

RECORD RETENTION GUIDELINES FOR PFLUGERVILLE ISD 2021-2022

Record retention schedules for school district records are designated by the Texas State Library Commission. All records must be maintained for the stated period of time. Pflugerville ISD has contracted with Austin Archives to manage archived records. Austin Archives is responsible for the following:

- Collecting records from each campus/department when requested
- Storing records
- Returning records by eAccess, fax or delivery
- Scanning permanent records for online access through VisualVault
- Destroying records that are past their designated retention period

Campuses/departments decide when records will be released for offsite storage.

Any questions concerning record retention may be directed to **GRM Information Management of Austin at 512-836-1120** austin-orders@grmdocument.com or the PISD Records Management Officer, Stephen Lindley 512-594-0266 Stephen.Lindley@pfsd.net

Below you will find detailed information on the retention periods for district documents. This information is listed alphabetically and by area.

ALPHABETICAL INVENTORY OF FILES AND RETENTION SCHEDULE

1st Day Packets	2 Years
Accounts Payable	Fiscal Year End + 7 Years
Agendas	2 Years
Applications for Free Lunch	Fiscal Year End + 5 Years
Attendance Slips	5 Years
Audits	Permanent

Bank Statements	Fiscal Year End + 7 Years
Bids - Successful	7 Years
Unsuccessful	2 Years
Unsuccessful - Informal	1 Year
Bond Coupons	1 Year After Bond Paid
Bond Documentation	Permanent
Budgets	Permanent

Certificates of Eligibility(COE) - (Migrant)	7 Years-see detail as listed in Migrant student section
Checks - Cancelled	Fiscal Year End + 7 Years
Checks - Copied	Fiscal Year End + 7 Years
Checks - Stubs	Fiscal Year End + 7 Years
Contracts - General	4 Years After Completion

Contracts - School Bus Transportation	4 Yrs. After Expiration Or Termination
Daily Food Records	Fiscal Year End + 5 Years
Daily Menus	5 Years
Daily Registers of Pupil Attendance	5 Years
Deeds	Permanent
Deposit Records	Fiscal Year End + 7 Years
Discipline - Expulsion	3 Years
Discipline - Other	1 Year
Driver's Education Licensing & Completion Records	5 Years
Driver's Medical Exam Reports	Until Superseded + 3
Emergency Management	Until Superseded
Easements	Permanent
Elections	60 Days After Election Day
Equipment	Life Of The Asset
Excused Slips	2 Years
Fee Books	Fiscal Year End + 7
Financial Statements	Permanent
Food and Food Equipment Inventory	Fiscal Year End + 5
Gifted and Talented - Qualifying Tests	Cessations Of Service + 5
Grade Books	1 Year
Grants	Fiscal Year End + 7-see additional details in federal funds/grants
Hazardous Materials Records	Until Superseded
Immunization Records	Date Of Withdrawal + 2
Insurance Claims	Fiscal Year End + 5 *note if minor-past age of 18
Insurance Policies	4 Years
Journals	Fiscal Year End + 7
Ledgers	Fiscal Year End + 7
Legal Notices	10 Years
Licenses	Superseded Or Termination + 5
List of Eligible Free Lunch Students	Fiscal Year End+ 5
Maps/Drawings	Permanent
Medication Log	3 Years
Minutes - Board	Permanent
Minutes - Staff Meetings	1 Year
Notes taken for Minutes	1 Year
Open Records Requests	1 Year
Paid Bills	Fiscal Year End + 7
Payroll Records	Permanent
PEIMS	5 Years
Permits	10 Years After Project

Personnel - Former Employees	5 Years After Termination
Personnel - Retirement	5 Years After Termination
Personnel - Social Security	Permanent
Personnel - Taxes	4 Years After Tax Is Paid Or Due
Personnel - Time Sheets/Cards	Fiscal Year End + 4
Petty Cash	Fiscal Year End + 7
Project Files	5 Years
Public Notices	2 Years
Purchase Orders	Fiscal Year End + 7

Records - Rental Permission	Until Cessation Of Activity + 2
Records - Pipeline Crossing	Permanent
Records Management	
Control Schedule	Permanent
Records Destruction Documentation	Permanent
Records Inventories	Until Changes Occur
Plans and Policy Documentation	Until Superseded + 5

Safety Injury Forms	5 Years
Sales Tax	Fiscal Year End + 3

School Bus Driver Training Certification	3 Years
Surveys and Plats of Land in PISD	Permanent

Tax Reports from Appraisal District	Fiscal Year End + 4
Tests - Achievement	5 Years
Texas Local Government Record Law	Until Superseded
Transfers from Out of District	Permanent

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UIL	2 Years
Unemployment Compensation Claims	5 Years

Vendor Files	3 Years
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Withdrawals - Students	Permanent 8th-12
Workers Compensation Claims	5 Years

FILES AND RETENTION SCHEDULE BY AREA

ADMINISTRATIVE RECORDS

ACCREDITATION RECORDS

Documents	Retention Period
Planning Records - self studies	As long as administratively valuable
Reports to TEA on accreditation planning	As long as administratively valuable

TEXTBOOK RECORDS

Documents	Retention Period
Annual Membership Report	Fiscal year end + 2 years
Inventories	Until superseded by an updated version + 2 year
Local Textbook Committee Report	Until superseded by an updated version + 2 year
State owned books, report	Fiscal year end + 2 years

Textbook custodian bonds	Until superseded by an updated version + 2 years
Textbook procurement records	Fiscal year end + 2 years
Textbook reports, distribution, transfer and return	Fiscal year end + 2 years

ATTENDANCE REPORTS

Documents	Retention Period
Attendance officer's logs and home visits reports	2 years
Attendance reports sent to TEA (retain copies)	5 years
Daily registers of pupil attendance	5 years
Law enforcement correspondence concerning compulsory school attendance law	2 years
Scholastic census records	Permanent
Transfer, applications for and associated reports version	7 years

AUTOMATED APPLICATIONS, RECORDS OF

Documents	Retention Period
Audit trail records	Until requirements are met
Except for electronic file replacing or in lieu of textual record when retention period for textual record prevails or which is subject to audit - disposal is after completion of audit and questions relating to it	Completion of third system backup cycle
Finding aids, indexes and tracking systems	Until related hard-copy or electronic records are destroyed
Hardware documentation	Until electronic records are transferred to and useable in new hardware environment or there are no electronic records retained to meet an approved retention period requiring hardware to be retrieved and read
Master files	Completion of third system backup cycle
Output data file extracted from system to distribute data to individuals or program units for reference or to product printed reports or other publications	Completion of third system backup cycle
Processing files	Completion of third system backup cycle

COMMUNICATIONS RECORDS

Documents	Retention Period
Postal and delivery service records	1 years
Telephone logs or activity reports not used for cost allocations	2 years
Telephone logs or activity reports used for cost allocations purposes	Fiscal Year End + 7 years

COMPUTER OPERATIONS AND TECHNICAL SUPPORT RECORDS

Documents	Retention Period
Batch data entry control records	As long as administratively valuable
Chargeback records to data processing services users	Fiscal year end + 7 years
Computer job schedules and reports	90 days
Data processing planning records	5 years
Data processing policies and procedures	Until superseded by an updated version
Design documentation	3 years after project completion
Disaster preparedness and recovery plans	Until superseded by an updated version
Electronic media library system files	Until superseded by an updated version

Feasibility studies	3 years after project completion
Input documents	As long as administratively valuable
Network circuits inventory	Until superseded by an updated version
Network implementation files	Until superseded by an updated version
Output records for computer production	As long as administratively valuable
Project justifications	3 years after project completion
Project management records	3 years after project completion
Project user requirements	3 years after project completion
Quality assurance records	As long as administratively valuable
System activity monitoring	As long as administratively valuable
Training course information	As long as administratively valuable

DISCIPLINE AND COUNSELING RECORDS

Documents	Retention Period
Disciplinary forms	As long as administratively valuable
Expulsion records	3 years
Student guidance and counseling files	As long as administratively valuable

FEDERAL FUNDS/GRANTS

Documents	Retention Period
Applications, successful	Fiscal year end + 7 years
Applications, unsuccessful	As long as administratively valuable
Attendance officer's logs and home visits reports	2 years
Attendance reports sent to TEA (retain copies)	5 years
Daily registers of pupil attendance	5 years
Direct federal grants	End of grant + 7 years
Financial, performance and compliance reports submitted to agencies	End of grant + 7 years
Grant-Library allocations	FE + 5 years
Grant development and administrative records	End of grant + 7 years
Grant development, similar records used in the development process	3 years
Indirect federal grants	End of grant + 7 years
Reports, planning memoranda, studies and correspondence	End of grant + 7 years
State and private grants	End of grant + 7 years

FINANCIAL RECORDS

AGENCY FUND ACCOUNTING RECORDS

Documents	Retention Period
Accounts payable and receivable	Fiscal year end + 3 years
County available reports	Fiscal year end + 3 years
Journals	Fiscal year end + 3 years
Ledgers	Fiscal year end + 3 years
School Bonds, Applications for Guaranty	Receipt of guaranty document

PAYROLL

Documents	Retention Period
Adjustments to payroll and leave status documents	Fiscal year end + 3 years
Deduction authorizations - 4 years after separation or 4 years after amendment, expiration, or termination of authorization, whichever is sooner	4 years

Deduction information and amounts, records containing to include: TRS, Health, Dental, Life Insurance, 401 (k), 403 (b) and credit union	7 years
Earnings and deduction records	7 years
Employee service record if wage or salary rate for each position is expressed in dollars	2 years after last effective date
Federal and state tax forms and reports - 4 years after separation or 4 years after form amended, whichever is sooner	4 years
Information indicates for each employee: Name; Last address; Social security number; Wages for each pay period; End of year total	Permanent
Master Payroll Records - If wage or salary rate for each position listed on Employee Service Record is indicated by grade or step number only then it is a master payroll record.	Permanent
Overtime requests and authorizations; and other actions that effect normal work time except leave requests	Fiscal year end + 3 years
Salary and Wage Rate Tables	7 years
Time and attendance reports	4 years

FOOD SERVICE

Documents	Retention Period
Applications from parents	Fiscal year end + 5 years
Certificates of Authority	Until superseded by an updated version + 5 years
Daily food service records	Fiscal year end + 5 years
Daily menus	5 years
Food and food equipment inventory records	Fiscal year end + 5 years
Free or reduced price meal records	Fiscal year end + 5 years
Health inspection reports	3 years
Meal planning records	1 year
Policy statements	Until superseded by an updated version + 5 years
Rosters or lists of eligible students	Fiscal year end + 5 years

GROUNDS MAINTENANCE

Documents	Retention Period
Construction project files	Permanent
Equipment and facility usage report	7 years
Facilities: Facility maintenance, repair and inspection records. Routine cleaning, janitorial and inspection work	3 years
Lost and stolen property reports	Fiscal year end + 3 years
Prefabricated storage sheds, bus shelters, parking lot kiosks, non-structural facilities, such as, baseball diamonds and tennis courts, and similar facilities - 10 Years After Completion of Project	Permanent
Property accident and damage reports	3 years
Service requests / work orders	2 years
Vehicle assignment records	7 years
Visitor control registers	3 years
Warranties	Expiration of warranty + 1 year

INSTRUCTION AND GRADE REPORTING RECORDS

Documents	Retention Period
Curriculum Guides	Until superseded by an updated version
Grade books	1 year after entry on records
Grade reports	As long as administratively valuable
Lesson plans	As long as administratively valuable
Report cards	1 year after entry on records

INSURANCE

Documents	Retention Period
Insurance on inventory and transportation	1 year
Leave of absence	4 years
Policies available to employees after the policy is cancelled, terminated, suspended or expired	4 years
School injury report after student reaches 18 years old. Retain parental consent letters for activity where accident occurred	2 years
School injury report if student is under 18 years old. Retain parental consent letter for activity where accident occurred	5 years
Student insurance	1 year
Unemployment claims and payments	5 years
Workers compensation claims and payments	5 years

PERSONNEL RECORDS

Documents	Retention Period
Absence from duty reports	4 years
Civil Rights/Affirmative action plans	5 years
Annual reports from pension system or fraud	Permanent
Application for non-renewable permit	1 year
Aptitude and skill test	5 years
Audit Cards - addenda to teacher service record	Permanent
Case files relating to discrimination complaints	Case resolution + 3 years
Certificates of completion, transcripts, test scores or similar records	5 years
Conflict of interest affidavits	5 years after leaving position for which affidavit was filed
Deficiency plan	Until superseded by teaching certificate or separation of employee + 5 years
Disciplinary and adverse action records: Demotion, probation, termination, suspension, leave without pay	2 years after case closed or action taken
Documenting training	Date of separation + 5 years
Documents concerning hiring, termination, transfer, pay grade, position or job title, name changes, etc.	2 years
EEO reports	3 years
Employee counseling	3 years
Employee grievance records	2 years
Employee pension and benefit records:	
Benefit plans Enrollment forms	Termination of plan + 1 year
Employee recognition records	2 years
Employee security records	Until date of expiration or date of separation + 2 years

Employee selection records	2 years from creation or receipt of the record or the personnel action involved whichever is later
Employee service record	Permanent
Employment applications, other	As long as administratively valuable
Equal pay records	2 years
Fidelity bonds	Effective life of bond + 5 years
Financial disclosure statements	
Fingerprint cards	Date of separation + 5 years
Health or physical examination reports or certificates	2 years
Observation / evaluation forms	4 years
Other records: Performance appraisal records, career ladder system, staff appraisal, job descriptions - until superseded and counselor files - as long as administratively valuable	Permanent
Personnel action or information notices	2 years
Personnel requisitions	2 years
Personnel rosters	3 years
Personnel studies and surveys	3 years
Position description, classification and staff monitoring records	Until superseded or position abolished + 4 years
Professional growth plans	4 years
Reduction in force plan	Until superseded by an updated version or 2 years from date of last RIF plan if implemented
Requests and authorizations for vacation compensatory, sick or other types of authorized leave	Fiscal year end + 3 years
Samples of artwork, publications or other products of prior achievement	As long as administratively valuable
Service Record and any document containing the following: Name, date of birth, social security number, position held with date of hire, date of birth, step / salary rate for each position held, including step or merit, date of separation and service records affidavits attached to Teacher Service Records claim months served prior to 1949-1950 school year	Permanent
Statements of commitment (out of state certificates)	Until receipt by district of Texas certificate or date of separation + years
Substitute teaching rosters	If substitute becomes full time, record kept permanently
Teacher certificate registers	Permanent
Terminated employees	Termination date + 2 years
Transcripts of persons hired	Date of separation + 5 years
Unemployment compensation claim files	5 years
Verification of employment eligibility (INS Form 1-9)	3 years from hire or 1 year from separation whichever is later. If rehired while form is still on file, 3 year retention dates from date of first hire
Work schedules	1 year
Workers compensation claim files	5 years

POLICE DEPARTMENT

Documents	Retention Period
Activity and Statistical Reports-Annual Reports	Permanent

Monthly, Bimonthly, Quarterly, Semi-Annual Reports	3 Years
Daily-Weekly Reports; Chronological Logs or Activity Registers	1 year
Daily Bulletins	1 year

General and Emergency Orders

Orders issued establishing policy or standard operating procedures	Until superseded by an updated version + 5 years
Special orders declaring emergencies, ordering evacuations, etc	3 years-Orders determined by Records management Order to merit retention for historical reasons must be permanently retained
Codes of Conduct	Permanent

Operational Permits and Certifications

Granted Permits, Certifications, Associated Documentation	Expiration/Cancellation + 3 Years
Denied Permits Documentation	As long as administratively valuable

Planning Studies and Reports

Special reports prepared at request of state agency or court	Permanent
Weapons Records	
Weapons issued to public safety personnel	Return of weapon + 3 Years
Inspection and repair of weapons	Life of Asset-Disposal of asset
Documenting sale, gift, loss or destruction of public safety weapons	3 Years
Inventories of weapons	Until superseded by an updated version + 3 Years
Personnel Records - Additional Documentation	
Investigation of law enforcement shooting incidents resulting in Death or injury to any person	Permanent
Investigations resulting in sustained formal discipline	15 Years
Investigations resulting in sustained informal discipline or Inconclusive findings	5 Years provided a 1 Year infraction free period precedes destruction
Investigations where findings not sustained, unfounded/exonerated	3 Years
Written or oral complaints from public concerning officers conduct that do not lead to internal affairs investigation	Determination not to investigate + 2 Years
Applications for Deputies	As long as administratively valuable

Personnel Training Records

Police Academy Records	5 Years
Inspection reports	5 Years
Weapons Proficiency Tests	Until superseded by an updated version + 3 Years; Date of Separation + 1 Year, whichever is sooner
Resignation or termination of persons licensed by commission	Date of separation + 5 Years

Arrest and Offense Records

Activity Logs or Dockets detailing data on complaints and offenses Investigated	2 Years
Arrest Reports and fingerprints on persons with felony or misdemeanor not punishable by fine	75 Years or Date of Death of Individual
Bail Bond Record	3 Years

Offense Investigation Records

Class C misdemeanors and unclassified violations punishable by fine	6 Months
Second and third-degree felonies	10 Years
First Degree and capital felonies	50 Years
DWI offenses	10 Years
Rap Sheets	As long as administratively valuable

Incident Records

Accident reports	2 Years
Child Abuse Reports	3 Years
Stolen Property Records	As long as administratively valuable

Protective Orders

Emergency Protective Orders issued by magistrates	Date of Order+ 31 Days
Orders pursuant to Family Code, Notices of Vacation	Date of Receipt; Expiration Date or 1 Year whichever is soonest

Juvenile Delinquency (Unsealed) Records

Juvenile Disposition Reports and Procedural Documentation	As long as administratively valuable
Juvenile Delinquency Records of Cases Referred to Juvenile Court - Conduct committed on or before 8/31/87 - Reached age 18 - no record of offense committed after reaching age 17	Must be destroyed immediately upon fulfillment of conditions listed in Family Code, Sec. 51.15(e) before 1987 amendment.
Juvenile adjudged delinquent on violation other than the Grade of felony	Until individual is 23.
Juvenile Detention Register	2 Years

Death Investigation Records

Reports of deaths resulting from traffic accidents	As long as administratively valuable
Inquest case files	Permanent
Photographs; tissue slides; requests and consents for autopsy; Funeral home releases; etc.	As long as administratively valuable
Notices of and documentation re organ removal for transplant	3 Years
Inquest and/or autopsy logs	Permanent
Missing Persons Documentation	As long as administratively valuable

PURCHASING

Documents	Retention Period
Informal bids, requests for quotations	1 year
Inventory records (parts & supplies)	1 year
Packing slips, order acknowledgements	As long as administratively valuable
Purchase order and receipt records	Fiscal year end + 7 years
Purchasing log, register or chronological record of purchase orders issued, orders received and data on procurement status	Fiscal year end + 3 years
Successful bids and requests for proposals	Fiscal year end of award + 7 years
Unsuccessful bids	2 years
Vendor and commodity lists	As long as administratively valuable

SAFETY RECORDS

Documents	Retention Period
Evacuation and fire exit plans	Until superseded by an updated version
Fire drill records	5 years

Fire safety inspection reports	5 years
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**SPECIAL POPULATIONS & PROGRAMS
DYSLEXIA**

Documents	Retention Period
Enrollment Lists and Rosters	Cessation of Services + 5 years
Student Records of Dyslexia Program Services	Cessation of Services + 5 years

GIFTED / TALENTED

Documents	Retention Period
Committee reports and recommendations	Cessation of Services + 5 years
Parental consents	Cessation of Services + 5 years
Student records: Nomination and observant documents testing	Cessation of Services + 5 years

MIGRANT STUDENT RECORDS

Documents	Retention Period
Daily MSRTS Logs	10 Years
Cumulative Health Record	Date of Withdraw + 7 years or until student's 21st birthday
Student Cumulative academic record	Qualifying arrival date + 10 years
Data verification reports	10 Years
Enrollment and withdrawal reports	10 Years
Monitoring documentation	10 Years
Recruiting records	10 Years

SPECIAL EDUCATION*

Documents	Retention Period
Grade 9-12 Participants/8th Grade Withdrawals	
Classes attended	Permanent
Grade level and year completed Note: If academic achievement records created and maintained for student, separate retention of this information is not required.	
Federal Impact Aid and Survey Forms	5 years
Information including the following: Name Last known address Student identification or social security number Grades	Permanent
McKinney Homeless Assistance Act Student Records	5 years
Parental Consent Form	Cessation of services + 5 years
Section 504 Student Records	Cessation of services + 5 years
Student Records Referrals Assessments and reevaluation reports Enrollment and eligibility forms Admission, review and dismissal Transitional planning committee documents Individual education plans Transitional plans	Cessation of services + 5 years

***ELIGIBLE STUDENT OR PARENTS OF STUDENT MUST BE NOTIFIED PRIOR TO DESTRUCTION OF RECORDS IN THIS SERIES.**

STUDENT RECORDS-GENERAL POPULATION

Documents	Retention Period
1st Day Packets	2 years
Absentee notes and excuses - convenience copies	1 year

Admit slips from nurse, principal, if child was absent when attendance was recorded	1 year
Birth date documentation	As long as administratively valuable
Copies (after submitting original to administration)	1 year
Correspondence - if related to misc., i.e., post-it notes, memos, notes on scraps of paper -As long as administratively valuable	1 year
Counseling files-at discretion of counselor	1 year
Correspondence - if related to policy	5 years
Custody documents	Child reaches 18 years
Discipline - expulsion	3 years
Discipline - (other than expulsion)	1 year
Drawings (only if special population) prior to 1998-1999 school year	Permanent
Driver's education records	5 Years
Enrollment or registration forms (lpac)	Withdrawal or cessation of services + 7 years
Failing slips	1 year
Final exams - after grades are recorded on the cumm folder	1 year
Fund raising reports	1 year
Grade books (after listing on cumm record)	1 year
Home language survey	Withdrawal or cessation of services + 5 years
Instructional checklists	1 year
Legal documents custody, divorce, adoption	Permanent
Licensing and completion forms	As long as administratively valuable
Memo books	1 year
Notices of concern	2 years
Parental consent letters	As long as administratively valuable
Parental permission letters	cessation of activity + 2 years
Period absentee reports (after listing on cumulative - As long as administratively valuable record)	1 year
Permission slips sent by parent	2 years
Registration and withdrawal information on cumulative folder	Permanent
Requests for recognition of completion documents	As long as administratively valuable
Schedule cards	1 year
Sign in/sign out sheets	3 years
Student academic records (cumulative folders)	Permanent
Student admit books	1 year
Student records	5 Years
Student rosters (if used in lieu of individual student records, other/vise as long as administratively valuable)	5 Years
Teacher plan books	1 year
Testing records recorded on cumulative folder (documentation kept 1 year after posting)	Permanent
Unexpected tardy	1 year
Vocational agriculture, home economics, business education	5 Years

Do not keep after date of withdrawal

*Missing child prevention and identification

*Return to child's parents if possible (19tac61.92)

*Finger print cards

*Photographs

STUDENT HEALTH RECORDS

Documents	Retention Period
Accident reports	5 years up to age 18 or 2 years after student reaches 18 years old
Activity and statistical reports	3 years
Affidavits of medical contraindications	Withdrawal + 2 years
Affidavits of religious conflicts	Withdrawal + 2 years
Annual reports of immunization status	3 years
Correspondence with parents and guardians	2 years
Cumulative health card or record	Withdrawal + 2 years
Emergency cards	As long as administratively valuable
Health screening documentation	As long as administratively valuable
Immunization record	Withdrawal + 2 years
Parents requests and physicians authorizations for specialized health care	Withdrawal + 2 years
Physicians referrals and reports	As long as administratively valuable
Reports to enforcement agencies	2 years
Special health care reports - logs of medications or treatment administered	3 years
Verification from physicians or health agencies of health tests	Withdrawal + 2 years
Verification of mumps or measles illness	Withdrawal + 2 years
Vision, hearing and spinal screening reports	3 years

TRANSPORTATION RECORDS

Documents	Retention Period
Accident and damage reports	3 years
Activity report, daily	2 years
Annual operation cost reports to TEA	Fiscal year end + 5 years
Applications for new transportation programs	Fiscal year end + 5 years
Bus usage reports for extracurricular activities	2 years
Driver's license record checks	Until superseded by an updated version + 2 years
Eligible rider documentation	3 years
Facility maintenance repair and inspection records	3 years
Lost and stolen property reports	Fiscal year end + 3 years
Maintenance and repair records	Life of asset
Medical examination reports	Until superseded by an updated version + 3 years
Pupil transportation reports	3 years
Route descriptions	Until superseded by an updated version + 3 years
Routine cleaning, janitorial and inspection work	1 year
School bus driver training certification verification	3 years
School bus purchase requisitions	Fiscal year end + 5 years
Service request/work orders	2 years

GLOSSARY:

AC

After close

Active Record

A frequent consulted record needed to perform current operations

CE

Calendar Year End: December 31st

Departmental Retention Schedule	A retention schedule limited to records series held by a singular program unit.
Document	A written or printed paper that bears the original, official, or legal form of something and can be used to furnish decisive evidence or information.
FE	Fiscal Year End: August 31.
LA	Life of Asset: Disposal of Asset.
Local Government Record	Any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by a local government or any of its officers or employees pursuant to law, including an ordinance, or in the transaction of public business.
PM	Permanent
Record	Piece of data, in any form, required to be kept as documentation of the organization's decisions, actions and transactions.
Record Copy	Exact copy of a record on which no notes or other memorabilia appear that is used for reference purposes.
Records Series	Group of identical or related records with the same function and retention period that is evaluated as a unit for retention scheduling purposes.
Retention Period	The amount of time a records series must be retained before destruction or archival preservation.
US	Until superseded by an updated version.

If record is discontinued or is no longer required by law, the date of super-session is the date the decision to discontinue the record is made or the law takes effect. If the record relates to an employee, date superseded is the date of termination or last date record is needed regarding employee.