

**Missouri**  
**Public Schools**  
**Records Manual**



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**Secretary of State**

# Public Schools Records Manual

Title/Description	Retention
<b>Administration</b>	
<b>Secretary of the Board of Education report (FD-5)</b>	<i>Permanent</i>
Financial sheet, attendance report, receipts and disbursements for fiscal year of districts as a whole	<i>Permanent</i>
Meeting minutes (Magnetic tape)	<i>Retain 1 year after recording in official minutes regardless of format. If not recorded in official minutes, retain permanently.</i>
<b>Audit Reports</b>	<i>Permanent</i>
<b>Boundary change records. Notices to school district from Board of Arbitration as to proposed change, petitions for changes</b>	<i>Permanent</i>
<b>District reorganization records</b>	<i>Permanent</i>
<b>Litigation Files</b>	<i>Permanent</i>
<b>Minutes of Board of Education Meetings (Audit Copy)</b>	<i>Permanent</i>
<b>Missouri School Improvement Program Report (MSIP)</b>	<i>Permanent</i>
Self-study	<i>Permanent and update</i>
Final report	<i>Permanent and update</i>
State Board of Education summary	<i>Permanent and update</i>
Notice of classification	<i>Permanent and update</i>
Post High School Status reports—1 year and 5 year follow-ups	<i>Permanent and update</i>
Written curriculum guide	<i>Permanent and update</i>
School improvement plan	<i>1 year after completion of cycle</i>
Supporting documentation (Data Files)	<i>1 year after completion of cycle</i>
<b>Property Titles, Abstracts, Deeds</b>	<i>Permanent</i>
<b>CORE DATA</b>	<i>5 years</i>
District Update	<i>5 years</i>
District school directory update	<i>5 years</i>
District Tax Data Update	<i>5 years</i>
Attendance Center Update	<i>5 years</i>
School Calendar Header/Detail Update	<i>5 years</i>
Attendance, graduate, transfer, dropout data	<i>5 years</i>
Enrollment, membership and summer school data	<i>5 years</i>
Educator/course and assignment update	<i>5 years</i>
Sending School Update	<i>5 years</i>
Summer School Update	<i>5 years</i>
<b>Application for State School Monies (e.g., Special Education, Gifted, Transportation)</b>	<i>5 years</i>
<b>Application for Classification Records—(C and D reports)</b>	<i>5 years</i>
<b>Application for State Building Aid</b>	<i>5 years</i>
<b>Application for State Money</b>	<i>5 years</i>
Includes Special Education and Transportation	<i>5 years</i>
<b>Application for Summer School Approval</b>	<i>5 years</i>
<b>Bids, Agreements, Contracts (after expiration)</b>	<i>5 years</i>

<b>Title/Description</b>	<b>Retention</b>
<b>Multiple Consortium Coops Legal, Technical, Special Education, Professional Development</b>	<i>5 years</i>
<b>All reports generated for local purposes may include but not limited to:</b>	
Principal's Monthly Report to Superintendent. Includes all attendance information	<i>DCA</i>
Public school enumeration report of County Clerk to State Commissioner of Education	<i>DCA</i>
Six-Director Elementary Budget Report of District Clerk	<i>DCA</i>
School Calendar of Events	<i>DCA</i>
Distribution of Teaching Workload Ledger	<i>DCA</i>
Daily Bulletins	<i>DCA</i>
Minutes of Board of Education Meetings (working copy)	<i>DCA</i>

### **Adult Education**

<b>Class and grade reports for individual students</b>	<i>Permanent</i>
<b>GED tests results</b>	<i>Permanent</i>
<b>Annual Report to State Department of Education</b>	<i>5 years</i>
<b>Application to state for reimbursement</b>	<i>5 years</i>
<b>Employment and training record of students</b>	<i>2 years</i>
<b>Annual Report to State Department of Education—Number and vital statistics of students, weeks of attendance</b>	<i>5 years</i>
<b>Receipt books for tuition</b>	<i>2 years</i>
<b>Adult education questionnaire</b>	<i>DCA</i>

### **Buildings and Grounds**

<b>Surveys and plot plans pertaining to school real estate</b>	<i>Permanent</i>
<b>Blueprints, specifications and shop drawings</b>	<i>Permanent</i>
<b>ADA Plan</b>	<i>Permanent</i>
<b>Federal Environmental Reports (asbestos, lead, radon, etc.)</b>	<i>Permanent</i>
<b>Building key schedules. List of different master keys and individual keys and holders</b>	<i>Permanent and update</i>
<b>District wide inventory of equipment</b>	<i>Permanent and update</i>
<b>Contract for use of other premises (after expiration)</b>	<i>5 years</i>
<b>Construction files—record of ongoing projects</b>	<i>5 years after expiration</i>
<b>Application for use of school premises</b>	<i>2 years</i>
<b>Federally funded building project records</b>	<i>Subject to federal requirement</i>
<b>Vehicle maintenance and warranty records</b>	<i>As long as equipment is owned</i>
<b>Maintenance records for each school building</b>	<i>DCA</i>

### **Business Affairs**

<b>Annuity Payment Records</b>	<i>Permanent</i>
<b>Assessed Valuation Certification</b>	<i>Permanent</i>

<b>Title/Description</b>	<b>Retention</b>
Bound book generated by bond counsel	<i>Permanent</i>
Lease/Purchase agreements	<i>Permanent</i>
Sales tax exemption letters	<i>Permanent and update</i>
Tax exemption certificate	<i>Permanent and update</i>
Insurance policies and documents	<i>Permanent and update</i>
Property	
Liability	
Group health	
Workmens' compensation	
Life insurance	
Disability, etc.	
Official Budget Document	<i>10 years</i>
Investment records—correspondence, checks of investment with receipts, amount available to invest	<i>5 years</i>
Surety bonds	<i>5 years after audit</i>
Monthly attendance sheets	<i>1 year after COA</i>
Tuition Reports to State Department of Education	<i>3 years</i>
Canceled checks, bank statements, deposit slips	<i>2 years after audit</i>
Cash receipts	<i>2 years after audit</i>
Check stubs	<i>2 years after audit</i>
General Ledger—backup information	<i>2 years after audit</i>
Individual account ledger	<i>2 years after audit</i>
Individual payroll cards	<i>2 years after audit</i>
Payroll ledgers, current payroll	<i>2 years after audit</i>
Bills paid and invoices (bills paid should be effectively canceled to prevent duplicate payment)	<i>2 years after audit</i>
Bills outstanding (June 30 list keep one year after audit)	<i>DCA</i>
Neighborhood youth corps work schedules	<i>Subject to federal requirement</i>

### **Federal Programs**

Chapter I	<i>5 years</i>
Chapter II (Title VI)	<i>5 years</i>
Drug-Free Schools and Community Grants	<i>5 years</i>
Federal Grants (i.e., Incentive, Technology, Building Energy)	<i>5 years</i>
Federal Impact—aid P.L. 815 and P.L. 874	<i>5 years</i>
FEMA Grants and Aids	<i>5 years</i>
Medicaid Records/Payments	<i>5 years</i>

### **Food Services**

National school lunch, food distribution, special milk and school breakfast programs application agreements	<i>3 years</i>
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<b>Title/Description</b>	<b>Retention</b>
Application for free or reduced price meals	3 years
Lunch, milk and breakfast claim for reimbursement	3 years
Commodity reports to superintendent—lists commodities on hand	3 years
Cafeteria records and reports	1 year after COA
Cafeteria register tapes	COA
Daily reports to superintendent—number of students served, receipts	COA
Cafeteria tickets	COA

## **Health Records**

**Individualized student records—those records specific to the student that contain health history, immunization records, screening results etc. Note \*\* at end of section.**

Cumulative Health Record	23 years old
Emergency Card—should be renewed annually	Updated annually
Clinic Record—individual documentation of each clinic visit/assessment/care provided	23 years old

**Nursing Documentation—records, assessment tools etc. where the nurse or care giver documents in detail the assessments and/or care provided.**

Medication Record	23 years old
Medication consents—parent/guardian/physician	23 years old
Treatment records	
Asthma peak flow records	
Seizure logs	
Catherization records	
G-tube feeding record	23 years old
Physician orders for specialized treatments/procedures	23 years old
Consents for specialized treatments/procedures—parent/guardian/physician	23 years old
Health care plans—summary of the nursing plan of care for a student with special health needs (evaluate annually—may be a part of the Individual Education Plan—IEP)	1 year

**Head Injury Note\*\*** 1 year

**Daily Clinic Log\*\*—list of all students seen on any given day (this is not considered to be an adequate way to document individualized care)** 1 year

**Behavioral Assessment Tool—to assess drug/alcohol use** 23 years old

### **Accident Reports**

Physician releases to return to school/sports participation or to be excluded from such 23 years old

**Child abuse/neglect documentation—notes, graphics, etc.** 23 years old

**Screening reports of medical professionals\*\*** 1 year

**Incident Reports—may document internal concerns such as facility safety issues, medication administration errors (should be stored in file separate from student records)**

**Immunization exemptions—shall be kept as defined in Missouri Statutes**

Religious exemption

Physician exemption

*Until graduation or leaving the district*

In-Progress form

*Until next dose is due*

**\*\*The above records need only be kept during the current year if the information contained within the document has been summarized and recorded onto the students indi-**

<b>Title/Description.</b>	<b>Retention</b>
vidual clinic record or onto the students cumulative health record. Both of these documents should be retained until age 23.	

### **Instruction**

District test scores	<i>Permanent</i>
Textbook Inventory	<i>Permanent and update</i>
Non public school textbook expenditures and records voucher receipts, ledger sheets correspondence to schools receiving books	<i>5 years</i>
Teacher's grade books	<i>2 years</i>
Application for approval for matching federal funds to train driver education teachers	<i>DCA</i>
Application for federal matching funds to purchase driver education simulation equipment	<i>DCA</i>
Counselor records	<i>DCA</i>
Teacher plans, programs, recommendations	<i>DCA</i>
Office of Economic Opportunity information work study program	<i>Subject to federal requirements</i>

### **Personnel**

Certified and non-certified personnel annual retirement information	<i>Permanent</i>
Personnnel File (non-certified) work assignments, social security records, retirements records, date hired, summative evaluation	<i>Permanent</i>
Personnel File (certified) date hired, teacher contract, certificate, retirement information summative evaluation, social security records	<i>Permanent</i>
State Federal Income Tax Quarterly reports, monthly state reports, W-2s	<i>Permanent</i>
Employee Directory	<i>Permanent and update</i>
Substitute Teacher Record	<i>3 years</i>
Intention to employ a minor Certificate to employ a minor 14 or 15 years of age Certificate of age for employment of minors	<i>5 years including audit</i>
Payroll records, sick leave, overtime, leave of absence exceptions	<i>3 years</i>
Non-certified personnel time sheets daily and monthly	<i>3 years</i>

### **Special Education**

Annual report of exceptional pupil programs (Special education)	<i>5 years</i>
Application for exceptional pupil programs (Special education)	<i>5 years</i>
Remedial speech and hearing class applications	<i>5 years</i>
Applications for home teaching for home-bound instruction to State Department of Elementary and Secondary Education	<i>5 years</i>
Applications report of exceptional pupil programs	<i>5 years</i>
P.L. 94-142 Entitlement	<i>5 years</i>
P.L. 619 Early Childhood Handicapped	<i>5 years</i>
Medicaid Records/Payments	<i>5 years</i>

<b>Title/Description</b>	<b>Retention</b>
Special Education—Pupil listings, test scores	3 years
Test Protocols	3 years
Title programs/Chapter programs	Subject to federal requirements
<b>Education of the Handicapped Act data: IDEA</b>	
Record of access form, documentation of screening, program modifications, and evaluation plans, notice and/or consent forms for evaluation, diagnostic summaries, individualized education programs (IEPs) notice and/or consent forms placement and documentation of the provisions of appropriate procedural safeguards.	
This is subject to requirements of the State Compliance Plan for Part B of the Education of the Handicapped Act as amended by Public Law 94-142	
Individuals with Disabilities Education Act	Federal regulations
Local compliance plan	Permanent and update

**State Programs**

M.M.A.T. Test results Individual Student Building/District	See Student Record Permanent and update
Discipline Codes	Permanent and update
At Risk Student programs	5 years
Career Ladder records	5 years
Dropout data	5 years
Kindergarten early entrance	5 years
Minimum salary supplement	5 years
Parents as Teacher project records	5 years
Professional Development committee records	5 years
School Board member training	5 years
State gifted records	5 years
State grants (incentive, videos, health, A+ schools, class reduction size, vocational enhancement)	5 years
Summer school records	5 years
Technology plans	5 years
Tuition reimbursement	5 years

**Student Records**

Student Cumulative Record Birth records, grades, health records, tests, official transcripts, immunizations, GPA, class rank, college prep certificates	Permanent
If grade school records have been transferred to the Senior High Record, then the original grade school record is considered a NON-record and may be disposed of	
Student dropout records	10 years
Student transfer in—transfer out records	10 years
Application for admission (general school district and vo-tech)	5 years

<b>Title/Description</b>	<b>Retention</b>
Nonresident student information—attendance, address, tuition records	5 years
Records of disciplinary action	DCA
Student accident insurance information	DCA
Summary of student immunization status includes exemptions (after student leaves school)	2 years
New student orientation schedules	COA
School publications information	DCA
Class meeting minutes	DCA
Class rosters	DCA
Current class schedules of district as whole	DCA
Deficiency report	DCA
Graduation records	1 year
Commencement	
End of year activity arrangements	
Honor Roll lists	1 year
Student Awards	1 year
Letter grade distribution by class	DCA
Student Directory	DCA

### **Student Activities**

Yearbooks	<i>Permanent</i>
Student policy handbook—Includes Board of Education Rules and Regulations	<i>Permanent and update</i>
Scorebooks (Athletics)	5 years
Athletic Equipment inventory (after audit)	5 years
Athletic agreements between schools (after expiration of agreement)	2 years
Athletic Officials' Contracts (after expiration)	2 years
Conference reports (Athletic)	1 year
Eligibility certificates (Athletic)	1 year
Events schedules (Athletic)	1 year
Scholarship awards	1 year
Athletic Officials' schedules and expenses (after audit)	1 year
Physical education excuses	DCA
Alumni lists	DCA
<b>Student Organization records</b>	DCA
Future Homemakers of America	
Future Farmers of America	
Future Business Leaders of America	
National Honor Society	
Student Council	
School club and organization constitutions	DCA

<b>Title/Description</b>	<b>Retention</b>
<b>Transportation</b>	
<b>Agreement for contracted services</b>	<i>3 years</i>
Annual route approval report	
Application for state transportation aid	
Bus drivers' contracts	
Depreciation schedules for buses, facilities and computer systems	
Driver's monthly record of pupils transported (9 count days)	
Ineligible/non route miles	
<b>Bus driver information</b>	<i>1 year</i>
Annual physical examination	
Drivers' commercial drivers license	
School bus permit number	
Drug test program record	<i>5 years and evaluate</i>
<b>Annual inspection by Highway Patrol</b>	<i>3 years</i>
<b>School bus vehicle title</b>	<i>Permanent and update</i>

### Vocational Tech

<b>Budget for salaries for vocational programs</b>	<i>5 years</i>
<b>Reimbursement for salaries for vocational programs</b>	<i>5 years</i>
<b>Application for authorization to purchase equipment, teaching aids or other items for vocational programs</b>	<i>5 years</i>
<b>Reimbursement request for approved vocational education expenditures</b>	<i>5 years</i>
<b>Federal basic grant budget/expenditure description</b>	<i>5 years</i>
<b>Contracted services report</b>	<i>5 years</i>
<b>Memorandum of understanding between area vocational schools and sending school districts</b>	<i>5 years</i>
<b>Federal Title IV financial aid administrative files</b>	
PELL grant program student payment summary	<i>5 years</i>
Federal PELL grant payment voucher	<i>5 years</i>
IPS batch report	<i>5 years</i>
Recipient data exchange summary report	<i>5 years</i>
Audit reports	<i>5 years</i>
<b>Federal Title IV financial aid student files</b>	<i>5 years</i>
PELL reports called SAR, ESAR, or ISAR	
Verification worksheet with documentation to prove information on sheet, these might be 1040s, Social Security printouts, Division of Family Services printouts, etc.	
Acknowledgment of funds	
Enrollment agreement	
<b>All students that acquire Stafford Loans will additionally have:</b>	
Promissory note	
Entrance interview acknowledgment	
Acknowledgment of funds	
Exit interview acknowledgment	
<b>All students who have attended another post secondary institution will have a Financial Aid Transcript from each of the schools attended</b>	

<b>Title/Description</b>	<b>Retention</b>
All first year students who receive Title IV funds and leave school before completing 60% of the program will have in the file: Refund calculation worksheet	
New perspective intake form ( 5 years is placed in student's permanent academic file after the second year or 180 day follow-up)	
Minutes of Vo-Tech Committee Meetings	<i>2 years</i>
Student Folders—testing and rating of students, reference (Vocational education)	<i>Permanent</i>
Vocational Guidance Program Application to State Department of Education	<i>3 years</i>
Vocational Technical Building Payment Certificate	<i>Permanent and update</i>
Vocational Technical School Tuition Charges	<i>5 years</i>
Application for reimbursement from vocational funds for salaries, travel and other allowable items	<i>3 years (Subject to federal regulations)</i>
Enrollment report for vocational program	<i>3 years</i>
Grade report sheets (Vocational school)	<i>2 years</i>
Record of curriculum (Vocational education)	<i>1 year</i>
Technology Consortium meetings	<i>5 years</i>

## **Retention Codes**

The retention time is the minimum time under RSMo 109 that information must be accessible on demand; officials may keep any item for any length of time beyond the retention, but good records management dictates that once the retention is met the items should be destroyed.

Retention codes are used in this manual. The following selected definitions will help.

COA — completion of audit  
(i.e., after an audit, you can destroy it.)

DCA — destroy in current area  
(For items of reference or in-house use; when you are through with it you can destroy it.)

5 years — keep for 5 years after the latest date on the information

Permanent and update — keep information permanently and update when new data is available

This public school retention manual is available at no charge for school personnel from the Local Records Program in print or WordPerfect 5.1 disc.

**Caution:** Federal regulations supersede state retentions; see Federal Programs section in the manual. However, for current updates on federal retentions please consult with DESE (Department of Elementary and Secondary Education). School law and special education are areas of particular concern.

## **Public School sub-committee task force:**

The public schools are represented on the Local Records Board by a school official appointed by the Secretary of State. Board officials may form sub-committees to address particular records issues. The following sub-committee met over several months to revise and present the public school manual to the Local Records Board for discussion and implementation.

Dr. William R. Cornett, Superintendent, Lewis County C-1, Local Records Board member and sub-committee chair  
 Ms. Nancy J. Gaines, BSN, RN, Independence  
 Dr. Greg Gettings, Superintendent, Boonville R-I  
 Mr. Larry Reed, Superintendent, Cole County R-II  
 Dr. Turner Tyson, Assistant Superintendent, Jefferson City  
 Mr. Mark Van Zandt, Director of School Law, DESE

# General principles of records management

## Files management and equipment

A well-organized filing arrangement is a must for any office that is run efficiently and economically. Local agencies should decide on a filing system and equipment that fits the specific needs of their offices. Regardless of the system you choose, the most important element is that you know exactly where files are located when you need them. Finding the information needed, being able to extract that information from records in existence and being sure the information is in a useable format depends on an efficient universal filing system. Everyone in the agency should know and use the system.

Before an adequate filing system can be instituted, there should be a complete inventory of your records with retention periods noted for each record/record series. The Missouri Local Records Board periodically updates and approves retention times for record series maintained by various county and local governmental units.

One of the first things you will want to do is to establish procedures for determining which records are active and which are inactive. Active records should be in the filing equipment near your office space. The inactive records, if possible, should be kept in an inactive records storage area. This will save storage costs, equipment costs, reduce retrieval and reference time and aid in over-all efficiency and cost savings. While you are evaluating your records, you should also determine which records are essential for emergency government operations in case of a disaster. You should establish a system for the protection and preservation of these records in the event of emergencies.

Many officials feel that the greatest disaster which can occur in a public office is the misplaced or lost file. It is estimated that between 5 to 7 percent of all files are either lost or misplaced. If you are in a situation where a record is needed but cannot be found, the following procedure may help find the record:

- Look in the desk tray.
- See if the paper is improperly arranged in the folder.
- Look in the folders just in front, behind and under the proper folder.
- Look in the spaces just in front, behind and under the proper folder.
- In alphabetical systems, look under names that are spelled or may sound similar.
- Look under names or topics that are related in some way to the lost record.

Much could be said about the best kind of equipment and supplies to use. Most of us may be "stuck" with what we have and in time of fewer revenues and higher costs, the purchase of new equipment and supplies will probably have to be postponed. Postponing purchases, however, is no excuse not to have an adequate, workable system which will serve your needs and the needs of your constituents.

Whether you use four- or five-drawer vertical or horizontal file cabinets, lateral shelves with covers or open-shelf filing with appropriate color coding, there are some basic filing procedures which, if adapted to your use and followed, will certainly maintain efficiencies and economies in your work. Suggested filing procedures follow in the next section.

One current trend in office equipment is the use of lateral shelves and cabinets instead of a vertical file drawer system. Also some agencies have purchased mobile shelving systems to save space and color-coded files to speed access and help avoid misfiling.

Another recent trend is the elimination of legal size (8½" x 14") documents, forms file folders, supplies and equipment. Legal size equipment costs 13 percent more than letter size (8½" x 11") and uses 16 percent more floor space. As of January 1, 1983, all federal courts will accept only letter size documents. We strongly urge, whenever possible, that your agency eliminate the use of legal size files, with the exceptions made for accounting records, architectural and engineering documents and computer printouts.

## Filing procedures

1. **Avoid unnecessary filing.** Filing unnecessary papers is a waste of manpower and equipment. Following are some ways of avoiding unnecessary filing:
  - A. Limit the creation of formal communications for routine matters where a memo or routing slip may be substituted or a reply may be made on the incoming communication and then returned.
  - B. Limit the number of copies prepared to those which are specifically required or requested or which serve a valid purpose. Always keep copies according to the longer stated retention period.
  - C. Eliminate the copies of routine communications which require no reply such as:
    - (1) Routine requests for publications. Return the requesting letter with the material sent. An alternative is to reply by form letter. In neither case is a file copy needed.
    - (2) Outgoing form letters. A notation on the incoming letter showing the form letter identification number will suffice.
    - (3) Routine transmittals.
    - (4) Copies of letters furnished solely for information, unless it is known that they will be subsequently referred to.
  - D. Limit "extra copy" files to those offices having administrative justification for their maintenance. Originators of documents should not routinely keep a copy for their convenience. If other officials