

## **SCHEDULE 18 – SCHOOL RECORDS (Note: this schedule is in the revision process)**

**Please note:** This disposition schedule applies to all school records.

Chapter 101: Maine Special Education Regulations sets additional requirements. The passage relating specifically to retention and destruction of records of exceptional students is quoted below for convenience purposes.

### **15.10 Destruction of Information**

The School Administrative Unit shall inform parents when the S.A.U. has determined that education records are no longer needed to provide educational services to the student or to demonstrate that the S.A.U. has provided the student with a free appropriate public education as required by these rules. Such records must be destroyed at the request of the parents or may be turned over to parents upon their request. However, a permanent record of a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed shall be maintained without time limitations.

<b>Series</b>	<b>Series Title</b>	<b>Description</b>	<b>Retention</b>
18.1.a	<b>Accident Reports - Faculty and Other Employees of School System</b>	Accident reports completed when faculty members or other employees are injured on school property.	See Administrative Schedules 1.1 Confidential, (4)
18.1.b	<b>Accident Reports - Others Injured on School Property</b>	Accident reports completed when anyone not a faculty member, other employee, or student is injured on school property.	See Administrative Schedules 1.1 Confidential, (4)
18.1.c	<b>Accident Reports - Students</b>	Accident reports completed when students are injured on school property.	Treat as part of Health Record Confidential, (4)
18.2.a	<b>Administrative Files (including Files Kept by Teachers, Principals, and Superintendents) - Historical</b>	Materials documenting unique aspects or special traditions of the school or district	Permanent
18.2.b	<b>Administrative Files (Including Files Kept by Teachers, Principals, and Superintendents) - Nonrecord</b>	Informational copies of records	Retain current information only
18.2.c	<b>Administrative Files (Including Files Kept by Teachers, Principals, and Superintendents) - Policy (Primarily Principals and Superintendents)</b>	Policies such as the following: governing student behavior; governing student safety and well-being; curriculum content, emphasis, or themes; extracurricular activities; other policies documenting school or district educational development.	Permanent
18.2.d	<b>Administrative Files (Including Files Kept by Teachers, Principals, and Superintendents) - Substantive</b>	Accreditation Committee, Teacher Support Team, etc.; files which document policy-making and policy-implementing activities.	Minimum of 6 years Not Confidential, except as may be provided by 20-A MRSA, Section 6101(2)

Series	Series Title	Description	Retention
18.2.e	<b>Administrative Files (Including Files Kept by Teachers, Principals, and Superintendents) - Transitory</b>	Faculty committees, extracurricular activities, phone logs, duty rosters, etc.	Current year Not Confidential, except as may be provided by 20-A MRSA, Section 6101(2)
18.3	<b>Adult Education Grants</b>	Grants received for use in adult education programs.	Until closed, plus 6 years
18.4	<b>Adult Education Student Records (Active and Inactive)</b>	Records of grades, courses taken, attendance, etc. for students participating in adult education programs.	Permanent Confidential, (3)
18.5	<b>Annual Registration/Emergency Cards</b>	Cards completed each year to register students for school and to serve as a source of emergency contact information (i.e., who should be called if student becomes ill or is injured, or for any other reasons needs to be picked up during the course of the school day).	Current year Confidential, (3)
18.6.a	<b>Athletic Program Records - Athletic Trainer/Sports Medicine</b>	Sports program records related to use of trainers, and to sports medicine.	File with student insurance forms Confidential, (3)
18.6.b	<b>Athletic Program Records - Budget Detail</b>	Fiscal records for athletic/sports programs.	2 years
18.6.c	<b>Athletic Program Records - Coaches Reports/Summary of Season</b>	Reports of all games played and their outcomes.	Permanent
18.6.d	<b>Athletic Program Records - Income from Games</b>	Report of income earned from games.	4 years
18.6.e	<b>Athletic Program Records - Injury Reports</b>	Reports completed whenever a student is injured during participation in program.	File with health record when athletic program use has ended Confidential, (3)(4)
18.6.f	<b>Athletic Program Records - Permission Slips</b>	Slips signed by student's parent or guardian giving permission for participation in any part of the program.	6 years Confidential, (3)
18.6.g	<b>Athletic Program Records - Sports Participation Records</b>	All records not specified in 18.6.a - 18.6.f that document participation by students in the program.	File with permanent record when athletic program use has ended Confidential, (3)
18.7	<b>Attendance Cards</b>	Used to notify administration of student absences; information transferred to permanent record.	Current year Confidential, (3)
18.8	<b>Attendance Letters</b>	Sent by school office to parents whose students have accumulated excessive absences.	Current year Confidential, (3)
18.9	<b>Buildings and Grounds Records</b>	Records of maintenance and improvements made by staff employed for that purpose. Destroy records when facility no longer exists, or transfer records to new owner.	Life of facility (or as long as owned by school dept)

<b>Series</b>	<b>Series Title</b>	<b>Description</b>	<b>Retention</b>
18.10	<b>Bus Transportation Forms</b>	Record of bus taken by each student for the year.	2 years Confidential, (3)
18.11.a	<b>Chapter One Records - Analytical Information</b>	Statistical (summary) information from Chapter One programs.	2 years
18.11.b	<b>Chapter One Records - Individual Student Records</b>	Records of each student enrolled in a Chapter One program.	Permanent Confidential, (3)
18.12	<b>Child Abuse Reports</b>	Reports of suspected abuse that are required by law; retention period is the same as at DHHS, where these reports are received and investigated.	10 years Confidential, (3)
18.13	<b>Children's Medications and Behavioral Plans</b>	Medications and behavioral plans for students requiring such assistance.	File with health record until 6 years after student reaches age 18 Confidential, (3)
18.14	<b>Class Standing Lists</b>	Lists of students in order of class standing.	Permanent
18.15	<b>Complaints from Parents</b>	Complaints received from parents of students.	Until resolved, plus 6 years Confidential, (3)
18.16	<b>Correspondence Received from Parents</b>	Letters and other written communications received by school administrators or school administrative offices from parents of students regarding the student's school experience. (Notes and other written communications between parents and individual teachers are covered by Series - Notes on Students)	File with student's permanent record Confidential, (3)
18.17	<b>Curriculum (Syllabi, lesson Plans, etc.) - Routine Materials Used by Teachers</b>	Routine curriculum materials used by teachers.	Retain current information only
18.18	<b>Discipline Records</b>	Records of disciplinary contact between administrators and students.	See notes on students Confidential, (3)
18.19	<b>District Registration Cards (Tuition Students)</b>	Cards documenting enrollment in a school district by each student who comes into it on a tuition basis.	Current year Confidential, (3)
18.20	<b>Driver Education Records</b>	Records generated by student participation in driver education programs.	2 years Confidential, (3)
18.21	<b>Excuse Notes (Late/Absent/Dismissed)</b>	Notes from parents or guardians explaining student lateness, absence, or need for dismissal during the school day.	Current year Confidential, (3)
18.22	<b>Faculty Meetings/Department Head Meetings, Agendas and Minutes</b>	Minutes, agendas, etc. for faculty meetings and department head meetings.	2 years
18.23	<b>Federal and State Grants</b>	Federal and state grant case files.	Until closed, plus 6 years

<b>Series</b>	<b>Series Title</b>	<b>Description</b>	<b>Retention</b>
18.24	<b>Food Service Files</b>	All records of school food service operations.	3 years
18.25	<b>GED Student Records</b>	Records retained related to the High School Equivalency Test, (HiSET), which measures whether students have the academic skills equivalent to a typical high school graduate.	Permanent Confidential, (3)
18.26	<b>Health Records</b>	Records of student illnesses, injuries, vaccinations, etc.	6 years after student reaches age 18, or return to parent or student Confidential, (3)(4)
18.27	<b>Home Instruction Records</b>	Records of those students being home schooled, whether temporarily or on-going.	Permanent Confidential, (3)
18.28	<b>Honor Rolls</b>	Lists of students making the honor roll.	Permanent
18.29	<b>Individual Student ("Permanent") Records</b>	When a student transfers to a new school, the permanent record folder may be transferred or copies provided in lieu of transfer. These files normally include a student's health record, attendance, classes taken, grades received.	Retain at school last attended Confidential, (3)
18.30	<b>Insurance Correspondence</b>	Correspondence with the school's insurers.	6 years
18.31	<b>Insurance Policies</b>	Policies issued to the school department for coverage of various hazards.	See A.39a. and A.39.b
18.32	<b>Inventories</b>	Books, furniture, etc.	Current year
18.33	<b>Kindergarten Screening</b>	Records created as children are evaluated against set standards to determine their readiness for enrollment in kindergarten.	5 years Confidential, (3)
18.34	<b>Legal Files</b>	Records of all legal actions in which the school department has been involved.	Until issue is resolved, plus 6 years
18.35	<b>Legislative Information</b>	Records of all legislation, pending or passed, that may affect the school department.	4 years
18.36.a	<b>Library Records - Audio Tape Circulation</b>	Circulation records for audio tapes (and other audio format library materials).	Until item is returned
18.36.b	<b>Library Records - Book Circulation</b>	Circulation records for library books.	Until item is returned
18.36.c	<b>Library Records - Scrapbooks</b>	Scrapbooks created by school library.	Permanent
18.36.d	<b>Library Records - Videotape Circulation</b>	Circulation records for videotapes (and other audiovisual format library materials, such as movies on CD or DVD).	Until item is returned
18.36.e	<b>Library Records - Yearbooks</b>	Non-circulating record copy maintained by school (whether or not as part of its library collection).	Permanent
18.37	<b>Local Copies of Reports Filed With DOE</b>	DOE reports filed - local copy.	6 years

<b>Series</b>	<b>Series Title</b>	<b>Description</b>	<b>Retention</b>
18.38	<b>Maintenance Records</b>	Records of the school's maintenance department.	3 years, plus current
18.39	<b>Migrant Records</b>	Records documenting the part of the student population classified as 'migrant' (i.e., children of migrant workers), including services provided to them.	File in permanent record folder Confidential, (3)
18.40.a	<b>Notes on Students – Disciplinary – Frequent Contact</b>	Notes kept by faculty members or administration concerning disciplinary contact with students who require this repeatedly during the course of the school year.	Retain until student graduates or leaves school Confidential, (3)
18.40.b	<b>Notes on Students – Disciplinary – Infrequent Contact</b>	Notes kept by faculty members or administration concerning disciplinary contact with students who require this only occasionally during the course of the school year. Exceptions may be made when the disciplinary contact concerns a serious infraction or issue, in which case the notes shall be retained as described in 18.40.a	Current year Confidential, (3)
18.40.c	<b>Notes on Students – Nondisciplinary</b>	Notes kept by faculty members or administration concerning contact with students that is not disciplinary in nature.	No Retention Nonrecord per FERPA
18.41	<b>Parents Night Files</b>	Records of attendance at parents' night events, and of programs offered on those occasions.	Current year
18.42	<b>Permanent Record Cards</b>	Cards created for each student showing essential information such as name, gender, home address, etc.	Permanent Confidential, (3)
18.43	<b>Permanent Record Folders</b>	See Individual student records.	Permanent Confidential, (3)
18.44	<b>Permission Slips</b>	Permission slips signed by parents allowing their students to participate in school activities such as field trips, viewing of films, etc.	6 years Confidential, (3)
18.45	<b>Program Files</b>	Subject files maintained by school officials on various programs, such as Adult Education, Industrial Arts, Business Education, etc.	3 years, plus current
18.46	<b>Record of Records Released</b>	Record (including date and recipient) of all records released by the school or school department.	Permanent Confidential, (3)
18.47	<b>Registrations for Recreational Activities</b>	Registrations for students also enrolled in recreational activities.	6 years Confidential, (3)
18.48	<b>Retention Lists</b>	List of students retained instead of being promoted.	Permanent Confidential, (3)
18.49	<b>Retention Review Committee Files</b>	Files of review committee that determines whether or not a student should be retained instead of promoted.	Permanent Confidential, (3)
18.50	<b>Schedule Cards</b>	Cards or computer files containing each student's class schedule for the year.	1 year, plus current Confidential, (3)
18.51	<b>Scholarship Awards</b>	Record of scholarships awarded to students.	Current year

<b>Series</b>	<b>Series Title</b>	<b>Description</b>	<b>Retention</b>
18.52.a	<b>School Board - Accreditation Reports</b>	Accreditation reports.	Permanent
18.52.b	<b>School Board - Committee Minutes</b>	Minutes of committees appointed by school board.	Permanent
18.52.c	<b>School Board - Crisis Response Plans</b>	Title 20-A §1001 requires that each school board annually approve a plan developed by the school unit administration working with local public safety, mental health and law enforcement officials to deal with crises and potential crisis situations involving violent acts by or against students in each school in the school administrative unit.	5 years, after each revision
18.52.d	<b>School Board – Reports and Special Studies Commissioned by the Board, that Relate to Policy, Curriculum, or Have a Major Impact on the Community</b>	Reports and special studies commissioned by the school board if they relate to policy, curriculum, or have a major impact on the community of which the school is part.	Permanent
18.52.e	<b>School Board Minutes</b>	All official school board meetings.	Permanent
18.53	<b>School Construction Records</b>	Plans and related documents that provide history of school construction projects. Destroy records when building no longer exists, or transfer records to new owner.	Life of the building (or until no longer owned by school dept)
18.54	<b>School Registers (Attendance)</b>	Attendance registers.	Permanent Confidential, (3)
18.55	<b>School Trust Fund Records</b>	Records of all trust funds supporting school.	Permanent
18.56	<b>Special Education Students Records</b>	Records of students enrolled in or eligible for special education programs and services that would otherwise be retained permanently shall not be included in the destruction authority provided by Dept. of Education Chapter 101.	Permanent Confidential, (3)
18.57	<b>Student Activity Accounts</b>	Accounting records for funds collected to support student activities.	3 years
18.58	<b>Student Assistance Team Records</b>	Student Assistance Teams perform the same function for students that an Employee Assistance Program performs for adults; the teams work to locate the right help for public school students whose performance is being affected by nonacademic problems such as family alcoholism, etc. These records should not be made part of the Individual Student (“permanent”) Record, because in most cases the problem will have been dealt with and a record should not remain in the person’s permanent file.	6 years, after student reaches age 18 Confidential, (3)
18.59	<b>Student Contracts</b>	Contracts between students and teachers or administrators for improvement of problem behaviors.	See notes on students

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18.60	<b>Student Insurance Records</b>	Records generated by purchase of school-sponsored student insurance.	6 years Confidential, (3)
18.61	<b>Substitute Folders</b>	Folders containing lesson plans and resource materials for use by substitute teachers.	Current year
18.62	<b>Substitute Reports</b>	Reports of school department's employment of substitute teachers to cover teacher absences.	1 year, plus current
18.63	<b>Teacher Registers</b>	List of faculty members and their assignments.	Until State reports filed
18.64	<b>Transcripts, Graduate and Nongraduate</b>	For each student who has attended the school, a summary of classes taken and grades received.	Permanent Confidential, (3)
18.65	<b>Truancies</b>	Record of students truant from school.	6 years Confidential, (3)
18.66	<b>Vocational Education Records</b>	Records generated by vocational programs.	Permanent Confidential, (3)
18.67	<b>Work Permits</b>	Work permits on file for students less than 16 years old.	Retain until student is 18 Confidential, (3)