



Government Records Services
 800 East Broad St., Richmond VA 23219
 (804) 692-3600
 Effective schedule date: 06/11/2026

Records Retention and Disposition Schedule
 General Schedule No. GS-21
 COUNTY AND MUNICIPAL GOVERNMENTS
 Public School

RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
Academic Progress Records This series documents a sampling of individual students' schoolwork. This series may include, but is not limited to, essays and projects.	008125	0 Years after end of academic year	Non-confidential Destruction
Accreditation Records This series documents a district or school's preparation for accreditation by the Virginia Department of Education. This series may include, but is not limited to, status reports and school improvement plans. 8VAC20-131 et seq.	008095	5 Years after end of academic year	Non-confidential Destruction
Acknowledgements of Receipt This series documents parental receipt of information required to be submitted annually, such as the Student Rights and Responsibilities and the Family Educational Rights and Privacy Act (FERPA)-mandated notice. This series may include, but is not limited to, the signature page of a notice. 34 CFR 99.7	009536	0 Years after end of academic year	Non-confidential Destruction
Alumni Transcript Requests This series documents the requests by eligible parties for transcripts, education verification, and other records held in the cumulative student file. This series may include, but is not limited to, student transcript requests. 34 CFR Section 99.35	200684	1 Year after end of academic year	Non-confidential Destruction
Anecdotal Notes on Students This series documents conversations and meetings with individual students and parents. This series may include, but is not limited to, notes written by teachers, administrators, principals, and guidance counselors.	008126	0 Years after end of academic year	Confidential Destruction



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Approval/Permission Records This series documents parent or legal guardian approval for students to participate in school programs such as performances, sporting events, field trips, and tutoring. This series may include, but is not limited to, permission forms, lists of students participating, and driver's license/vehicle insurance information.	008128	0 Years after end of academic year	Confidential Destruction
Athletic Activity Records This series documents student participation in various school athletic programs. This series may include, but is not limited to: team photographs, athletic event programs, score books, individual/team statistics, and films/videotapes of athletic events.	008129	1 Year after end of academic year	Non-confidential Destruction
Athletic Physical Examination Records This series documents annual required student athletic physical examinations to certify eligibility. This series may include, but is not limited to, lab records, physicians' notes, and other medical information.	008194	5 Years after end of academic year	Confidential Destruction
Automobile Registration: Staff/Students This series documents student and staff automobile registrations and the issuance of campus parking decals/passes. This series may include, but is not limited to, applications, approval documentation, and payment information.	008131	0 Years after end of academic year	Confidential Destruction



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Award Records: List of Recipients This series documents individual students and/or student groups who have received awards for accomplishments such as perfect attendance, straight As, winning academic competitions, making the honor roll, and lettering in student athletics. This series may include, but is not limited to, lists and other supporting documentation.	008132	1 Year after end of academic year	Non-confidential Destruction
Career and Technical Education/Cooperative Education: Enrollment Records This series documents participation in career and technical education and/or cooperative education programs in which students are employed outside of the school. This series may include, but is not limited to, enrollment records.	008138	1 Year after end of academic year	Confidential Destruction
Career and Technical Education/Cooperative Education: Evaluation Records This series documents the evaluation of student progress in career and technical education and/or cooperative education programs in which students are employed outside of the school. This series may include, but is not limited to, employer and instructor evaluations.	008139	3 Years after end of academic year	Confidential Destruction
Civil Rights Complaints and Resolution This series documents action taken on civil rights complaints. This series may include, but is not limited to: complaints, investigation records, results, corrective action plans, and letters of closure from the United States Department of Education, Office of Civil Rights. 34 CFR 100-110	008201	3 Years after closed	Confidential Destruction



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Class Rank Lists This series documents the mid-year and prior-to-graduation ranking of juniors and seniors. This series may include, but is not limited to, lists of students by class in order of rank by their grade point average.	008134	1 Year after end of academic year	Confidential Destruction
Clinic Records: Emergency and Health Information Sheets This series documents student emergency and health information and may contain parent and doctor contact information and lists of medical conditions and medications prescribed. This series may include, but is not limited to, emergency and health information sheets.	200425	0 Years after superseded, obsolete, or rescinded	Confidential Destruction
Clinic Records: Sign-In Sheets This series documents clinic visits by students. This series may include, but is not limited to, sign-in sheets containing no medical information.	200424	1 Year after end of academic year	Confidential Destruction
College and Career Fair or Exhibitions This series documents participation in college and career fairs and exhibitions held by the district. This series may include, but is not limited to, a lists of exhibitors and attendees.	008136	1 Year after event	Non-confidential Destruction
Copyrighted Material Records This series documents the permission received to use copyrighted material as part of an educational course or program, such as music used by the marching band or in a school musical. This series may include, but is not limited to, requests and proof of permission granted. 17 USC 507; 17 USC 101-122	008174	5 Years after last action	Non-confidential Destruction



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Course Selection Records This series documents individual students' course selection. This series may include, but is not limited to, course sign-up sheets.	008141	0 Years after end of academic year	Confidential Destruction
Curriculum and Program Development Records This series documents the development of curricula and programs of study, such as primary and secondary education, adult education, cooperative education, drug education, driver's education, General Equivalency Diploma (GED), and Head Start programs. This series may include, but is not limited to: curriculum development guides, program development files, pacing guides, instructional handbooks, and lesson plans.	008175	0 Years after no longer administratively useful	Non-confidential Destruction
Desegregation Records This series documents the desegregation of public schools in the Commonwealth of Virginia between 1952 and 1978. This series may include, but is not limited to: reports, superintendent's records, policy documents, and legal opinions.	008098		Permanent, In Agency
Election Records: List of Officers This series documents officers elected in school student elections, including class elections as well as club or extracurricular elections. This series includes, but is not limited to, lists.	008142	1 Year after end of academic year	Non-confidential Destruction
Election Records: Supporting Documentation This series documents the process and results of school student elections. This series may include, but is not limited to, lists of students eligible to vote, registers of those who voted, and ballots.	008143	0 Years after end of academic year	Confidential Destruction



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<p>Examination Records: Documentation of Student Responses This series documents student responses to state standardized tests and local standardized examinations. This series may include, but is not limited to, student responses in audio and video recordings, Braille responses, and transcriptions of responses. 34CFR300.624</p>	000232	0 Years after approval	Confidential Destruction
<p>Examination Records: Irregularities in Graduation-Associated Testing This series documents testing irregularities for state standardized tests and local examinations associated with graduation requirements that are resolved locally. This series may include, but is not limited to, reports of occurrences and resolutions.</p>	000234	5 Years after end of academic year	Confidential Destruction
<p>Examination Records: Irregularities in Nongraduation-Associated Testing This series documents testing irregularities for state standardized tests and local examinations not associated with graduation requirements that are resolved locally. This series may include, but is not limited to, reports of occurrences and resolutions.</p>	000235	1 Year after end of academic year	Confidential Destruction
<p>Examination Records: Non Standardized- Routine and Final Exams This series documents the administration and grading of final and routine exams. This series may include, but is not limited to: directions for administering the test, essay/short answer booklets, answer sheets/keys, grading scales, and other testing materials.</p>	200506	1 Year after end of academic year	Confidential Destruction



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<p>Examination Records: Scoring of Graduation-Associated State Required Assessments This series documents scoring for state standardized tests associated with graduation requirements, such as Standards of Learning (SOL) tests, and Virginia Alternative Assessments' course-work compilations (CWC). This series may include, but is not limited to: student end-of-course writing samples, affidavits of student performance, and SOL end-of-course writing short papers appeals. 34CRF300.573</p>	000239	5 Years after end of academic year	Confidential Destruction
<p>Examination Records: Scoring of Nongraduation-Associated State Required Assessments This series documents the scoring of Standards of Learning (SOL) tests, and other state standardized tests not associated with graduation, such as Virginia Alternate and Alternative Assessments' collections of evidence (COE) and course-work compilations (CWC). This series may include, but is not limited to: student writing samples, affidavits of student performance, SOL writing short paper appeals, and score sheets for alternate/alternative assessments. 34CRF300.573</p>	000240	1 Year after end of academic year	Confidential Destruction



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<p>Examination Records: Standardized Test Development and Implementation Documentation This series documents the development, implementation, and operative procedures of standardized testing. This series may include but is not limited to: reference materials, answer keys, test questions, anchor papers, reader reports, inter-rater reliability statistics, appeals, packing lists, inventory lists, verification forms, transmittal forms, Assembly Identification Sheets, return shipment forms, signed confidentiality/security agreements, affidavits, Authorization to Proceed (ATP) forms, and locally created documents such as accommodation verification forms.</p>	000233	1 Year after end of academic year	Confidential Destruction
<p>Federal Grant Programs This series documents the funding and operation of federal title programs. This series may include, but is not limited to: grant applications, carry-over funds, equivalency/comparability reports, evaluations, impact aid records, documentation on school eligibility, student identification, parent involvement, and teacher monitoring. 20 USC 1232(f)(a); 34 CFR 222</p>	008099	5 Years after final payment	Confidential Destruction



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<p>Federal Program Monitoring Review This series documents the school district's compliance with program mandates for federally funded programs such as the McKinney-Vento Homeless Assistance Act, Education of Migratory Children and Prevention and Intervention Programs for Children and Youth who are Neglected, Delinquent, or At-Risk. This series may include, but is not limited to, self-assessment and United States Department of Education monitoring report. Title 1 Part A; Title 1 Part D Subpart 2; Title 3 Part A; Title 5 Part C</p>	008100	5 Years after end of academic year	Non-confidential Destruction
<p>Federal Survey Forms This series documents the annual survey that is taken of private schools located within a district's boundaries in order to assess ascertain which federally funded programs offered by the district the private school may wish to participate in, such as staff-development training. This series may include, but is not limited to, surveys and responses. 20 USC 70</p>	008101	5 Years after end of federal fiscal year	Non-confidential Destruction
<p>Grade Records: Interim Marks and Requests This series documents grades-related records, such as interim grades, grade changes, and requests for pass/fail status for certain academic work. This series does not include report cards. This series may include, but is not limited to, interim mark reports, mark change forms, and pass/fail requests.</p>	200316	0 Years after end of academic year	Confidential Destruction



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Grade Records: Report Cards This series documents an individual school's copies of student report cards issued during the course of the school year. This series may include, but is not limited to, report cards.	008150	1 Year after end of academic year	Confidential Destruction
Grade Records: Teacher's Grade Books and Reports - Graduation-Associated This series documents grades students made on various exams, quizzes, and class projects over the course of the academic year. This series may include, but is not limited to, teacher's grade books and reports for classes associated with graduation requirements.	008151	5 Years after end of academic year	Confidential Destruction
Grade Records: Teacher's Grade Books and Reports - Nongraduation-Associated This series documents grades students made on various exams, quizzes, and class projects over the course of the academic year. This series may include, but is not limited to, teachers' grade books and reports for classes not associated with graduation requirements.	200317	1 Year after end of academic year	Confidential Destruction
Graduation Follow-Up Survey Forms This series documents efforts to track student progress after graduation. This series includes, but is not limited to, surveys.	008152	0 Years after end of academic year	Confidential Destruction
Home Instruction Records This series documents the education of home-schooled children. This series may include, but is not limited to, religious exemption documentation, plans for educational curriculum, and records of academic progress. COV 22.1-254.1	008103	5 Years after last action	Confidential Destruction



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Honor Society Applications The series documents individual assessments and reading, math, and other protocols created during the course of the educational process. This series may include, but is not limited to: surveys, protocols, K-3 achievement cards, and academic risk assessments.	008127	0 Years after end of academic year	Confidential Destruction
Individual Educational Assessment and Protocols The series documents individual assessments and reading, math, and other protocols created during the course of the educational process. This series may include, but is not limited to: surveys, protocols, and academic risk assessments.	007109	3 Years after end of academic year	Confidential Destruction
Interscholastic Activity Records This series documents participation in interscholastic activities such as academic, athletic, and artistic programs. This series may include, but is not limited to, eligibility lists, classes taken and grades received by students, and residency information.	008154	1 Year after end of academic year	Confidential Destruction
Magnate School Nominee/Recipient Records This series documents the student's nomination and acceptance or rejection process for a magnate school such as the Governor's School. This series may include, but is not limited to: applications, letters of recommendation, essays, and test results.	008146	5 Years after end of academic year	Confidential Destruction
Opt-out Form: Directory This series documents the directory release opt-out status of parents or eligible students. This series may include, but is not limited to, directory opt-out forms.	000241	0 Years after superseded, obsolete, or rescinded	Confidential Destruction



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Opt-out Form: Other This series documents the opt-out status of students for certain programs and requirements at the individual school level. This series may include, but is not limited to, opt-out forms.	200314	0 Years after end of academic year	Confidential Destruction
Parental Request to Withdraw Instructional Material This series documents parents' requests to withdraw access by their children to certain school instructional materials. This series may include, but is not limited to, parent correspondence, district decisions, and offers of substitute material.	008156	5 Years after end of academic year	Non-confidential Destruction
Pre-School Records This series documents a child's attendance only in a pre-school program. This series may include, but is not limited to: contact information, immunization records, record of previous schooling, number of siblings, results of informal screenings, written reports to parents, and samples of class work.	008221	5 Years after end of academic year	Confidential Destruction
Program of Studies This series documents the school district's program of studies. This series may include, but is not limited to, course catalogs and graduation requirements.	008178	75 Years after approval	Non-confidential Destruction
Reading Instructional Records This series documents student reading instruction. This series may include, but is not limited to, writing samples and test results.	008163	1 Year after last action	Confidential Destruction



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Reports for Virginia Department of Education (VDOE) This series documents local school district submission of reports required by VDOE. This series may include, but is not limited to: homebound instruction annual report, discipline, crime and violence reports, support services personnel salary reports, tracking of dropouts and withdrawals, graduation follow-up reports, superintendent's annual reports and verification.	008105	5 Years after submission	Non-confidential Destruction
Residency Affidavits This series documents the verification of student residency. This series may include, but is not limited to, residency affidavits and other supporting documentation.	200686	0 Years after no longer administratively useful	Confidential Destruction
School Bus Route Records This series documents school bus stop locations and pick-up/drop-off times. This series may include, but is not limited to, lists.	008107	1 Year after end of academic year	Confidential Destruction
School Facilities Use Records This series documents the reservation and use of school-owned facilities for non-school-related activities for which no rental/lease fees are charged. This series may include, but is not limited to, a reservation form and certificate of insurance.	008110	0 Years after no longer administratively useful	Non-confidential Destruction
School Health Care Plans This series documents student emergency health care plans. This series may include, but is not limited to: diagnosis and guidance given to teachers, cardiac emergency response plans, athletic emergency action plans and school crisis plans. 22.1-271.9	008197	0 Years after superseded, obsolete, or rescinded	Confidential Destruction



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School Master Schedules This series documents the courses offered and their time slots, along with the process for scheduling teacher duty/assignment periods. This series may include, but is not limited to, student and teacher schedules during an academic year.	008164	0 Years after end of academic year	Confidential Destruction
School Nutrition Program This series documents the school nutrition program. This series may include, but is not limited to: agreements, applications, certification for free meals, inventories, menus, policy, and sanitation records.	001013	3 Years after end of academic year	Confidential Destruction
School Nutrition Program: Base Year This series documents the establishment of the Community Eligibility Provision (CEP), and the base year records for Provision 2 and Provision 3. This series may include, but is not limited to: source documentation of the Identified Student Percentage (ISP) enrollment and participation records, agreements, applications, menus, sanitation records, and documentation of non-federal funding. 7 CFR Section 245.9	200685	3 Years after expiration	Confidential Destruction
School Safety Audits: Local Division Record Copy This series documents the official record copy of annual School Safety Audits retained on the school division level. Official records are completed and retained by the Department of Criminal Justice Services. This series may include, but is not limited to, audits.	200989	5 Years after end of academic year	Confidential Destruction



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<p>School Safety Audits: Supporting Reports This series documents the individual reporting components of the annual School Safety Audits retained at the school division level. This series may include, but is not limited to, School Safety Inspection Checklists, School Survey of Climate and Working Conditions, and School Crisis Management Plan Review and Certifications.</p>	200990	5 Years after end of academic year	Confidential Destruction
<p>Special Education Complaints, Mediation, and Due Process Hearing Records: Separated Post-June 30, 2024 This series documents the history of hearing processes for special education students who separated from the school division post-June 30, 2024. This series may include, but is not limited to: complaints, copies of evidence, mediation requests, due process hearing records, implementation plans, case closure statement, and supporting documentation. 34CFR300.624</p>	200817	7 Years after student graduates, completes Board of Education program, transfers, or withdraws	Confidential Destruction
<p>Special Education Complaints, Mediation, and Due Process Hearing Records: Separated Pre-July 1, 2024 This series documents the history of hearing processes for special education students who separated from the school division pre-July 1, 2024. This series may include, but is not limited to: complaints, copies of evidence, mediation requests, due process hearing records, implementation plans, case closure statement, and supporting documentation. 34CFR300.624</p>	008215	5 Years after student graduates, completes Board of Education program, transfers, or withdraws	Confidential Destruction



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<p>Special Education Eligibility Records: Committee Agendas This series documents the agendas for special education eligibility committee meetings. This series may include, but is not limited to, agendas. 34CFR300.624</p>	008216	2 Years after end of academic year	Confidential Destruction
<p>Special Education Eligibility Records: Committee Assignments This series documents the assignment of personnel to special education eligibility committees. This series may include, but is not limited to, lists. 34CFR300.624</p>	008217	0 Years after superseded, obsolete, or rescinded	Confidential Destruction
<p>Special Education Records: Supporting Observations This series documents the observation records of special education students collected to support final documentation reported in the student's short-term cumulative record. This series may include, but is not limited to, observation notes.</p>	200988	3 Years after end of academic year	Confidential Destruction
<p>Strategic Plans This series documents efforts by the school district to move toward goals of accreditation by identifying factors that can affect achievement. This series may include, but is not limited to, academic reviews.</p>	008115	5 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<p>Student Accident/Injury Reports This series documents accidents that happened to, or injuries received by, students during a school-sponsored activity, while on school property, or while under the supervision of the school. This series may include, but is not limited to, reports, notes, and medical information. COV 8.01-243</p>	008198	23 Years after birth	Confidential Destruction



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Student Attendance Records This series documents student accounting and attendance. This series may include, but is not limited to, teacher registers and administrative student attendance records. 8VAC20-110; 8VAC20-140-10(3)	008160	5 Years after end of academic year	Confidential Destruction
Student Attendance Records: Supporting Documentation This series documents student absences and tardiness. This series may include, but is not limited to, absentee/tardy passes, signed notes from parent/guardian, and other supporting documentation.	008130	0 Years after end of academic year	Confidential Destruction
Student Cumulative File: Long-Term Documentation - Post 1935 This series documents the history of a student's academic and health information who separated from the school district post-1935. Academic information may include, but is not limited to: transcripts, college entrance exam scores, change name forms, record of attendance, schools attended, scholastic work completed, grades, grade point average, class rank, and type of diploma earned. Health information may include, but is not limited to: verification of immunizations or immunization certificate. This series may also include name change documentation, access and disclosure of student record forms, including final opt-out for directory information, and termination (graduation/withdrawal) information. This series also includes similar records related to students enrolled in adult education programs. 8VAC20-150; 34CFR300.624	008223	75 Years after student graduates, completes Board of Education program, transfers, or withdraws	Confidential Destruction



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<p>Student Cumulative File: Long-Term Documentation: Before 1936 This series documents a student's academic information while in the school district prior to 1936. 8VAC20-150</p>	008222		Permanent, In Agency
<p>Student Cumulative File: Short-Term Documentation - Separated Post-June 30, 2024 This series documents the history of a student's academic and health information who separated from the school district post-June 30, 2024. Academic history may include, but is not limited to: individual student test reports/profiles from normative tests such as achievement batteries and inventories, results from the Virginia Assessment Program, scores from state required standardized tests, and individual program of studies plan. Health history may include, but is not limited to, student's cumulative health record. This series may also include activity records, eighteen-year-old declaration, school and community activities work experience, employment counseling and placement documentation, counseling interviews, notice of student status, gifted program records, registration/enrollment forms/records, driver education program certificate of completion (DEC-1), permission forms for release of student information not related to final opt-out for directory information, English as a Second Language (ESL)/English Language Learner documentation, and all documentation related to the assessment, placement, hearing records, and instruction of special needs students. This series also includes similar records related to students enrolled in adult education programs. 34CFR300.624</p>	200819	7 Years after student graduates, completes Board of Education program, transfers, or withdraws	Confidential Destruction



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<p>Student Cumulative File: Short-Term Documentation - Separated Pre-July 1, 2024 This series documents the history of a student's academic and health information who separated from the school district post-June 30, 2024. Academic history may include, but is not limited to: individual student test reports/profiles from normative tests such as achievement batteries and inventories, results from the Virginia Assessment Program, scores from state required standardized tests, and individual program of studies plan. Health history may include, but is not limited to, student's cumulative health record. This series may also include activity records, eighteen-year-old declaration, school and community activities work experience, employment counseling and placement documentation, counseling interviews, notice of student status, gifted program records, registration/enrollment forms/records, driver education program certificate of completion (DEC-1), permission forms for release of student information not related to final opt-out for directory information, English as a Second Language (ESL)/English Language Learner documentation, and all documentation related to the assessment, placement, hearing records, and instruction of special needs students. This series also includes similar records related to students enrolled in adult education programs. 8VAC20-150; 34CFR300.624</p>	008224	5 Years after student graduates, completes Board of Education program, transfers, or withdraws	Confidential Destruction



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Student Discipline: Expulsion Records This series documents the expulsion of individual students from school. This series may include, but is not limited to: expulsion letters, documentation supporting expulsion decisions, records reviews, and expulsion readmission requests.	008226	7 Years after student graduates, completes Board of Education program, transfers, or withdraws	Confidential Destruction
Student Discipline: Incident/Suspension Records This series documents the discipline of individual students, whether or not a suspension results. This series may include, but is not limited to, infraction information and due process documentation.	008227	5 Years after end of academic year	Confidential Destruction
Student Legal: Court Notices of Adjudication or Conviction - Disciplinary Action Not Taken This series documents notice of petitions and the disposition of a court proceeding, including the nature of the offense, in which a juvenile is adjudicated delinquent or convicted of a crime that is not listed in COV 16.1-260, where disciplinary action was not taken by the school division. This series may include, but is not limited to, court notice. COV 16.1-305.1; COV 22.1-288.2; COV 16.1-260	008229	3 Years after event	Confidential Destruction
Student Legal: Court Notices of Adjudication or Conviction - Disciplinary Action Taken This series documents notice of petitions and the disposition of a court proceeding, including the nature of the offense, in which a juvenile is adjudicated delinquent or convicted of a crime that is not listed in COV 16.1-260, where disciplinary action was taken by the school division. This series may include, but is not limited to, court notice. COV 16.1-305.1; COV 22.1-288.2; COV 16.1-260	008230	7 Years after student graduates, completes Board of Education program, transfers, or withdraws	Confidential Destruction



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<p>Student Legal: Court Notices of Adjudication or Conviction - Serious Crimes This series documents notice of petitions and the disposition of a court proceeding, including the nature of the offense, in which a juvenile is adjudicated delinquent or convicted of a crime that is listed in COV 16.1-260. This series may include, but is not limited to, court notice. COV 16.1-305.1; COV 16.1-260; COV 22.1-289</p>	200313	0 Years after student graduates, completes Board of Education program, transfers, or withdraws	Confidential Destruction
<p>Student Legal: Custody Actions This series documents a student's custody status. This series may include, but is not limited to: custody agreements, visitation agreements, documentation of removal of parental rights, and other court records.</p>	008231	0 Years after superseded, obsolete, or rescinded	Confidential Destruction
<p>Student Legal: Due Process File This series documents due process for individual students not included in another series listed on this schedule. This series may include, but is not limited to: administrative reviews, court records, decisions, hearing officer records, and other supporting documentation.</p>	008232	7 Years after student graduates, completes Board of Education program, transfers, or withdraws	Confidential Destruction
<p>Student Placement and Transfer Requests This series documents requests for pupil placement or transfer to another school or school attendance zone. This series may include, but is not limited to, correspondence and decisions.</p>	008166	3 Years after end of academic year	Confidential Destruction
<p>Studies and Reports: Division-wide This series documents school-system-wide studies. This series may include, but is not limited to, reports, surveys, consultant reports, and demographic data.</p>	008112	5 Years after end of academic year	Non-confidential Destruction



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<p>Studies and Reports: Historically Significant This series documents historically significant school-system-wide studies and reports. This series may include, but is not limited to, evaluations of services and studies of school consolidations, boundary changes, and block scheduling.</p>	008111		Permanent, In Agency
<p>Subpoenas This series documents subpoenas received by the school division in regard to employees or students and the responses given. This series may include, but is not limited to, subpoenas and response documentation.</p>	009537	1 Year after receipt	Confidential Destruction
<p>Teachers' Classroom Records This series consists of the individual classroom instruction files created and maintained by teachers, including permanent, substitute, and student teachers. This series may include, but is not limited to, lesson plans and instructional materials.</p>	008167	0 Years after no longer administratively useful	Non-confidential Destruction
<p>Textbook Adoption Records This series documents the adoption of textbooks not already approved by the Virginia Department of Education. This series may include, but is not limited to, requests to use textbooks, evaluation criteria, ratings, and decisions. 8VAC20-720-170</p>	008121	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction
<p>Textbook Records: Non-Returned Books List This series documents non-returned textbooks. This series may include, but is not limited to, lists of students and correspondence.</p>	008124	0 Years after no longer administratively useful	Confidential Destruction



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<p>Threat Assessments: Separated Post-June 30, 2024 This series documents individual threat assessments, self-harm and harm to others, who separated from the school district post-June 30, 2024. This series may include, but is not limited to, assessment results, anecdotal notes, and supporting documentation.</p>	200992	7 Years after student graduates, completes Board of Education program, transfers, or withdraws	Confidential Destruction
<p>Threat Assessments: Separated Pre-July 1, 2024 This series documents individual threat assessments: self-harm and harm to others who separated from the school district pre-July 1, 2024. This series may include, but is not limited to, assessment results, anecdotal notes, and supporting documentation.</p>	200315	5 Years after student graduates, completes Board of Education program, transfers, or withdraws	Confidential Destruction
<p>Title IX Investigations This series documents alleged violations of Title IX by students or staff, investigations, and resolutions. This series may include, but is not limited to: complaints, records of investigations, audio or video transcripts or recordings, remedies (including informal resolutions and/or disciplinary sanctions for the respondent), and records of appeal. 34 CFR 106.45(b)(10)</p>	200735	7 Years after closed	Confidential Destruction
<p>Title IX Training Records This series documents any materials used to train coordinators, investigators, and/or decision-makers involved in the Title IX process. This series may include, but is not limited to, training materials. 34 CFR Section 106.45</p>	200736	7 Years after end of academic year	Confidential Destruction



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
User Agreements This series accounts for annual student and staff technology and lab agreements. This series may include, but is not limited to, agreements.	200991	0 Years after end of academic year	Non-confidential Destruction
Video Release Form This series documents the authorization for the use of a video or other recording by an outside entity such as another school district or news media company. This series may include, but is not limited to: release forms.	008192	0 Years after no longer administratively useful	Non-confidential Destruction
Virginia High School League Records This series documents the annual submission of Virginia High School League (VHSL) forms for individual students participating in VHSL activities. This series may include, but is not limited to, VHSL-required forms.	008172	5 Years after end of academic year	Confidential Destruction