

## EDUCATION RECORDS RETENTION PROTOCOL

Key: Calendar (CY), Fiscal (FY), Local Holding Area (LHA), Record Center (RC)

### Youth Files

Schedule #	Record Series Title	Cut off	Current File Area	Action & Reference
90-0013	RYDC & YDC youth regular education files – case closed	School Year	5 years	LHA to end of CY when youth reaches age 23, Destroy. Exception: Retain one copy of Curriculum Course Guides and students' transcripts permanently.
	RYDC & YDC youth special education files – case closed	School Year		
	Grade Reports	5 years	5 years	LHA to end of CY, Destroy
	School Psychologist / Psychometrist Files	5 years	5 years	LHA to end of CY, Destroy
	Special Education program selection and placement requirements documentation	Permanent (as of 1/1/01)	Permanent (as of 1/1/01)	Permanent
	Transcripts and Withdrawal Forms	Permanent	Permanent	Permanent
	Student Transfer Records	4 years	4 years	LHA to end of CY after the transfer, Destroy

### Education Administrative/Management Records

Schedule #	Record Series Title	Cut off	Current File Area	Action & Reference
	School Board appointment records	5 years after expiration of term	5 years after expiration of term	Destroy
	School attendance reports	5 years	5 years	LHA to end of CY, Destroy.
	Class rolls	5 years	5 years	LHA to end of CY, Destroy
	Criterion Reference Test Results	Summaries: 10 years Results: 4 years	Summaries: 10 years Results: 4 years	LHA to end of CY, Destroy
	Curriculum Course Guides	Permanent	Permanent	Permanent
	Graduate Lists	Permanent	Permanent	Permanent
	Requests for Transcripts	1 year	1 year	Destroy
	Safe and Drug Free School Records	3 years	3 years	Destroy
	Standardized Examination Reports	4 years	4 years	Destroy
	Student Support Team files	2 years	2 years	Destroy
	Teacher Program of Work files, Vocational	1 year	1 year	Destroy
	Teacher, Parent, Student Handbooks	Permanent	Permanent	Permanent, Retain 1 copy
	Textbook adoption recommendations	7 years	7 years	Destroy
	Textbook requisition files	3 years	3 years	Destroy
	Vocational Education Program Operational Records	4 years	4 years	Destroy

State of Georgia Common Retention Schedules may be found by visiting:

[http://www.sos.state.ga.us/Archives/who\\_are\\_we/rims/retention\\_schedules/default.html](http://www.sos.state.ga.us/Archives/who_are_we/rims/retention_schedules/default.html)