

**LOCAL AGENCY RECORDS
RETENTION SCHEDULE**

PUBLIC SCHOOL DISTRICT
Facilities
Security

Series	Records Title and Description	Function and Use
L4397	Personal Telecommunications Device Inventory List	This record series is used to document the inventory of personal telecommunications device confiscated by school district security and is used as a control document to know what devices are on hand and their disposition. KRS 158.185 prohibits possession of a personal telecommunications device by a student and allows for confiscation by a peace officer or appropriate school employee. A "personal telecommunications device" means a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including, but not limited to, a paging device and a cellular telephone.
	Access Restrictions	None
	Contents	This record series may contain the student name, school, box number, brand name and number of pager, billing company name and comments as returned or not returned.
	Retention and Disposition	Retain 2 years, then destroy.
L4398	Statistical Investigative Report - Annual	This record series is used to document the statistics for investigations undertaken by school district security personnel for administrative and planning purposes. Information gathered is useful for employment decisions, budget decisions relating to security as well as potential regulations or legislation directed toward these security problems.
	Access Restrictions	None
	Contents	This record series may contain the name of the investigator, numbers of victims, perpetrators, referrals, total incidents, student assaults, teacher assaults, drug/alcohol, extent of injuries and weapon analysis by type of crime.
	Retention and Disposition	Retain Permanently
L4399	Statistical Investigative Report - Monthly	This record series is used to document monthly statistics for investigations undertaken by school district security. It provides current information on security concerns and is accumulated to prepare the annual report. Current or active use is to indicate trends and their location in the district.
	Access Restrictions	None
	Contents	This record series may contain the month, investigator, statistics for victims, perpetrators, referrals, total incidents, teacher assaults, student assaults, drug/alcohol, injuries and their extent, weapon analysis and type of offense.
	Retention and Disposition	Retain 2 years, then destroy.
L6463	Facilities Surveillance Video Recordings	This record series is used to document the activities in public areas and student areas of school district, including schools and other facilities. The cameras usually run 24 hours a day and record all activities in specific areas. Used to record everyday activity by students and school personnel in schools and other facilities. Used to document activities where there may be destruction of property, breaking and entering, or other unlawful acts. These may be used to document athletic and other extra-curricular activities. Recording technology dictates that these are kept short term
	Access Restrictions	20 USC Section 1232g et seq. & KRS 160.700 et seq.
	Contents	This record series may contain video recording of a areas in all school district facilities.
	Retention and Disposition	Retain 10 days, then destroy. If there is an incident being investigated, retain until investigation and legal activity is complete, then destroy.

Kentucky

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
<p>05.34 - Safety Committee Records</p> <p>Records that document the actions of workplace safety committees which oversee or advise on school district safety issues. May include minutes, agendas, exhibits, reports, resolutions, audio recordings, indexes, and related correspondence.</p>	3 years then destroy	Alaska
<p>05.35 - Safety Inspection & Compliance Records</p> <p>Records that document fire and safety inspections of school district equipment and facilities certifying compliance with state and local safety regulations. May include the following inspections: fire, fire alarm, equipment safety, building, environmental, elevator, boiler, or any other relevant inspection. Records may consist of safety inspection reports, schedules of inspections, follow-up actions, related correspondence, and documentation.</p>	5 years then destroy	Also refer to Equipment Records, item #04.05.
<p>05.36 - Student, Employee & Visitor Sign-in/out Logs</p> <p>This records series consists of records documenting student, employee, and visitor entrance/exit into an agency building during and/or after office hours. Logs may require time, date, signature, reason for visit, and location or person visited.</p>	2 years then destroy	
<p>05.37 - Publications</p> <p>Publications that are produced for wide internal or external distribution, including district brochures, pamphlets, studies, proposals, newsletters, proposed instructional materials, and similar materials produced and made available to the public.</p>	PA	Also refer to Program History Files, item #05.14.
<p>05.38 - Surveillance Video Tapes</p> <p>This records series consists of surveillance video tapes created to monitor activities occurring both within and outside of public buildings.</p> <p>Agency should create an internal management policy to determine which images should be retained for further investigation. Tapes may play an integral part in prosecution or disciplinary actions.</p>	30 days then destroy*	* = Provided any necessary images are saved. Recycle as appropriate.

Retention Key

A = Until Audit
 C = Cut-off event/date
 CFY = Current Fiscal Year
 CSY = Current School Year

CY = Current Year
 PA = Permanent (Transfer to Archives)
 T = Termination
 UA = Until administrative need is met

Effective August 14, 2011

Record Number	Record Title	Record Description	Retention Period	Remarks
	REQUISITIONS			
*SD3500-09	SCHOOL BUS SURVEILLANCE VIDEO			
*SD3500-09a	SCHOOL BUS SURVEILLANCE VIDEO (no incident)	Video recorded where no incident occurs.	AV.	Retention Note: The Texas State Library and Archives Commission strongly urges, but does not require, retaining school bus surveillance videos for a minimum of ten school days as recording technology permits.
*SD3500-09b	SCHOOL BUS SURVEILLANCE VIDEO (incident)	Video that records an incident.	30 days after incident resolved or verdict is rendered.	

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National Archives and Records Administration

General Records Schedules

Transmittal No. 22
April 2010

GENERAL RECORDS SCHEDULE 21 Audiovisual Records

This schedule covers audiovisual and related records created by or for agencies of the Federal Government as well as those acquired in the course of business. For audiovisual records that are not described in this schedule, agencies must request disposition authority by submitting a Standard Form (SF) 115, Request for Records Disposition Authority, to the National Archives and Records Administration (NARA) Life Cycle Management Division (NWML).

Audiovisual records include still and motion picture photography, graphic materials, and sound and video recordings. Related documentation includes (1) production files or other files documenting the creation, justification, ownership, and rights to the records and (2) finding aids used to identify or access the records.

This schedule does not cover: (1) cartographic records, (2) remote sensing imagery recorded on film or magnetic tape, or (3) microform copies of textual records. Disposable cartographic records and remote sensing imagery recorded on film are covered by GRS 17; temporary computerized data are covered by GRS 20 and GRS 23; and microform copies of textual records that have been authorized by NARA for destruction need not be separately scheduled, in accordance with 36 CFR 1238.32(b).

This schedule does not include descriptions of permanent or potentially permanent records. Guidance about the identification, maintenance, use, and disposition of potentially permanent audiovisual records is provided in the NARA publication, "Managing Audiovisual Records: An Instructional Guide" and NARA records management regulations at 36 CFR 1235.42, "What specifications and standards for transfer apply to audiovisual records, cartographic, and related records?"

The word "destroy" is used to authorize the destruction of data or information. Erasable media such as audio tape should be reused whenever practical. Silver-bearing photographic film must be destroyed in accordance with 41 CFR 109-45.1003, "Recovery of Precious Metals."

This General Records Schedule authorizes the disposal of certain records without further concurrence from NARA. Agencies are encouraged to include specific series descriptions for such records in their comprehensive schedules while citing the applicable disposition instruction from this General Records Schedule as the authority for destroying the records.

STILL PHOTOGRAPHY

1. Photographs of Routine Award Ceremonies, Social Events, and Activities Not Related to the Mission of the Agency.

Destroy when 1 year old. (N1-GRS-98-2, item 32)

2. Personnel Identification or Passport Photographs.

Destroy when 5 years old or when superseded or obsolete, whichever is later. (N1-GRS-98-2, item 33)

3. Internal Personnel and Administrative Training Filmstrips and Slides of Programs that Do Not Reflect the Mission of the Agency.

Destroy 1 year after completion of training program. (N1-GRS-81-9, item I-3)

4. Reserved.

GRAPHIC ARTS5. Viewgraphs.

Destroy 1 year after use. (N1-GRS-98-2, item 34)

6. Routine Artwork for Handbills, Flyers, Posters, Letterhead, and Other Graphics.

Destroy when no longer needed for publication or reprinting. (N1-GRS-98-2, item 35)

7. Line and Halftone Negatives, Screened Paper Prints and Offset Lithographic Plates Used for Photomechanical Reproduction.

Destroy when no longer needed for publication or reprinting. (N1-GRS-81-9, item II-3)

8. Line Copies of Graphs and Charts.

Destroy when no longer needed for publication or reprinting. (N1-GRS-98-2, item 36)

MOTION PICTURES9. Films Acquired from Outside Sources for Personnel and Management Training.

Destroy 1 year after completion of training program. (N1-GRS-81-9, item III-1)

10. Reserved.

11. Routine Surveillance Footage.

Destroy when 6 months old. (N1-GRS-98-2, item 37)

12. Routine Scientific, Medical, or Engineering Footage.

Destroy when 2 years old. (N1-GRS-98-2, item 38)

13. Reserved.

VIDEO RECORDINGS14. Programs Acquired from Outside Sources for Personnel and Management Training.

Destroy 1 year after completion of training program. (N1-GRS-81-9, item IV-1)

15. Reserved.

16. Rehearsal or Practice Tapes.

Destroy immediately. (N1-GRS-81-9, item IV-3)

17. Internal Personnel and Administrative Training Programs that Do Not Reflect the Mission of the Agency. (These include "role-play" sessions, management and supervisory instruction, etc.)

Destroy 1 year after completion of training program. (N1-GRS-81-9, item IV-4)

18. Routine Surveillance Recordings.

Destroy when 6 months old. (N1-GRS-98-2, item 39)

19. Routine Scientific, Medical, or Engineering Recordings.

Destroy when 2 years old. (N1-GRS-98-2, item 40)

20. Recordings that Document Routine Meetings and Award Presentations.

Destroy when 2 years old. (N1-GRS-98-2, item 41)

21. Reserved.

AUDIO (SOUND) RECORDINGS