



**Agency Records Disposition Schedule**

Department: Department of Elementary & Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section: State-Operated Schools

**TITLE:** Biennial Bus Driver Physical Certification

**CUTOFF:** Expiration of Certification

**DESCRIPTION:** Records of the biennial certification that is required for bus drivers. Records include, but are not limited to: certification forms, biennial physical examination records, and copies of driver's commercial driver license. Records created per 162.064 RSMo and 5 CSR 30-261.010(2).

**RETENTION:** Years: 2 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 21913

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024

**TITLE:** Daily Clinic Logs

**CUTOFF:** End of Calendar Year

**DESCRIPTION:** Summary lists of students seen on any given day at the health center. Records include, but are not limited to: patient counts, admissions, and nature of illnesses.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 21894

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024

**TITLE:** Medicaid Services Records

**CUTOFF:** End of State Fiscal Year

**DESCRIPTION:** Documents associated with the provision of Medicaid services. Records include, but are not limited to: progress notes, agreements, remittance, and correspondence.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 21916

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024



**Agency Records Disposition Schedule**

Department: Department of Elementary & Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section: State-Operated Schools

**TITLE:** Register of Legally Blind Students

**CUTOFF:** When Superseded or Outdated

**DESCRIPTION:** Listing of students who meet eligibility requirements as legally blind students. Records include, but are not limited to: student census data, utilization of materials, expenditure comparisons with federal quota accounts, and related records. The Register is created to provide blind students' access to American Printing House for the Blind materials. Records are maintained pursuant to 20 U.S.C. 102(1).

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21877

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024

**TITLE:** School Activity Fund File

**CUTOFF:** End of State Fiscal Year

**DESCRIPTION:** Records documenting transactions and maintenance of activity fund for schools. Records include but are not limited to: monetary gifts, receipts, expenditures, and requests for activity spending.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21878

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024

**TITLE:** School Food Services Program Records

**CUTOFF:** End of State Fiscal Year

**DESCRIPTION:** Records detailing reporting requirements of national school lunch, school breakfast, after-school snack, special milk and donated food programs. Records include, but are not limited to: agreements between food services, local education agencies, and state agency coordinator, monthly food service reports reflecting meals served, attendance data and menus identifying food served for breakfast, lunch and dinner, surplus commodity reports, and food service invoices, requisitions, and receipts. Records created pursuant to 7 CFR Part 210.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21872

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024



**Agency Records Disposition Schedule**

Department: Department of Elementary & Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section: State-Operated Schools

**TITLE:** State Board of Education Trust Fund Records

**CUTOFF:** End of State Fiscal Year

**DESCRIPTION:** Records of trust funds administered by the State Board of Education including the School for the Blind Trust Fund, School for the Deaf Trust Fund, and Handicapped Children's Trust Fund for respective schools. Records include, but are not limited to: investment and donation records, bank statements, and requests for expenditures. Records created pursuant to 162.790 RSMo.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21879

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024

**TITLE:** Student Academic Records

**CUTOFF:** Last Date of Attendance

**DESCRIPTION:** Academic records reporting grade level achievement and academic progress. Records include, but are not limited to: grades, grade point averages, class rank, college prep certificates, and standardized test scores.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:** If school records have been transferred, then the transferring school's record may be destroyed.

**DISPOSITION ACTION:** Destroy

**SERIES:** 21867

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024



**Agency Records Disposition Schedule**

Department: Department of Elementary & Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section: State-Operated Schools

**TITLE:** Student Health Records – Medical Treatments, Behavioral Records, Reports, and Evaluations

**CUTOFF:** Date When Student Reaches Age 23

**DESCRIPTION:** Medical records documenting the health of a student as well as reports and evaluations concerning the cognitive and behavioral functioning of the student. Records include, but are not limited to: school nurse visits, treatments and drug distribution, medical consents, doctor orders, physician releases, physical exam forms, screening reports, immunizations, audiograms or audiology reports, assessments of drug and alcohol use, child abuse and neglect documentation, and medical reports from accidents including diagnosis and hospital records.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 21868

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024

**TITLE:** Student Records - Emergency Contacts

**CUTOFF:** When Superseded or Obsolete

**DESCRIPTION:** Records containing student emergency contact Information. Records include, but are not limited to: student names, addresses, parents or guardian information, doctor names, and hospital preferences.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21881

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024

**TITLE:** Student Records - Non-Academic

**CUTOFF:** Last Date of Attendance

**DESCRIPTION:** Any non-transcript records documenting student performance including, but not limited to: attendance, progress reports, and daily program records.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** For academic records, see series 21867: Student Record - Transcript.

**DISPOSITION ACTION:** Destroy

**SERIES:** 21903

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024



### Agency Records Disposition Schedule

Department: Department of Elementary & Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section: State-Operated Schools

**TITLE:** Student Records - Registration

**CUTOFF:** Last Date of Attendance

**DESCRIPTION:** Records documenting student enrollment in a school. Records include, but are not limited to: admission applications, birth records, referrals, drop out, and transfer information.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:** These records are distinct from the student cumulative record and should be maintained as a separate file.

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 21866

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024

**TITLE:** Student Records - Transportation

**CUTOFF:** When Superseded or Outdated

**DESCRIPTION:** Documentation reporting student ridership and bus-related records. Records include, but are not limited to: routes, driver names, bus numbers, lists of riders by schools and route numbers, student names, grades, ID numbers, distances transported, bus stop locations, and reports generated from the preceding data.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21905

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024

**TITLE:** Student Special Education Records

**CUTOFF:** Date of Last Service

**DESCRIPTION:** Student special education records, with a date of last services on or after July 1, 2023, which reflect specific goals and objectives for the student. Records include, but are not limited to: Individualized Education Programs (IEPs), Individualized Family Service Plans (IFSPs), and 504 Plans. Records maintained pursuant to 167.027 RSMo and 34 CFR 300.624.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** May be destroyed at request of parent per 34 CFR 300.624. For Student Special Education Records with a date of last services prior to July 1, 2023, see series 21886.

**DISPOSITION ACTION:** Permanent

**SERIES:** 24601

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024



### Agency Records Disposition Schedule

Department: Department of Elementary & Secondary Education

Section: Office of Special Education

Division: Learning Services

Sub-Section: State-Operated Schools

**TITLE:** Student Special Education Records - Legacy

**CUTOFF:** When Superseded

**DESCRIPTION:** Student special education records, with a date of last services prior to July 1, 2023, which reflect specific goals and objectives for the student. Records include, but are not limited to: Individualized Education Programs (IEPs), Individualized Family Service Plans (IFSPs), and 504 Plans. Records maintained pursuant to 167.027 RSMo.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** No school district or public school shall destroy a child's most recent student special education record. For Student Special Education Records with a date of last services on or after July 1, 2023, see series 24601.

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 21886

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024

**TITLE:** Student Special Education Records - Supporting Documentation

**CUTOFF:** Date of Last Service

**DESCRIPTION:** Documents that support student special education plans. Records include, but are not limited to: record of access forms, documentation of screenings, program modifications, evaluations plans, notice or consent forms for evaluation, diagnostic summaries, notice or consent forms for placement, and documentation of the provisions of appropriate procedural safeguards. Records maintained pursuant to 2 CFR 200.334.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** HIPAA-Compliant Destruction

**SERIES:** 24602

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024

**TITLE:** Teacher Lesson Plan Files

**CUTOFF:** When Superseded or Outdated

**DESCRIPTION:** Weekly lesson plans and outlines used for course planning and schedule timing. Records include, but are not limited to: teacher plans, programs, and recommendations.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21901

**SERIES STATUS:** Approved

**APPROVAL DATE:**

7/31/2024