



**ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS**
A DIVISION OF THE ARIZONA SECRETARY OF STATE



**General Records Retention Schedule Issued to:
All Arizona School Districts and Charter Schools
Student Records**

**Schedule Number:
GS-1074**

- Authority:** Pursuant to ARS 41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the required time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.
- Archival Value:** Records designated as Permanent on the retention schedule must not be destroyed (ARS 39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS 41-151.09).
- Disposition:** This schedule is used in conjunction with the Certificate of Records Destruction. All records disposed under this schedule must be reported on the Certificate of Records Destruction, unless transferred to the Arizona State Archives.
- Format:** Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.
- Copies:** Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the Certificate of Records Destruction when they are disposed.
- Supersedence:** **This schedule supersedes General Schedule GS 000-11-53, dated August 30, 2011.**

Records Analyst, Secretary of State: Richard Carroll	State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale
<i>Records Series Electronically Approved in RSM Database</i>	<i>Records Series Electronically Approved in RSM Database</i>
Assistant Director of Archives: Dennis Preisler, Ph.D.	Records Management Officer:
<i>Records Series Electronically Approved in RSM Database</i>	Records series approval on file

RECORDS MANAGEMENT CENTER

1919 West Jefferson Street • Phoenix, Arizona 85009 • <http://www.azlibrary.gov/records> • Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: records@azlibrary.gov

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Schedule Number: GS-1074 Rev. 1

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
21175	Daily Attendance Records Attendance records for the school and not individual student attendance records. This series includes student sign in/out logs.	4 Years	After fiscal year created or received.		8/30/2011
21176	School Registers	4 Years	After fiscal year created or received.		8/30/2011
21177	Certificates of Educational Convenience (CEC)	4 Years	After fiscal year of last attendance.		8/30/2011
21178	Disciplinary Records	4 Years	After fiscal year of last attendance.		8/30/2011
21179	Excused Absence Records	4 Years	After fiscal year created or received.		8/30/2011
21180	Child Abuse Reports	2 Years	After student's 18th birthday.		8/30/2011
21181	Counseling Session Records	4 Years	After fiscal year of last attendance.		8/30/2011
21182	Professional and Working Records	4 Years	After fiscal year of last attendance.		8/30/2011

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
21183	Federal Survey Records	3 Years	After fiscal year created or received.		8/30/2011
21184	Access and Release Records	4 Years	After fiscal year of last attendance.		8/30/2011
21185	Grade Records Class grade books and not individual student's grades.	2 Years	After grades transferred to permanent student records.		8/30/2011
21186	Standardized Test Score Sheets Including AIIMS.	3 Years	After scores transferred to permanent student records.		8/30/2011
21187	Student Activities Records Including extracurricular activities, awards, recommendations, and other related records.	4 Years	After fiscal year of last attendance.		8/30/2011
21188	Pesticide Notification Records	2 Years	After posted to the Tax Roll.		8/30/2011
21189	Health Records Including basic identifying data, general medical history, medical reports, vision and hearing tests, student accident reports, and other related records but does not include immunization records.	3 Years	After fiscal year of last attendance.		8/30/2011

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21190	Immunization Records Card specified by Department of Health Services.	Permanent	Preserve pursuant to ARS 39-101.	ARS 39-101	8/30/2011
21191	Anecdotal Records	4 Years	After fiscal year of last attendance.		8/30/2011
21192	Non-medical Professional Reports Including reports from psychologists, social workers and other related records.	4 Years	After fiscal year of last attendance.		8/30/2011
21193	Student Withdrawal Notices	4 Years	After fiscal year of withdrawal.		8/30/2011
21194	Permanent Student Records Including personal identifying information (name, student identification number, etc.), transcript of final grades, summary of attendance and standardized test scores.	Permanent	Preserve pursuant to ARS 39-101.	ARS 39-101	8/30/2011
21195	Special Education Records Including placement records, referrals, evaluations, testing data and other related records.	4 Years	After fiscal year of final enrollment in program (Parents must be notified prior to destruction of special education records).		8/30/2011

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21196	Special Education Census Records	5 Years	After fiscal year created or received.		8/30/2011
21197	Student Insurance Records	4 Years	After fiscal year of last attendance.		8/30/2011
21198	Student Population Studies	3 Years	After fiscal year created or received.		8/30/2011
21199	Tuition Program Records	4 Years	After fiscal year created or received.		8/30/2011
21200	Affidavits of Intent to Home School Office copy - official copy with County Superintendent of Schools.	4 Years	After fiscal year of last attendance.		8/30/2011
21201	Juvenile Probation Records	3 Years	After student's 18th birthday.		8/30/2011
21202	Registration Records for Students Who Never Attend School	4 Years	After fiscal year created or received.		8/30/2011

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21203	Pre-school Records Students not continuing in school district.	1 Year	After fiscal year of last attendance.		8/30/2011
21204	Composite Test Scores and Growth Models Not scores of individual students but general school and district scores.		After administrative value has ended.		8/30/2011
21205	Annually Updated Records Including computer use agreements and annual questionnaires including residency questionnaire.		After superseded or obsolete.		8/30/2011
21206	All Other Non-permanent Student Records	4 Years	After fiscal year of last attendance.		8/30/2011