

# Local Government Records Retention Schedules

CATEGORY: **EDUCATION (06)** [ Total entries: 69 ]

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## LG-06-046 | Accident Reports, Student or Visitor

**Description:** These records document reports of accidents occurring on school grounds, in the school building, or off-campus while a student participates in a school activity. They contain identifying information about the student, a description of the accident, and actions taken.

**Retention:** 5 years

**Updated:** April 27, 2023

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## LG-06-049A and LG-06-049B | Accreditation Records

**Description:** This schedule includes records for preparing, applying, and re-applying for accreditation from an accreditation association, such as the Southern Association of Colleges and Schools (SACS). Records include self-studies, accreditation review work papers, and certificates of accreditation.

**Retention:** (LG-06-049R) Final report: Permanent; (LG-06-049B) All other records: Retain until next report is issued.

**Updated:** April 27, 2023

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## LG-06-033 | After-School Program Daily Records

**Description:** This series consists of non-financial school records documenting daily attendance and activities of the after-school program, such as attendance, late pick up, etc.

**Retention:** 2 years

**Updated:** April 27, 2023

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## LG-06-014 | Attendance Records for Home-Schooled Students

**Description:** This schedule contains records documenting the required hours of study for home-schooled students.

**Retention:** Retain until student reaches age 18.

**Updated:** April 27, 2023

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## LG-06-007A and LG-06-007B | AYP, School Choice and Permissive Transfers

**Description:** This schedule records requests to transfer schools within a district through permissive transfers or school choice transfer programs.

**Retention:** (LG-06-007A) Approved: Maintain in Student Record; (LG-06-003B) Denied: 3 years

**Updated:** April 27, 2023

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## LG-06-017A and LG-06-017B | Busing Plans and Maps

**Description:** This series includes overall plans designating which neighborhoods are served by each school in the system and showing bus routes used to transport students to and from school. During the latter part of the 20th century and the beginning of the 21st, federal mandates were in place to aid in integrating schools. The mandates are no longer in place.

**Retention:** (LG-06-017A) Plans and Maps: Permanent; (LG-06-017B) Records used to create plans and maps: 25 years

**Updated:** April 27, 2023

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## LG-06-037 | Certificate of Noncompliance-Loss of Drivers License

**Description:** Information provided by the local school system to the Department of Drivers' Services as notification that the individual is not qualified to hold a driver's license based on dropping out of school or lack of attendance.

**Retention:** 3 years

**Updated:** April 27, 2023

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## LG-06-058A and LG-06-058B | Civil Rights Reports

**Description:** Civil Rights Data Collection (CRDC) statistics are reported biannually to the US Department of Education. Schools are required to submit statistical data on race/ethnicity, sex, limited English proficiency, disability, total student enrollment, student proficiency, and educational programs designed to help disadvantaged students succeed. Previous civil rights reporting processes produced final reports.

**Retention:** (LG-06-058A) Final Report: Permanent; (LG-06-058B) All other records: 3 years

**Updated:** April 27, 2023

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## LG-06-001 | Class Rolls

**Description:** This series includes lists of students in each class.

**Retention:** 3 years

**Updated:** April 27, 2023

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## LG-06-044 | Completed and Graded Student Work

**Description:** This series consists of assignments and tests that are not returned to students during the school year.

**Retention:** Return to student or retain until end of school year.

**Updated:** April 27, 2023

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## LG-06-015 | Declarations of Intent, Home School

**Description:** This schedule contains notices by parents or guardians that a child will participate in a home study program.

**Retention:** Retain for useful life.

**Updated:** April 27, 2023

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## LG-06-025 | Department of Drivers' Services Records

**Description:** This series includes records required by the Department of Drivers' Services and includes, but is not limited to, information on classroom instruction and logs of time each student drives.

**Retention:** 3 years

**Updated:** April 27, 2023

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## LG-06-061 | Dropout Reports

**Description:** This schedule contains reports generated to document students who cease attending school.

**Retention:** 5 years

**Updated:** April 27, 2023

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## LG-06-057 | Dual Enrollment

**Description:** This schedule contains individual student files, including the original determination of eligibility.

**Retention:** 3 years and resolution of inconsistencies within a student's record

**Updated:** April 27, 2023

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## LG-06-008 | Educational Department and Program Operational Records

**Description:** This schedule contains documentation of the day-to-day operations of an educational department or program, such as English for Speakers of Other Languages (ESOL), including correspondence and reports.

**Retention:** 5 years

**Updated:** April 27, 2023

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## LG-06-038 | Emergency Contact Information

**Description:** These records are of contact information for individuals who are notified in the event of student accident or illness.

**Retention:** Retain until superseded or until student graduates or leaves district.

**Updated:** April 27, 2023

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## LG-06-030 | Emergency Drills

**Description:** This schedule contains documentation of all emergency drills held on school property, including on school buses.

**Retention:** 3 years

**Updated:** April 27, 2023

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## LG-06-002 | Enrollment Records - Student Did Not Attend

**Description:** This schedule contains records relating to students accepted for enrollment who did not attend school.

**Retention:** 1 year

**Updated:** April 27, 2023

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## LG-06-040 | Family Educational Rights and Privacy Act (FERPA) Notice to Guardians

**Description:** This schedule contains an annual FERPA notice signed by guardians acknowledging that they have received information on FERPA.

**Retention:** 1 year

**Updated:** April 27, 2023

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## LG-06-066 | Federally-Affected Areas Membership Counts

**Description:** This schedule contains reports of the number of students whose parents reside or are employed on federal property.

**Retention:** 5 years

**Updated:** April 27, 2023

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## LG-06-054 | Field Trip Authorizations/Parental Permissions

**Description:** This schedule contains parents' authorization for students to participate in an off-campus school activity.

**Retention:** 2 years

**Updated:** April 27, 2023

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## LG-06-045 | Georgia High School Association Files

**Description:** These records document school participation in the state high school association Athletics Programs. Records in this series include, but are not limited to, annual physical examination and eligibility reports for all student athletes and Emergency Action Plan.

**Retention:** 5 years

**Updated:** April 27, 2023

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## LG-06-009 | Gifted and Talented Program Documentation

**Description:** This schedule contains core documentation about the program's admission criteria and requirements.

**Retention:** Permanent

**Updated:** April 27, 2023

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## **LG-06-027 | Grade Distribution and Failure Reports**

**Description:** This schedule contains a statistical analysis of student grades and attendance.

**Retention:** 3 years

**Updated:** April 27, 2023

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## **LG-06-052 | Grade Reports**

**Description:** This schedule contains reports of test scores and average course grades for individual students.

**Retention:** 1 year after date distributed

**Updated:** April 27, 2023

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## **LG-06-028 | Graduate and Class Ranking Lists**

**Description:** This schedule contains listings of graduates and ranking in class.

**Retention:** Permanent

**Updated:** April 27, 2023

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## **LG-06-016 | Home Schooled Student Extracurricular Participation Files**

**Description:** This schedule contains records documenting homeschooled students' participation in public school extracurricular activities. Records include, but are not limited to, written parental notification of the student's intent to participate in a particular activity, a copy of the student's most recent progress report, and written verification that the student is currently passing all courses, meets all the qualification requirements to participate in the activity.

**Retention:** 5 years

**Updated:** April 27, 2023

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## **LG-06-029A and LG-06-029B | Honor Rolls**

**Description:** This schedule lists students placed on various honor rolls for academic achievement.

**Retention:** (LG-06-029A) Grades K-8: 2 years; (LG-06-029B) Grades 9-12: 5 years.

**Updated:** April 27, 2023

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## **LG-06-010 | Learning Resources Services (GLRS) Files**

**Description:** These records document programs for students with disabilities through the Georgia Learning Resources Services.

**Retention:** 5 years

**Updated:** April 27, 2023

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## **LG-06-048 | Migrant Education Program - Student Records**

**Description:** This schedule contains records of individual students that qualify for the Migrant Education Program. Records include applications, Certificates of Eligibility, annual verification of eligibility status, education records, and student health records.

**Retention:** 4 years after student leaves system

**Updated:** April 27, 2023

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## **LG-06-039 | Pickup Cards**

**Description:** This schedule contains the record of individuals that guardians permit to pick up their student(s).

**Retention:** Retain until the end of the school year.

**Updated:** April 27, 2023

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## **LG-06-064 | Private School Attendance**

**Description:** Non-public schools are required to submit reports on their student enrollment to local superintendents. The reports document the name, age, and residence of each student who attend private school or are home-schooled.

**Retention:** 26 years

**Updated:** April 27, 2023

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## LG-06-069 | Private Tutor Records

**Description:** This schedule contains teaching certificates and other required documentation for individuals who home-school students.

**Retention:** 5 years

**Updated:** April 27, 2023

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## LG-06-024A and LG-06-024B | Public Health Inspection Records

**Description:** This series documents a school's compliance with the Department of Public Health's requirements for food service safety. Records include, but are not limited to, permit applications to the county health department, a Certified Food Safety Manager certificate, and county health inspection reports.

**Retention:** (LG-06-024A) County Health Inspection Reports: 10 years; (LG-06-024B) Permit application and Certified Food Safety Manager Certificate: 1 year after expiration

**Updated:** April 27, 2023

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## LG-06-059 | Race and Ethnicity Forms

**Description:** This schedule contains records documenting the race/ethnicity of individual students within the school system.

**Retention:** 3 years

**Updated:** April 27, 2023

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## LG-06-021 | Receipts of Responsibility for Property

**Description:** These records document school board property temporarily in the use or possession of an employee or student. They include receipts for textbooks and locker assignments issued to students.

**Retention:** Retain 1 year after the item is returned to the property manager.

**Updated:** April 27, 2023

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## LG-06-041 | Requests for Transcripts

**Description:** This schedule contains records documenting requests from current and former students for copies of their records.

**Retention:** 1 year



**Updated:** April 27, 2023

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## **LG-06-019 | Requests to Use School Bus**

**Description:** This schedule contains information about schedules, timing, and distance for individual buses.

**Retention:** 3 years

**Updated:** April 27, 2023

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## **LG-06-063 | Safe and Drug-Free Schools Records**

**Description:** This schedule contains records documenting the activities and initiatives sponsored by this federally-funded program.

**Retention:** 3 years

**Updated:** April 27, 2023

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## **LG-06-060 | Scholarships and Awards**

**Description:** This series documents the selection of outstanding students to receive scholarships.

**Retention:** Retain for useful life.

**Updated:** April 27, 2023

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## **LG-06-020 | School Bus Drivers Physical Exams**

**Description:** This schedule contains physical examinations of bus drivers to ensure that they meet the health requirements to drive a school bus.

**Retention:** 2 years or until replaced with new certificate, whichever is longer.

**Updated:** April 27, 2023

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## **LG-06-018 | School Bus Schedules**

**Description:** This schedule contains information about schedules, timing, and distance for individual buses.

**Retention:** 1 year or until superseded

**Updated:** April 27, 2023

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## LG-06-003A and LG-06-003B | School Censuses

**Description:** This schedule contains a compilation of numbers of school-aged children.

**Retention:** (LG-06-003A) 2012 and Prior: Permanent; (LG-06-003B) Post-2012: Retain for useful life.

**Updated:** April 27, 2023

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## LG-06-013A and LG-06-013B | School Handbooks

**Description:** This schedule contains handbooks documenting school operating procedures; content, objectives, and evaluation criteria for school courses, including adult and community education programs; and behavior policies/codes of conduct. Also included in this schedule are parental and student confirmations of receipt of the materials.

**Retention:** (LG-06-013A) Handbooks: Permanent; (LG-06-013B) Confirmations of receipt: Retain until the end of the school year.

**Updated:** April 27, 2023

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## LG-06-050 | School Psychologist/Psychometrist Student Files

**Description:** This schedule contains records, such as evaluations, created by the school system psychologist or psychometrist.

**Retention:** 5 years

**Updated:** April 27, 2023

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## LG-06-062A, B, and C | School Social Worker and Visiting Teacher Records

**Description:** These records are created by school social workers or visiting teachers, including records related to individual students, such as DFACS referrals, residency verifications, annual reports, threat assessments, and statistical reports of caseload.

**Retention:** (LG-06-062A) Records related to individual students: Retain until student turns 21; (LG-06-062B) Annual reports: 15 years; (LG-06-062C) Periodic reports: 3 years

**Updated:** April 27, 2023

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## LG-06-026A and LG-06-026B | School System Rezoning Records

**Description:** This schedule contains documents relating to revising student attendance zones to maximize the use of school facilities.

**Retention:** (LG-06-026A) Approved Plan: Permanent; (LG-06-026B) All other records: 3 years

**Updated:** April 27, 2023

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## LG-06-032 | Section 504 Plans

**Description:** These records document the school's compliance with Section 504 of the Rehabilitation Act, which requires students with disabilities to receive an appropriate education in the least restrictive environment. These records may include applications, documentation, evaluations of disability, and student 504 plans.

**Retention:** 5 years after the termination of the 504 Plan.

**Updated:** April 27, 2023

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## LG-06-031 | Special Education Program Documentation

**Description:** This schedule contains core documentation of admission criteria and requirements for the Special Education Program.

**Retention:** Permanent.

**Updated:** April 27, 2023

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## LG-06-068 | Standardized Test Results

**Description:** This schedule contains records documenting the administration and Individual students' test results of state-required standardized student testing programs.

**Retention:** 3 years after posting results to student record.

**Updated:** April 27, 2023

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## LG-06-067 | Standardized Test Summary Reports

**Description:** This schedule contains records documenting state-required standardized student test summaries showing overall school or system results.

**Retention:** 10 years.

**Updated:** April 27, 2023

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## LG-06-053 | Student Discipline Records

**Description:** These records document disciplinary actions against individual students while enrolled in the school system. Records may include office referrals, teacher reports, incident reports, Due Process Disciplinary Hearing Files, audio/video recordings, and evidence.

**Retention:** Retain until student turns 22.

**Updated:** April 27, 2023

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## LG-06-004 | Student Excuses

**Description:** Communications from a student's parent or guardian to indicate why the student is absent.

**Retention:** Retain until end of school year.

**Updated:** April 27, 2023

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## LG-06-047 | Student Health Records

**Description:** This schedule contains records documenting student health information, including clinic visits, clinic distribution of medications, Student Health Management Plans, suicide ideation forms, and health exams for extracurricular activities.

**Retention:** 2 years after graduation or date of last attendance

**Updated:** April 27, 2023

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## LG-06-042 | Student Parking Records

**Description:** This schedule contains records documenting students' permission to park a vehicle on campus. This may include vehicle information, tag number, driver's license number, and decal number.

**Retention:** Retain until superseded or student graduates/leaves school.

**Updated:** April 27, 2023

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## LG-06-035A and LG-06-035B | Student Records, District Created

**Description:** This schedule contains the official record of the individual students for their period of enrollment at school.

**Retention:** (LG-06-035A) Transcripts: Permanent; (LG-06-035B) All other documents: 80 years

**Updated:** April 27, 2023

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## LG-06-034 | Student Records, Personal and Non-District Created

**Description:** The records required or presented to the school district while the student is enrolled and those not created by the school district; including birth certification, immunizations, medical, legal, and optional testing records (ACT, SAT, etc.).

**Retention:** Retain 1 year after given to student/parent at graduation or at time of withdrawal or 1 year after student leaves school district.

**Updated:** April 27, 2023

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## LG-06-051 | Student Records, Special Education

**Description:** This schedule contains individual student records for the special education program and occupational and physical therapy programs.

**Retention:** Retain until age 22 and notification of parents.

**Updated:** April 27, 2023

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## LG-06-036 | Student Remediation Files

**Description:** The records document assistance, instruction, and remediation provided to students who fail to pass the high school graduation exam.

**Retention:** 4 years after graduation or last attempt to complete

**Updated:** April 27, 2023

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## LG-06-005 | Student Requests for Early Release from School

**Description:** Requests for early release from school for appointments, work, or travel purposes.

**Retention:** Retain until end of school year.

**Updated:** April 27, 2023

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## LG-06-006 | Student Sign-Out Sheets

**Description:** This schedule records students leaving campus for work, lunch, or other purposes, usually maintained in a log.

**Retention:** Retain until end of school year.

**Updated:** April 27, 2023

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## LG-06-065 | Student Support Services

**Description:** This series covers all student support services, including the Student Support Team (SST), the Multi-Tiered System of Supports (MTSS), and the Early Intervention Program (EIP). These services assist students at risk of falling behind grade-level expectations. Records include students' selection for the program and documentation of assistance.

**Retention:** 2 years after student leaves the school district

**Updated:** April 27, 2023

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## LG-06-055A and LG-06-055B | Teacher Disciplinary Actions

**Description:** This schedule contains records used to investigate complaints against teachers.

**Retention:** (LG-06-055A) Founded: 40 years after settlement of case; (LG-06-055B) Unfounded: 1 year after investigation completed

**Updated:** April 27, 2023

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## LG-06-043 | Teacher Lesson Plans, Student Folders, and Work Files

**Description:** This series documents of teaching plans including subject, class period, activity, and/or project; planning activities; schedules; and teacher's working files on individual students.

**Retention:** 2 years

**Updated:** April 27, 2023

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## LG-06-056A and LG-06-056B | Teacher's Record of Student Attendance

**Description:** This series consists of the attendance register documenting daily attendance in each class.

**Retention:** (LG-06-056A): Pre-1940: Permanent; (LG-06-056B): Post-1940: 2 years

**Updated:** April 27, 2023

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## LG-06-022 | Title I Program Records

**Description:** This schedule contains records documenting the application, receipt, and expenditure of Title I education funds for such programs as Even State, Migratory Children, and Comprehensive School Reform.

**Retention:** 3 years after the financial report for the grant year

**Updated:** April 27, 2023

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## LG-06-023 | Title IIA Program Records

**Description:** The Title II, Part A program is designed to increase student achievement; improve the quality and effectiveness of teachers, principals, and other school leaders; increase the number of teachers, principals, and other school leaders who are effective at improving student academic achievement; and provide students from low-income families and minority students greater access to effective teachers, principals, and other school leaders. This series includes records documenting financial and programmatic records and supporting documents.

**Retention:** 5 years after submission of Completion Report to GA DOE.

**Updated:** April 27, 2023

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## LG-06-012 | Video of Special Education Services

**Description:** This schedule contains video recordings monitoring Special Education classroom instruction, interactions, and monitoring teachers.

**Retention:** 3 months

**Updated:** April 27, 2023

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## LG-06-011 | Vocational Education Program

**Description:** This schedule contains records documenting the operation of vocational education programs.

**Retention:** 5 years

**Updated:** April 27, 2023

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