

# **Schedule 10**

# **LOCAL SCHOOL DISTRICTS**

**May 24, 2018**

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

|  |                               |
|--|-------------------------------|
| SCHEDULE                               | <b>10</b>                     |
| AGENCY, BOARD OR COMMISSION            | <b>LOCAL SCHOOL DISTRICTS</b> |
| DIVISION, BUREAU OR OTHER UNIT         |                               |
| Supersedes Edition of February 1, 1989 |                               |

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

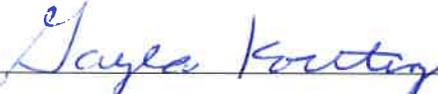
**PART I – AGENCY STATEMENT:**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

|           |   |
|-----------|---|
| SIGNATURE |  |
| TITLE     | <i>Executive Director</i>   |
| DATE      | <i>5-2-18</i>   |

**PART II – APPROVAL OF STATE ARCHIVES:**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

|           |   |      |                  |
|-----------|---|------|------------------|
| SIGNATURE |  | DATE | <i>5/16/2018</i> |
|-----------|---|------|------------------|

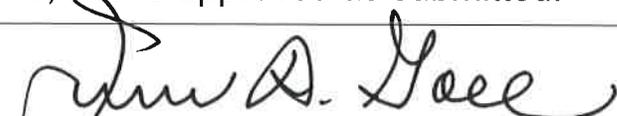
**PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:**

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

|           |   |      |                |
|-----------|---|------|----------------|
| SIGNATURE |  | DATE | <i>5/23/18</i> |
|-----------|---|------|----------------|

**PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

|           |   |      |                |
|-----------|---|------|----------------|
| SIGNATURE |  | DATE | <i>5/24/18</i> |
|-----------|---|------|----------------|

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This retention schedule, which is approved by the State Records Administrator, provides your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying this schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives**. The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Nebr. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

Contact a Records Management Specialist in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or the Records Management Specialist in Records Management. They will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

## SCHEDULE 10 LOCAL SCHOOL DISTRICTS

May 24, 2018

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

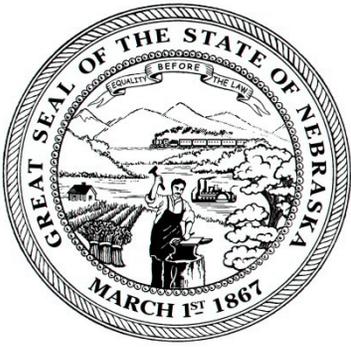
Supersedes Edition of February 1, 1989

| ITEM NUMBER | RECORD TITLE   | DESCRIPTION/EXAMPLES   | RETENTION   | REFERENCE/COMMENTS  |
|-------------|--|--|---|---|
| 10-31       | ADMISSION CERTIFICATES<br>NONRESIDENT  |  |   | Obsolete  |
| 10-1        | ADULT BASIC EDUCATION<br>RECORDS-APPLICATION FOR<br>APPROVAL OF ADULT<br>EDUCATION FUNDING | Application in response to a request for proposal (RFP) for federal funding. The proposal describes the needs and objectives of the adult basic education program. The proposal also includes activities, procedures and proposed cost of the program and serves as a contract for the receipt and expenditure of funds. | 5 years or maximum of 10 years if no audit has been performed   |   |
| 10-2        | ADULT BASIC EDUCATION<br>RECORDS-CLAIMS AND<br>REPORTS FOR APPROVED<br>APPLICATIONS        | Includes semi-annual claims for reimbursement and progress reports, evaluation reports, final claims for reimbursement, final report and project abstract.   | 5 years or maximum of 10 years if no audit has been performed   |   |
| 10-3        | ADULT BASIC EDUCATION-<br>ATTENDANCE RECORDS   | Attendance records of adults who receive basic skills training for any grade level. High school credit towards a diploma is not given for this training although it may prepare the student to take the G.E.D. exam.   | 5 years   |   |
| 10-4        | ADULT EDUCATION<br>RECORDS-ADULT<br>ALTERNATIVE HIGH SCHOOL<br>ATTENDANCE RECORDS          | Attendance records of adults who are enrolled to gain credits toward a diploma.  | <b>ORIGINAL RECORD:</b> Permanent; OR transfer to durable medium and destroy originals<br><b>SECURITY MICROFILM:</b> Transfer to Secure Storage<br><b>MICROFILM WORK COPY:</b> Permanent<br><b>DURABLE MEDIUM COPIES:</b> Permanent |   |
| 10-5        | ADULT EDUCATION<br>RECORDS-ADULT<br>EDUCATION CLASS<br>SCHEDULE                            | Schedules of Adult Education Classes   | After end of academic year  |   |
| 10-6        | CHILD NUTRITION  | Child Nutrition files including financial statements, fees, commodities, applications, receipts, claims for reimbursement analysis and production records, program records, verification records, etc.   | 5 years or maximum of 10 years if no audit has been performed   |   |
| 10-15       | FEDERAL APPLICATION<br>PROGRAM RECORDS   | Federal Application program records include: applications, award letters, claims for reimbursement, enrollment totals form and attendance, official notice of eligibly, evaluations, proposals, approvals, budget forms, financial statements, etc.  | 5 years or maximum of 10 years if no audit has been performed   | <ul style="list-style-type: none"> <li>• These application are also called Applications for Approval of Programs</li> </ul> |

| ITEM NUMBER | RECORD TITLE  | DESCRIPTION/EXAMPLES   | RETENTION  | REFERENCE/COMMENTS   |
|-------------|---|--|--|--|
| 10-67       | FINANCIAL RECORDS   | All financial records created or received by school districts  | 7 years  | Education Department General Administrative Regulation (EDGAR)   |
| 10-72       | HIGH SCHOOL YEAR BOOKS  | High school yearbooks published annually by individual schools, grades 9 through 12 or 7 through 12.   | Permanent- 1 copy  | Contact State Archives before any year books are transferred out of the school, or if the school is closed or merged with another district   |
| 10-32       | REPORT OF SCHOOL FIRE DRILL TO STATE FIRE MARSHAL OF NEBRASKA | School official's report of the monthly fire drill which is required by statute.   | 2 years  |  |
| 10-37       | REPORTS TO AND FROM STATE DEPARTMENT OF EDUCATION             | School Districts reports filed with the Nebraska Department of Education. These records include Annual Fall Reports in the fall of enrollment, staff data and of general financial data. Also included is a secondary school class schedule. Forms include: Fall Personnel Report (NDE 0214), Fall Curriculum Report (NDE 0215), School District Membership Reports (NDE 0216, 0217), State Aid Supplement (NDE 0217-second page), ESU/School District Personnel Report, Reports of receipts and expenditures, Reports of Compliance, Yearly EEOC and National Center for Education Statistics of the U.S. Department of Education, limited English proficient student enrollment report, child's transportation reimbursement application, report of last payment of state aid, grade by grade fall membership report, dropout/returned report. | Final reports are retained by Nebraska Department of Education. School districts are responsible for retaining all records used to complete each report under each records specific record series. (i.e. receipts and invoices must be retained under 10-67 Financial Records)           | 84-1202 (6)<br>School Districts are not required to retain a copy of the final report. Any working papers that do not fall under another retention series used to create the report can be disposed of upon completion of the report using 24-89 |
| 10-33       | RETIREMENT REMITTANCES  |  |  | See Schedule 24-41   |
| 10-34       | SCHOLARSHIP APPLICATION FORMS AND RELATED RECORDS             | Includes application forms, letters of recommendation, transcripts and correspondence.   | ORIGINAL RECORD: Permanent; OR, transfer to durable medium and destroy originals pursuant to section 10-6<br>SECURITY MICROFILM: Transfer to Secure storage<br>MICROFILM WORK COPY: Permanent<br>DURABLE MEDIUM COPIES: Permanent<br>NON-RECIPIENTS: 1 year after scholarship is awarded | NOTE: All information except the name of the recipient of the scholarship (and the names of auxiliaries) is confidential information. See Section 84-712 et seq., R.R.S. 1943  |
| 10-58       | STUDENT RECORDS-CLASS ROSTER                                  | List of students enrolled in a specific course or class and used as working papers by the teacher. This information might also be found in TEACHER GRADE BOOKS.  | 5 Years  |  |

| ITEM NUMBER | RECORD TITLE                               | DESCRIPTION/EXAMPLES   | RETENTION   | REFERENCE/COMMENTS  |
|-------------|--|--|---|---|
| 10-59       | STUDENT RECORDS-DIRECTORY INFORMATION      | May include the following information relating to a student: the student's name, address, telephone number, date and place of birth, major field study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment, degrees and awards received, the most recent previous educational agency or institution attended by the student and other similar information.  | <b>ORIGINAL RECORD:</b> Permanent; OR, durable medium and destroy originals pursuant to section 10-6 upon the student's graduation or after a 3 year continuous absence from school<br><b>SECURITY MICROFILM:</b> Transfer to State Archives<br><b>MICROFILM WORK COPY:</b> Permanent<br><b>DURABLE MEDIUM COPIES:</b> Permanent            | NOTE: Certain requirements must be met before information can be released, see 34 CRF 99.37 |
| 10-60       | STUDENT RECORDS-DISCIPLINARY RECORDS       | Disciplinary records are to be maintained separately from academic records and are to be CONFIDENTIAL and withheld from unauthorized persons.  | <b>Destroy all DISCIPLINARY RECORDS after the student's 3 year continuous absence from school</b>   | See Section 79-4, 157, R.R.S.   |
| 10-61       | STUDENT RECORDS-PERMANENT STUDENT RECORDS  | The items listed below are examples of the types of records which would be included in the student's permanent record. The list is not meant to be all encompassing. Permanent student records may include:<br>1. Student's social security number<br>2. Summary attendance records<br>3. Grade level completed<br>4. Transcript of classes taken with grades and credits received<br>5. Record of date and of type of inoculations and health examinations which are given to the class or student body as a whole<br>6. Record of participation in officially recognized school activities and sports<br>7. Signatures of people who are required to sign for access to permanent student records and statement of purpose for such access<br>8. Student's or student's parents' written consent of release of permanent student records | <b>ORIGINAL RECORD:</b> Permanent; OR, durable medium and destroy originals pursuant to section 10-6-10 upon the student's graduation or after a 3 year continuous absence from school<br><b>SECURITY MICROFILM:</b> Transfer to secure offsite storage<br><b>MICROFILM WORK COPY:</b> Permanent<br><b>DURABLE MEDIUM COPIES:</b> Permanent | NOTE: These records are confidential  |
| 10-62       | STUDENT RECORDS-REPORT CARDS (SCHOOL COPY) | School copy of grade report given to each student.   | <b>Dispose of after information is transferred to student's permanent record</b>  |   |
| 10-63       | STUDENT RECORDS-SCHOOL ATTENDANCE RECORDS  | School's record of student's specific attendance during a school year which includes days present and days absent.   | <b>Dispose of after summary information is transferred to student's permanent record</b>  |   |
| 10-64       | STUDENT RECORDS-SPECIAL EDUCATION RECORDS  | All records of students in special education programs including financial records and individual student records.  | <b>5 years after no longer needed to provide services for the student or after 20 years, whichever is sooner</b>  | See 34 CFR 300  |

| ITEM NUMBER | RECORD TITLE                                      | DESCRIPTION/EXAMPLES  | RETENTION   | REFERENCE/COMMENTS |
|-------------|---|---|---|--------------------|
| 10-65       | <b>STUDENT RECORDS-SUBSIDIARY STUDENT RECORDS</b> | <p>The items listed below are examples of the types of records which would be considered subsidiary student records. The list is not meant to be all encompassing. Subsidiary student records may include:</p> <ol style="list-style-type: none"> <li>1. Results of standardized achievement, aptitude, ability, interest and intelligence tests</li> <li>2. Early entrance to Kindergarten</li> <li>3. Protocols of tests administered to the class or student body as a whole</li> <li>4. Psychological examination reports</li> <li>5. Diagnostic education evaluations</li> <li>6. School social worker's case study reports</li> <li>7. School Educational Specialists' Report</li> <li>8. Truancy reports</li> <li>9. Final reports by non-school special consultants</li> <li>10. Correspondence concerning student</li> <li>11. Educational, medical and family histories and data particular to individual students</li> <li>12. Data summary reports</li> <li>13. Transcripts of school hearings concerning students (non-disciplinary)</li> <li>14. Student's or student's parents' written consent of release of subsidiary student records</li> <li>15. Parents' written consent permitting special examination of their child</li> <li>16. Anecdotal records</li> <li>17. Signatures of people who are required to sign for access to subsidiary student records and statement of purpose for such access</li> <li>18. Extra copies of permanent student records (confidential record)</li> <li>19. Limited English Proficient Individual Student data</li> </ol> | <b>Dispose of all SUBSIDIARY STUDENT RECORDS upon the student's graduation or after the student's 3 year continuous absence from school</b> |                    |
| 10-67       | <b>STUDENT RECORDS-TEACHER PLAN BOOKS</b>         | Teacher's record of lesson plans, assignments and tests during a school year.   | <b>Dispose of when no longer of reference value</b>   |                    |
| 10-36       | <b>TEACHER CERTIFICATES</b>                       | Copy of each teacher's Nebraska Teaching Certificate. The certificate is each teacher's license to teach which shows areas of specialization and the levels for which the person is prepared.   | <b>After teacher is no longer employed by the district or after superseded, whichever is sooner.</b>  |                    |



# NEBRASKA SECRETARY OF STATE RECORDS DISPOSITION REPORT

Send to: Records Management Division  
 440 S. 8<sup>th</sup> Street, Suite 210  
 Lincoln, NE 68508-2294 402-471-2559  
[sos.recordsmanagement@nebraska.gov](mailto:sos.recordsmanagement@nebraska.gov)

Approved records retention schedules serve as the legal authority to dispose of records regardless of the media on which they reside. Nebraska revised statute §84-1212.02 requires agencies to report records dispositions on forms provided by the State Records Administrator. Use this form to meet that requirement.

|   |             |
|---|-------------|
| <b>1. AGENCY &amp; DIVISION</b>   |             |
| <b>2. SCHEDULE NUMBER(S) ONLY- AGENCY SPECIFIC SCHEDULE OR GENERAL RECORDS SCHEDULE</b>   |             |
| <b>3. RECORD MEDIUM</b><br>PAPER <input type="checkbox"/> ELECTRONIC <input type="checkbox"/> OTHER <input type="checkbox"/> _____  |             |
| <b>4. FINAL DISPOSTION METHOD</b>   |             |
| <b>5. VOLUME OR FILE SIZE OF RECORDS DISPOSED</b>   |             |
| <b>6. OPTIONAL DETAILS FOR ELECTRONIC AND PAPER RECORDS</b> (list whatever level of detail you will want to keep for future use to document what specifically you deleted/destroyed): |             |
| <b>7. SIGNATURE</b><br>PRINTED NAME _____<br><br>SIGNATURE _____  | <b>DATE</b> |

## INSTRUCTIONS

1. Enter the agency and division.
2. Enter the records schedule number(s) that provide authority to dispose of records. The schedule number is either the agency specific schedule and/or the general records schedule. If you are disposing of records from the general records schedule, enter either 24 for local agencies or 124 for state agencies.
3. Choose the record medium being disposed of.
4. Please describe how final disposal was accomplished such as trash, recycled, shredded, deleted, etc.
5. For paper records, report the total volume of records disposed. One standard size storage box (15x10x12) is one cubic foot. For electronic records, report the total file size deleted. An estimate of total volume is fine.
6. Use the optional information area to list the level of detail you want to keep for future use to document what specifically was deleted/destroyed.
7. Sign and date the form and send it to the Records Management Division at the address above. Retain a copy for your records in accordance with schedule 24-71 for local agencies and 124-100 for state agencies.