA-457 —3575-07	VAG-001 —1025-08(b)	VOC-082 —1025-08(a)	VOC-127 —3575-02(b)
TEA-462 —3600-03	VAG-004 —3375-01	VOC-083 —1025-08(b)	VOC-131 —1025-08(b)
TEA-473 —3475-05(a)	VAG-005 —3375-01	VOC-084 —1025-08(b)	VOC-132 —1025-08(b)

~~VOC-134~~—1025-08(b)
~~VOC-135~~—1025-08(b)
~~VOC-136~~—1025-08(b)
~~VOC-137~~—3600-03

~~VOC-139~~—3575-02(b)
~~VPD-008~~—1025-08(a) or (d)
~~VPD-016~~—1025-08(a)
~~VPD-018~~—1025-08(a) or (d)

~~VPD-024~~—3600-03
~~VPD-025-2~~—1025-08(b)
~~VPD-025-3~~—1025-08(b)
~~VPD-025-4~~—1025-08(b)

~~VWS-001~~—1025-08(a) or (d)
~~VWS-002~~—1025-08(b)
~~VWS-003~~—3375-04