

Records Management Information

Including Destruction and/or Storage of Records through Harris County
Department of Ed. (HCDE)

Contents

1. [Records Retention Schedules](#)

[Link to Retention Schedules](#)

2. [Serious Side to Records Management](#)

3. [Off-Site Records Management Services & HCDE Forms](#)

[Link to HCDE Forms](#)

4. [Boxes](#)

5. [Barcode Labels](#) *(for storage of records at HCDE)*

6. [Request Pick-up of Records through Risk Management](#)

7. [Records Management Binder](#)

8. [Cumulative Record of Achievement](#)

9. [Examples of Completed HCDE Forms](#)

1. Records Retention Schedules

There are 5 different retention schedules. The schedules state how long records must be kept. The most frequently used schedules are GR and SD.

EL: Records of Elections and Voter Registration
(Election and records of candidacy)

GR: Records Common to All Local Governments
(Administrative, financial, personnel/ payroll support services and information technology records)

PS: Records of Public Safety Agencies
(Police, Fire, EMS, ME, etc.)

SD: Records of Public School Districts
(Academic, FERPA, special populations, attendance, student health, instruction, grading, discipline, counseling, adult and vocational education, drivers education, accreditation, child nutrition, textbook, transportation, school safety, financial, personnel and staffing, miscellaneous and library records)

TX: Records of Property Taxation

Link to retention schedules (if the schedule links do not work, copy and paste this link into Google Chrome):

<https://www.aldineisd.org/about/departments/finance-department/risk-management-department/records-retention-schedules/>

A. From the schedule's Table of Contents, find the Part which contains the type of record being reviewed.

Table of Contents

Part 1: Student Academic Records	page 7
Part 2: Family Educational Rights and Privacy Act Records	page 10
Part 3: Records of Special Populations and Services	page 12
Section 3-1: Special Education Program Records	page 12
Section 3-2: Bilingual and Special Language Program Records	page 14
Section 3-3: Gifted/Talented Program Records	page 14
Section 3-4: Section 504 Program Records	page 15
Section 3-5: Dyslexia Program Records	page 15
Section 3-6: Migrant Student Record Transfer System (MSRTS) Records	page 15
Section 3-7: Other Special Populations Records	page 17
Part 4: Attendance Records	page 18
Part 5: Student Health Records	page 20
Part 6: Instruction and Grade Reporting Records	page 23
Part 7: Discipline and Counseling Records	page 24

[Return to top of document.](#)

- B. The schedules provide record descriptions and required retention periods. Make certain to read the Remarks, if any:

PART 1: STUDENT ACADEMIC RECORDS

Retention Note: Any records in this part (e.g., enrollment cards) created for students who enroll or register in a school district, but who do not subsequently attend classes need be retained only as long as administratively valuable.

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3200-01	ACADEMIC RECORDS			
SD3200-01a	ACADEMIC RECORDS	The academic achievement record or its equivalent used to record academic achievement in grades 9-12.	PERMANENT.	By regulation – 19 TAC §74.5.
*SD3200-01b	ACADEMIC RECORDS	Cumulative record of achievement in grades Pre-K through 8.	Date of withdrawal + 5 years.	Retention Note: Academic records of K-8 student receiving 9-12 course credit must be maintained PERMANENTLY.
SD3200-02	BIRTH DATE DOCUMENTATION	Copies of birth certificates, church records, bible records, passport or immigration records, or other documents used to establish a date of birth.	AV.	
SD3200-03	CUSTODY DOCUMENTS	Copies of court instruments relating to adoption, guardianship, or custody.	Until the student is 18 or date of withdrawal + 2 years, whichever sooner.	Retention Note: It is an exception to the retention period given that a court order superseded by a subsequent order (e.g., a change in guardianship) need be retained only as long as administratively valuable.

- C. Abbreviations used in the retention schedules:

ABBREVIATIONS USED IN THIS SCHEDULE

AV - As long as administratively valuable
CE - Calendar year end
CFR - Code of Federal Regulations
FE - Fiscal year end
TAC - Texas Administrative Code
US - Until Superseded
LA – Life of Asset

[Return to top of document.](#)

2. Serious Side to Records Management

Destruction of records contrary to the retention schedules is a Class A misdemeanor, and, a 3rd degree felony under certain circumstances

Anyone destroying government records without legal authorization may also be subject to **criminal penalties & fines**.

[Return to top of document.](#)

3. Off-Site Records Management Services & HCDE Forms*

The district is part of the Harris County Department of Education Records Management Cooperative. HCDE assists the district with storage and destruction of records.

Forms are needed to clearly advise HCDE what action should be taken with district records. Forms:

- A. Client Service Request Form - completed with every records transaction

<https://drive.google.com/file/d/1vCcr8Qzmgu8TfngJfh3iG78Zp4nEcsox/view>

- B. New Box Transfer Form - completed when records are to be stored at HCDE

https://drive.google.com/file/d/1NY2fsoAzv7Y6vnYO-n_Wbfu9_q5fBWOf/view

- C. Destruction Certificate - completed when records are to be shredded by HCDE.

https://drive.google.com/file/d/1WK_TfKzLQKjFPaWc9iN1xALBZOzrJrsi/view

At least two forms will be completed each time records are sent to HCDE:

- 1) Client Service Request Form, and,
- 2) New Box Transfer Form and/or Destruction Certificate

*Examples of completed forms can be found at the end of this document ([see #9](#)).

[Return to top of document.](#)

4. Boxes

Storage - HCDE boxes should be purchased when records are to be sent to *storage*. HCDE boxes are available through stock. Complete the information on the front of the box (this will be the same information listed on transfer form).

Storage – HCDE Box



Destruction - Records that are to be immediately *destroyed* can be placed in any box that closes. Copy paper boxes are an excellent choice. (There is no preprinted place to write records information on the box. Simply place one copy of the destruction certificate inside the box and tape one copy to the top.)

Destruction – Any Box that Closes

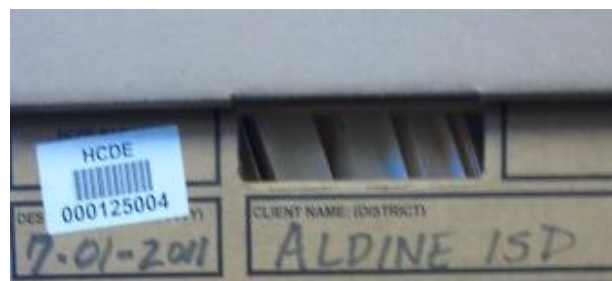
(Approximately the size of copy paper box)



[Return to top of document.](#)

5. Barcode Labels (for *storage of records at HCDE*)

Barcode labels are provided by HCDE for records that are to be stored. The barcode label is to be placed on the top left portion of the HCDE box and the corresponding line on the HCDE records transfer form. If you need additional labels, email Risk Management (281-985-7171): riskmanagement@aldineisd.org



[Return to top of document.](#)

6. Request Pick-up of Records through Risk Management

Email a scanned copy of completed forms to riskmanagement@aldineisd.org so that a pick-up can be initiated with HCDE. Risk Management can be reached at 281-985-7171.

It is important to note that each time HCDE comes to your location to pick up records, they charge at least \$20. Therefore, as good stewards of the district's funds, coordinate with all departments at your location to have records picked up at the same time.

[Return to top of document.](#)

7. Records Management Binder

Each location should designate one person to be responsible for its records storage and destruction history. Copies of all records center transfer forms and destruction certificates should be given to this individual so that information regarding your location's records is centralized.

[Return to top of document.](#)

8. Cumulative Record of Achievement (Report Cards)

- A. The state requires that cumulative records of achievement (report cards) in grades Pre-K through 8 be kept for 5 years from the date of withdrawal. (Please note that “cum folders” may contain cumulative records of achievement *and* a variety of other records. Cum folders must be kept for the longest retention period required for any of the documents maintained within the folder.)

1. Cumulative records of achievement (report cards) in grades Pre-K through 8 that can be destroyed June 30, 2020*:

2014-2015 and prior

*(Retention Note: Academic records of K-8 students receiving 9-12 course credit must be maintained permanently.)

2. Cumulative records of achievement (report cards) in grades Pre-K through 8 that can be transferred to storage:

2015-2016; destruction date June 30, 2021

2016-2017; destruction date June 30, 2022

2017-2018; destruction date June 30, 2023

2018-2019; destruction date June 30, 2024

- B. Academic achievement records (transcripts) in grades 9-12 are permanent.

Contact HCDE for imaging services

Phyllis Gage

pgage@hcde-texas.org

Telephone: 713-694-9022

Worth Repeating:

“Cum Folders” contain many different types of records. Review the retention schedule to identify retention periods for all records filed in cum folders. Cum folders (or any other types of files) must be kept for the longest retention period identified. As an example, Cumulative Health Cards or Records must be kept for “Date of withdrawal + 7 years, or until the student’s 21st birthday, *whichever later.*”

[Return to top of document.](#)

9. Examples of Completed HCDE Forms



HARRIS COUNTY DEPARTMENT OF EDUCATION RECORDS MANAGEMENT SERVICES COOPERATIVE

Client Service Request Form

Order Type <input checked="" type="checkbox"/> Normal (Regular) <input type="checkbox"/> Emergency (Rush) Work Order # _____													
Client Name: Aldine ISD	Date: _____												
Requested by: Campus or Location Name	Contact Name: _____												
Department: _____	Department: _____												
Address: _____	Delivery / Pickup Address: _____												
Phone No. : _____	Phone No. : _____												
Email: _____	Email: _____												
Special Instructions: Boxes Located in.....													
<input checked="" type="checkbox"/> New material <i>Check for Storage</i> <input type="checkbox"/> Return material <input checked="" type="checkbox"/> Destruction <i>Check for Destruction</i> <input type="checkbox"/> Scanning <input type="checkbox"/> Request material <input type="checkbox"/> Request a fax / email <input type="checkbox"/> Box purchase	<table border="1"> <thead> <tr> <th>Description</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td>New boxes</td> <td>3 # for storage</td> </tr> <tr> <td>Entire box</td> <td>3 # for destruction</td> </tr> <tr> <td>Individual File (re-files)</td> <td></td> </tr> <tr> <td>Interfiles (new to file)</td> <td></td> </tr> <tr> <td>Boxes for scanning</td> <td></td> </tr> </tbody> </table>	Description	Quantity	New boxes	3 # for storage	Entire box	3 # for destruction	Individual File (re-files)		Interfiles (new to file)		Boxes for scanning	
Description	Quantity												
New boxes	3 # for storage												
Entire box	3 # for destruction												
Individual File (re-files)													
Interfiles (new to file)													
Boxes for scanning													

Retrieval Request *

Client Box No.	Range By: Date-Alpha-Numeric	Contents Record Name	HCDE Barcode
*This section is used only when calling files or boxes back from HCDE			

I confirm that I understand cum folders, and all other folders, may contain a variety of records. I further confirm that the retention schedules have been reviewed and the destruction dates represent the longest retention period required for any of the records found within each folder and box/container. I am aware that the destruction of school district records contrary to the retention schedules may subject an individual to criminal penalties and fines.

Principal/Dept. Head Signature _____
Date _____

In an effort to serve you better, please send all requests to csd@hcde-texas.org.

Phone ☎ (713) 694-9022 * Fax ☎ (713) 694-9242

Descriptions of the records should contain A) complete dates and B) titles that anyone could understand.



**HARRIS COUNTY DEPARTMENT OF EDUCATION
RECORDS MANAGEMENT SERVICES COOPERATIVE**

NEW BOX TRANSFER FORM

HCDE WORK ORDER NUMBER

CLIENT NAME: (DISTRICT)	Aldine ISD	DEPARTMENT NAME:	Campus or Location Name
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HCDE Barcode	Client Box No.	Range By: Year Date- Alpha- Numeric	Contents Record Name	Destroy Date
000393866	1	2018-2019	Cum Folder A-H	6/30/2024
000393867	2	2018-2019	Cum Folder I-Q	6/30/2024
000393868	3	2018-2019	Cum Folder R-Z	6/30/2024

Info should be written on HCDE box.

Make sure barcode labels are placed on the correct box.

WORK ORDER NUMBER	NUMBER OF BOXES	3
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I acknowledge that 1) folders, including "cum" folders, contain a variety of records, 2) boxes must be kept for the longest retention period required for any of the documents contained within them, and, 3) retention schedules have been reviewed and the destruction date(s) listed above are correct.

Principal/Department Head Signature _____ **Date** _____



HARRIS COUNTY DEPARTMENT OF EDUCATION
RECORDS MANAGEMENT SERVICES COOPERATIVE

DESTRUCTION CERTIFICATE

HCDE WORK ORDER NUMBER

CLIENT NAME: (DISTRICT)	Aldine ISD	DEPARTMENT NAME:	Campus or Location
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The records listed below are authorized for destruction. There are no pending lawsuits or open records requests.

Department/School Representative/Title: Preparer's Name and Signature
Printed name & signature Date

CONTENTS DESCRIPTION AND RANGE	NUMBER OF BOXES
Cum Folders A - H; 2014-2015	1
Cum Folders I - Q; 2014-2015	1
Cum Folders R - Z; 2014-2015	1
TOTAL BOXES TO BE DESTROYED	3

Make 2 copies:
Tape 1 to the top of of the box
Place 1 inside of the box

I acknowledge that 1) folders, including "cum" folders, contain a variety of records, 2) boxes must be kept for the longest retention period required for any of the documents contained within them, and, 3) retention schedules have been reviewed and the destruction date(s) listed above are correct.

Principal or Department Head must sign

Date:

Principal/Department Head (RMO) Signature

[Return to top of document.](#)