

WYOMING SCHOOL DISTRICTS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
Central School District Administration		
Board of Education - Superintendent of Schools		
8790	Agendas of Board Meetings	One copy permanent with the Board minutes, destroy copies at discretion.
16184	Agreements Between School Board and Employee Units	Retain 3 years after superseded, then destroy at discretion.
8792	Annual School District Report	Retain 5 years, then destroy at discretion.
16185	Audits/Reports of Examination by State Examiner or Independent Accounting Firm and Approval Statements	Retain 5 years, then destroy at discretion.
16186	Bid and Other Legal Notices	Retain 5 years, then destroy at discretion.
8788	Board of Education Policy Manual	Permanent in school district or transfer to State Archives.
8794	Calendars, School District	Retain 3 years, then destroy at discretion.
8807	Certificate of Transfer	Retain until graduation or through age 22, then destroy at discretion.
16187	Computer Operating System Data	Retain until system to which data relates is obsolete, then destroy at discretion.
16188	Correspondence, General	Retain 3 years, then evaluate for legal, administrative, or historical value for transfer to the State Archives and destroy remainder at discretion.
16189	Curriculum Guides	Destroy at discretion when superseded.
8791	Docket File	Permanent in school district or transfer to State Archives or microfilm and destroy.
16190	Emergency Operating Plan	Destroy at discretion when superseded.
16191	Enrollment Sheets	Retain 3 years, then destroy at discretion.
16192	Fall Report of Staff and Certification Status Report	Retain 3 years, then destroy at discretion.

WYOMING SCHOOL DISTRICTS

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16193	Inventory Records and Reports - Originals and Duplicates	Retain <u>input records</u> until verified against the printout/inventory report, then destroy at discretion. Retain printout / <u>inventory report</u> until superseded, then destroy at discretion.
Central School District Administration		
Board of Education - Superintendent of Schools (Cont'd)		
<u>Property Records:</u>		
16194	Non-Expendable Property Records (Includes description, identification numbers, date of acquisition, source and percentage of funding, ownership, location, cost, and disposition data)	Retain 5 years after final disposition of property, then destroy at discretion.
16195	Job Descriptions	Retain 3 years after superseded, then destroy at discretion.
16196	Machine Readable Records/Data Files	Retain the same period of time as the documents containing the same information have been retained or approved for disposal, unless the data have been printed, or the same records are available and can be easily referenced, then destroy the data files at discretion.
16197	Master Plan Document and Status Report	Retain 3 years after superseded, then destroy at discretion.
16198	Minimum Competency Objectives and Tests	Retain 3 years after superseded, then destroy at discretion.
8789	Minutes of the Board of Education	Permanent in school district or transfer to the State Archives.
16199	Newspaper Announcements of Board Meeting	Retain 3 years, then destroy at discretion.
16200	Principals' Enrollment Reports	Retain 3 years, then destroy at discretion.
16201	Publications, Reference	Destroy when obsolete, superseded, or no longer needed.
8801	Pupil Retention and Acceleration Reports	Retain until graduation or age 22, then destroy at discretion.
16202	Pupil's Attendance Record Card	Retain 3 years, then destroy at discretion.

WYOMING SCHOOL DISTRICTS

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8808	Pupil's Permanent Record Card (Includes pupil's cumulative record card)	Permanent in school district or transfer to the State Archives after graduation or age 22 or microfilm and destroy.
16203	Reports of Pupils Dropped and Entered	Retain 3 years, then destroy at discretion.
16204	Reports of Students Received from Out of the School District	Retain 3 years, then destroy at discretion.

**Central School District Administration
Board of Education - Superintendent of Schools (Cont'd)**

Property Records: (Cont'd)

8795	Requisitions for Materials	Destroy at discretion.
16205	Rules and Regulations	File 1 copy with the county clerk for permanent retention. Destroy remaining copies at discretion after superseded.
8793	Salary Schedules	Retain 3 years, then destroy at discretion.
8800	School Report of Deaths	Permanent in school district or transfer to the State Archives.
16206	Staff Development Plan	Retain 3 years after superseded, then destroy at discretion.

Business and Fiscal Records

8824	Application for Permit to Construct Access Road	Retain through the life of the building, then destroy at discretion.
16207	Bank Books	Retain 5 years, then destroy at discretion.
16208	Bank Statements	Retain 5 years, then destroy at discretion.
16209	Bid Information and Requests for Proposals	Retain 5 years, then destroy at discretion.
16210	Budget Allocation Sequence Ledger	Retain 5 years, then destroy at discretion.
16211	Budget List and Reports	Retain 5 years, then destroy at discretion.

WYOMING SCHOOL DISTRICTS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
8827	Budget, School District's Annual	Retain 3 years, then destroy at discretion.
16212	Check Posting Ledger	Retain 5 years, then destroy at discretion.
16213	Check Register - General Expenditures and Payroll	Retain 5 years, then destroy at discretion.
16214	Checks and/or Warrants	Retain 5 years, then destroy at discretion.
 Business and Fiscal Records (Cont'd)		
8819	Construction Contract, School	Retain through the life of the building, then destroy at discretion.
8816	Debt Service Records	Retain through the life of the bond issue plus 1 year after examination, then destroy at discretion.
16215	Elementary Schools' Activities and Organizations' Financial Reports	Retain 5 years, then destroy at discretion.
16216	Employee Time Sheets	Retain 5 years, then destroy at discretion.
16217	Homebound Instruction Report	Retain 3 years, then destroy at discretion.
16218	Investment Collateral Records, School District	Retain 2 years from date of release of collateral, then destroy.
16219	Investment Records, School District	Retain 2 years from date of maturity, then destroy at discretion.
16220	Junior and Senior High School Student Activity Fund Checks	Retain 5 years, then destroy at discretion.
16221	Junior and Senior High School Student Activity Fund Deposit Slips	Retain 5 years, then destroy at discretion.
16222	Junior and Senior High School Student Activity Fund Purchase Orders	Retain 5 years, then destroy at discretion.
16223	Junior and Senior High School Student Activity Fund Vouchers	Retain 5 years, then destroy at discretion.
16224	Notice of Final Settlement - Legal Advertisement	Retain 5 years, then destroy at discretion.

WYOMING SCHOOL DISTRICTS

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16225	Payroll Deduction Register	Retain 5 years, then destroy at discretion.
16226	Payroll Information Records	Retain 5 years, then destroy at discretion.
16227	Petition for Annexation	Retain 5 years, then destroy at discretion.
8817	Plans and Specifications for School Construction	Retain through the life of the building, then destroy at discretion.
16228	Purchase Orders/Vouchers	Retain 5 years, then destroy at discretion.
16229	Purchase Orders/Vouchers, Duplicates	Destroy at discretion.
Business and Fiscal Records (Cont'd)		
16230	Receipt Books	Retain 5 years, then destroy at discretion.
8996	Retirement Reports, Monthly	Destroy at discretion.
16231	School Activity Fund Accounting Records	Retain 5 years, then destroy at discretion.
16232	School District Funds Accounting Records	Retain 5 years, then destroy at discretion.
8825	School Foundation Program Report and Annual Pupil Transportation Expenditures Report	Retain 3 years, then destroy at discretion.
16223	Transportation/Maintenance of Isolated Pupils (WDE 108)	Retain 3 years, then destroy at discretion.
8822	Utility Easement	Retain through the life of the building, then destroy at discretion.
16234	Zoning Certificate	Retain 3 years, then destroy at discretion.
90-73	Insurance Policies	Retain 2 years after expiration, then destroy, provided no claims are pending.

WYOMING SCHOOL DISTRICTS

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Personnel		
16235	Applicant's Interview Card	Retain 2 years if not hired, then destroy at discretion.
16236	Applications for Employment and Attachments	Retain 2 years if not hired, then destroy at discretion.
16237	Elementary-Secondary Staff Information Report (EEO-5) and Supporting Documentation	Retain 5 years, then destroy at discretion. Whenever a charge or other action is filed, retain 5 years after final disposition, then destroy at discretion.
16238	Employee Personnel Files	Retain all essential information intact for 5 years after employee departure, then purge and destroy all non-permanent information. The following information is considered permanent and shall be either held permanently by the school district, transferred to State Archives, or microfilmed and destroyed: salary and position classification data, social security number, date and place of birth, retirement number, date of employment, and date of separation.
05-439	Employee Performance Evaluation/Appraisal Reports	Retain 5 years after termination of employment, then destroy. (Supersedes AR1# 8860 and #16239)
16240	Teacher Contracts	Retain 5 years after separation, then destroy at discretion.
94-649	Student Employee Personnel Files	Retain 3 years after termination, then destroy.
Food Services		
16241	Annual Agreement/Policy Statement with Attachments	Retain 5 year after completion of school year, then destroy at discretion.
8878	Applications and Approval Records for Free and Reduced Price Meals	Retain 5 years after completion of school year, then destroy at discretion.
8891	Cash Deposit Records	Retain 5 years after completion of school year, then destroy at discretion.

WYOMING SCHOOL DISTRICTS

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8880	Claims for Reimbursement	Retain 5 years after completion of school year, then destroy at discretion.
Food Services (Cont'd)		
8889	Commodities Received Report	Retain 5 years after completion of school year, then destroy at discretion.
16242	Expenditure Records Non-Profit Food Service	Retain 5 years after completion of school year, then destroy at discretion.
8885	Food Inventory Sheets	Retain 5 years after completion of school year, then destroy at discretion.
16243	Health Inspection Reports	Retain until superseded, then destroy at discretion.
16244	Income Records - Non-Profit Food Service	Retain 5 years after completion of school year, then destroy at discretion.
16245	Income Verification records	Retain 5 years after completion of school year, then destroy at discretion.
8886	Lunch Count Control	Retain 5 years after completion of school year, then destroy at discretion.
8887	Lunch Tickets and Register	Retain 5 years after completion of school year, then destroy at discretion.
16246	Meal Production Records	Retain 5 years after completion of school year, then destroy at discretion.
16247	Meal/Milk Count Control Sheets	Retain 5 years after completion of school year, then destroy at discretion.
8882	Monthly Report of Income from Lunches	Retain 5 years after completion of School year, then destroy at discretion.
16248	Record of Appeal/Hearing	Retain 5 years after completion of school year, then destroy at discretion.
16249	School Lunch/Breakfast Menus	Retain 5 years after completion of school year, then destroy at discretion.
8890	USDA Commodity Inventory	Retain 5 years after completion of school year, then destroy at discretion.

WYOMING SCHOOL DISTRICTS

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Transportation Services		
8845	Accident Report	Retain 5 years, then destroy at discretion.
16250	Accident Report - Fatalities	Permanent or transfer to State Archives.
16251	Bus Emergency Evacuation Drills	Retain 3 years, then destroy at discretion.
8839	Bus Misconduct Reports to Parents	Destroy at discretion.
16252	Bus Transportation Report (WDE-620)	Retain 3 years, then destroy at discretion.
16253	Daily School Bus Pre-Trip Inspection	Retain through current school year, then destroy at discretion.
8843	Driver Trip Sheet	Destroy at discretion
8840	Radio Log	Destroy at discretion, unless litigation is pending.
8844	Record of Pupils Transported	Retain 1 year, then destroy at discretion.
16254	School Bus Driver Physical Examination	Retain as long as driver is employed, then destroy at discretion.
16255	School Bus Safety Inspection (WDE-622)	Retain for life of vehicle, then destroy at discretion.
16256	Vehicle Insurance Policies	Destroy when superseded.
8841	Vehicle Service Record	Retain through the life of the vehicle, then destroy at discretion.
Pupil Records		
16257	Home-Based Educational Program Curriculum	Permanent
16258	Log of Children Referred for Special Services	Retain 3 years, then destroy at discretion.
16259	Log of Homebound Students	Retain 3 years, then destroy at discretion.
16260	Pre-school Testing/Readiness Tests	Retain 6 months, then destroy at discretion.
97-121	Suspected Abuse Records (Unsubstantiated)	Retain 5 years after last activity, then destroy.

WYOMING SCHOOL DISTRICTS

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Pupil Records (Cont'd)		
97-122	<p>Pupils Permanent Record Card, Cumulative Record Card, and/or Superintendent's Record Card</p> <p>(Includes, but not limited to, name, date, and place of birth; sex; student identification number; social security number; grade level; home address and telephone number; parent or guardian name, address, phone number, and business phone; date of graduation; marital status; health and immunization information, standardized achievement scores and any other test scores used to determine mastery of standards; attendance data; course enrollment; grades and credits earned; grade point average; and class ranking.</p>	<p>Permanent in school district, transfer to State Archives after graduation or age 22, or microfilm and destroy. For students who leave the district before graduating, transfer a copy of the card to the student's new school, retain original and transfer it to State Archives after 3 years, or microfilm and destroy.</p> <p>(Supersedes AR-1 #8808).</p>
97-123	<p>Special Education Students Records -(Dropped) (Relates to students who have moved or are no longer in district's school system).</p>	<p>Retain 3 years, then destroy.</p> <p><u>NOTE:</u> See also Permanent Record Card.</p>
97-124	<p>Special Education Student Records - Graduates or 21 years of age.</p>	<p>Retain 1 year after student graduates or reaches age 21, then destroy after notification to parent/guardians, unless litigation is pending or unless the parent/guardian requests earlier destruction of all records, and the district no longer requires the records (U.S.C.F.R. 300.573).</p> <p><u>NOTE:</u> See also, Permanent Record Card. If the school district determines that a specific file needs to be permanently maintained, that file may be sent to the State Archives or microfilmed and destroyed.</p> <p>(Supersedes AR-1 #16263).</p>
97-125	<p>Special Education Student Records - Inactive</p>	<p>Retain 5 years, then destroy after notification to parent/guardians unless litigation is pending or unless the parent/guardian requests earlier destruction of the records and district no long requires the records (U.S.C.F.R. 300.573).</p> <p><u>NOTE:</u> See also Permanent record Card.</p> <p>(Supersedes AR-1 #16263).</p>
97-126	<p>Cumulative Records of Deceased Students</p>	<p>Retain 1 year, then destroy providing no litigation is pending, and Pupils Record Card is retained permanently.</p>

WYOMING SCHOOL DISTRICTS

<u>AR#</u>	<u>TITLE OF RECORDS</u>	<u>RETENTION SCHEDULE</u>
Pupil Records (Cont'd)		
97-127	Student's Cumulative Folder (These files relate to high school graduates, when they have graduated or reached the age of 21).	Permanent. Upon the student's graduation or when the student reaches the age of 21, purge and destroy all non-permanent information. The following information is considered permanent and shall be transferred to State Archives or microfilmed and destroyed, if not included on the Permanent Record Card: name, date, and place of birth; sex; student identification number; social security number; grade level; home address, and telephone number; parent or guardian name, address, phone number, and business phone; date of graduation; marital status; health card, standardized achievement scores and any other test scores used to determine mastery of standards; attendance data; record of immunizations; course enrollment; grades and credits earned; grade point average; class ranking; request-for-access records; and information on the destruction of Special Education Records, if completed. (Supersedes AR-1 #16261 and #16263).
97-128	Student's Cumulative Folder - Dropped (Elementary and Secondary) NOTE: This retention schedule also pertains to students who transfer to another school. It has been recommended that copies of a student's record should follow the student, as grade information is useful when placing students into math and English classes, and information may be needed for graduation purposes.	Retain 3 years, then destroy providing Permanent Record Card is maintained. If the Records Card is not complete or is not maintained, and the file folder contains the same information as listed for the Record Card or cumulative record (see above), then retain the folder or transfer only the folder to the State Archives after 3 years, and destroy the contents. <u>Note:</u> If health and immunization information is not recorded on the file folder or the Pupil's Permanent Record Card, those health records may be transferred with the file folder or respective Records Card. (Supersedes AR-1 #16262).
97-129	Individual Educational Plan (IEP) (Front Page)	Retain 5 years with the removal of personally identifiable information, then destroy.
97-130	Test Protocols	Retain 3 years, then destroy.

WYOMING SCHOOL DISTRICTS

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Pupil Records (Cont'd)		
97-131	Quarterly Membership reports	Retain 3 years, then destroy.
16264	Personal Professional Files (Includes notes, clinical diagnoses or various memory aids kept by an individual professional to provide better, more accurate delivery of services to a student, and which is not disclosed or shown to anyone else)	Destroy at discretion of person maintaining file.
11-001	Student Health Records	Retain 5 years after age of majority and destroy. Retain Immunization records permanently or transfer to the Wyoming State Archives.

WYOMING SCHOOL DISTRICTS

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Elementary, Junior High, and Senior High Schools		
16265	Accident Report, Fatalities	Permanent or transfer to State Archives.
16266	Accident Report, Major	Retain 5 years, then destroy at discretion.
16267	Accident Report, Minor	Retain 1 year, then destroy at discretion.
16268	Annual Evacuation Drill reports	Retain 3 years, then destroy at discretion.
16269	Contract Between School and Registered Official	Retain through current school, then destroy at discretion.
16270	Elevator Inspection Report	Retain until superseded, then destroy at discretion.
16271	Fire Drill Records	Retain 3 years, then destroy at discretion.
16272	Fire Inspection Report	Retain 3 years, then destroy at discretion.
16273	Fire Marshal's Certificates of Occupancy/Compliance	Display permanently.
16274	Foreign Exchange Student Eligibility Request	Retain 1 year, then destroy at discretion.
8876	High School Application for Sanction of Non-Athletic Interstate Event	Retain through current school year, then destroy at discretion.
8873	High School Application for Sanction of Interstate Athletic Event	Retain through current school year, then destroy at discretion.
8874	High School Application for Sanction of Multiple Interscholastic Activity	Retain through current school year, then destroy at discretion.
8872	High School Contract for Interscholastic Games and Events	Retain for term of the contract, then destroy at discretion.
8871	High School Hotel-Motel Report	Retain through current school year, then destroy at discretion.
8869	High School Master Eligibility Certificate	Retain through current school year, then destroy at discretion.
8868	High School Wrestling Weight Certification and Eligibility	Retain through current school year, then destroy at discretion.

WYOMING SCHOOL DISTRICTS

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8870	High School Wrestling Weight Permit	Retain through current school year, then destroy at discretion.
Elementary, Junior High, and Senior High Schools (Cont'd)		
8859	Permission for Activity and Field Trips	Retain through current school year, then destroy at discretion.
16275	Petition for Waiver of Semester and Transfer Rules	Retain 1 year, then destroy at discretion.
8855	Principal's Attendance Report	Destroy at discretion.
8853	Quarterly Attendance Report (School Copy)	Destroy at discretion.
16276	Record of Transfer	Retain until students graduate, then destroy at discretion.
16277	Report of Students received from Outside the School District (School Copy)	Retain 3 years, then destroy at discretion.
8857	Request for Use of School Facility With Approval/Disapproval	Retain 1 year, then destroy at discretion.
16278	School (Class) Schedule	Retain 3 years, then destroy at discretion.
16279	Swimming Meet Sheet and Qualifying Report	Retain through school year, then destroy at discretion.
8866	Teacher's Grade Book	Retain 5 years, then destroy at discretion.
Miscellaneous Records - Internal and Operational Records (Disposition Numbers: 8996, 16280*, and 16281*)		
	Accumulative Count of Handicapped Children	Destroy at discretion.
	Activities Calendars	Destroy at discretion.
*	Activity Report for Curriculum Materials	Destroy at discretion.
*	Administrative Staff Memorandums	Destroy at discretion.
	Administrator's Image Questionnaire	Destroy at discretion.
	Annual Buildings and Grounds Report	Destroy at discretion.
	Applications for Homebound Instruction	Destroy at discretion.

WYOMING SCHOOL DISTRICTS

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	Applications for Subscription Agreements	Destroy at discretion.
	Articulation Data Sheet	Destroy at discretion.
	Attendance Reports to Parents	Destroy at discretion.
Miscellaneous Records - Internal and Operational Records (Cont'd)		
	Audiologist's Worksheets	Destroy at discretion.
	Auditory Test Summaries	Destroy at discretion.
	Authorization for Administration of Oral Medication and Release of Liability	Destroy at discretion.
	Authorizations to Deposit Net Pay in Checking Account	Destroy at discretion.
	Biological Calibration Record of the B.C. System	Destroy at discretion.
	Bond Fund Summary	Destroy at discretion.
	Books to be Rebound List	Destroy at discretion.
	Budget by Schools	Destroy at discretion.
	Bus Pupil Load Schedule	Destroy at discretion.
	Calibration Record of the Speech Audiometer	Destroy at discretion.
	Central Duplicating Requisitions	Destroy at discretion.
	Computer Coding Cards	Destroy at discretion.
	Cumulative Record of Administration of Oral Medicine	Destroy at discretion.
	Cumulative Record of Parent-Teacher Conferences	Destroy at discretion.
	Custodial - Maintenance Monthly Absence Report	Destroy at discretion.
	Custodial - Maintenance Monthly Overtime Report	Destroy at discretion.
	Custodian's Vacation Schedule	Destroy at discretion.

WYOMING SCHOOL DISTRICTS

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	Daily Absentee Record of Transportation Employees	Destroy at discretion.
	Daily Attendance Report of Custodial and Maintenance Employees	Destroy at discretion.
Miscellaneous Records - Internal and Operational Records (Cont'd)		
	Daily Fleet Record	Destroy at discretion.
	Daily Service Record - Vehicles Other Than Buses	Destroy at discretion.
	Daily tally Sheet of the Instructional Materials Center	Destroy at discretion.
	Disciplinary Referral Reports	Destroy at discretion.
	Driver and Bus Identification Cards	Destroy at discretion.
	Ear Care for Normal ears - Guideline for Teachers and Parents on the Care of the Ears	Destroy at discretion.
	Edit Lists (Tapes)	Destroy at discretion.
	Elementary School After School Sports and Intramural Schedule	Destroy at discretion.
	Elementary School Teacher's Daily Schedule	Destroy at discretion.
	Employee's Attendance Record Card	Destroy at discretion.
	First Aid for Hearing Aids - Guidelines for Teachers and Parents on the Problem of Children's Hearing Aids	Destroy at discretion.
	Form Letter to Parents Regarding Participation in Throat Culture Program	Destroy at discretion.
	General notice of Rights to Parents	Destroy at discretion.
	Grocery Storeroom Supply and Issue Record	Destroy at discretion.
	Health Care Progress Notes	Destroy at discretion.
	Hearing Aid Guideline for Teachers and Parents	Destroy at discretion.

WYOMING SCHOOL DISTRICTS

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	Hearing Conservation Program Notices	Destroy at discretion.
	Hearing Examiner's Worksheet	Destroy at discretion.
	High School Deficiency Report to Parents	Destroy at discretion.
	High School Parking Lot or Driving Violations Reports	Destroy at discretion.
Miscellaneous Records - Internal and Operational Records (Cont'd)		
	Homebound Monthly Time Sheets	Destroy at discretion.
	Intermediate Grades Reading Record	Destroy at discretion.
	Kindergarten Screening Summary	Destroy at discretion.
	Maintenance Monthly Work Order Reports	Destroy at discretion.
	Master Bus Schedule	Destroy at discretion.
	Monthly Absence Reports	Destroy at discretion.
	Monthly Fleet Record of Pupils Transported	Destroy at discretion.
	Monthly Inventory of Food on Hand	Destroy at discretion.
	Monthly Mileage Report for Food Service Personnel	Destroy at discretion.
	Monthly Mileage Report of Miles Driven by School Personnel	Destroy at discretion.
	Monthly Summaries of Estimated Revenue	Destroy at discretion.
	Monthly Summary of General Fund Expenditures	Destroy at discretion.
	Notification of Referral for Special Education	Destroy at discretion.
	Observation/Conference Data Report	Destroy at discretion.
	Outside Employment Information for School Personnel	Destroy at discretion.
	Parent Notifications - No Handicapping Condition	Destroy at discretion.

WYOMING SCHOOL DISTRICTS

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	Parent's Request for Class Assignments When Pupil is Absent	Destroy at discretion.
	Parent-Teacher Conference Report	Destroy at discretion.
	Parent-Teacher Conference Guide	Destroy at discretion.
	Parents Complaints Concerning School Personnel	Destroy at discretion.
Miscellaneous Records - Internal and Operational Records (Cont'd)		
	Parents' Permission Slip for Activity and Field Trips	Destroy at discretion.
	Parents' Permission Slip for Intramural Participation	Destroy at discretion.
	Position Bid Sheet for Custodial, Maintenance, and Transportation	Destroy at discretion.
	Principals' Notices and Bulletins	Destroy at discretion.
	Principals' Weekly Enrollment Reports	Destroy at discretion.
	Principals' Weekly Enrollment Summary	Destroy at discretion.
	Professional Leave Requests	Destroy at discretion.
	Referral Procedures for Special Services	Destroy at discretion.
	Referral to Health Unit for Treatment of Strep Throat	Destroy at discretion.
	Registration Bulletins	Destroy at discretion.
	Repair or Moving Orders	Destroy at discretion.
	Report of Attendance for Tuition Pupils	Destroy at discretion.
	Report of Hearing Evaluations	Destroy at discretion.
	Report of School System Test Average	Destroy at discretion.
	Report of Speech and Hearing Evaluations	Destroy at discretion.
	Request for Limited Term Leave	Destroy at discretion.

WYOMING SCHOOL DISTRICTS

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	Requests for School and Class Field Trips	Destroy at discretion.
	Requisitions for Audio-Visual Equipment and Materials	Destroy at discretion.
	Requisitions for Instructional Materials	Destroy at discretion.
	Requisitions to the Instructional Materials Center	Destroy at discretion.
Miscellaneous Records - Internal and Operational Records (Cont'd)		
	Retention and Acceleration Reports	Destroy at discretion.
	Roster of Audio logic Evaluations	Destroy at discretion.
	S.I.S.I. Worksheet	Destroy at discretion.
	Salary Schedules Copies	Destroy at discretion.
	School Bell Schedule	Destroy at discretion.
	School Report on Detentions	Destroy at discretion.
	School Request for Capital Outlay	Destroy at discretion.
	School Transportation Requests	Destroy at discretion.
	School's Payroll Sheet for Hourly Employees	Destroy at discretion.
	Scoliosis Screening Reports	Destroy at discretion.
	Secondary School's Master Class Schedule	Destroy at discretion.
	Special Notices to Parents	Destroy at discretion.
	Speech Progress Report to Parents and Teachers	Destroy at discretion.
	Speech Therapy Class Rosters	Destroy at discretion.
	Speech Therapy Progress Reports to Parents	Destroy at discretion.
	Speech Therapy Resumé	Destroy at discretion.
	Stockroom Requisition Recap Sheets	Destroy at discretion.
	Storeroom Requisitions	Destroy at discretion.

WYOMING SCHOOL DISTRICTS

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	Student Admit to Class Slips	Destroy at discretion.
	Student Check-Out Form	Destroy at discretion.
	Student Class Register Card	Destroy at discretion.
	Student Count for Special Education	Destroy at discretion.
	Student Tardy Slips	Destroy at discretion.
	Student's Hearing Re-Evaluation Card	Destroy at discretion.
	Students' Class Enrollment Requests	Destroy at discretion.

WYOMING SCHOOL DISTRICTS

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Miscellaneous Records - Internal and Operational Records (Cont'd)		
	Suggestions to Teachers who have Hard of Hearing Children in their Classes	Destroy at discretion.
	Summary Speech Therapy Report	Destroy at discretion.
	Supervisors' Requests for Personnel Action	Destroy at discretion.
	Teacher's Book Record Sheet	Destroy at discretion.
	Teacher's Checklist of Pupil's Use of Hearing Aid	Destroy at discretion.
	Teacher's Commendation Report	Destroy at discretion.
	Teacher's Daily Class Schedule	Destroy at discretion.
	Teachers' Enrollment Sheets	Destroy at discretion.
	Teacher's Grade Distribution Report	Destroy at discretion.
	Teacher's Plan Book	Destroy at discretion.
	Teacher's Quarterly Attendance Report	Destroy at discretion.
	Teacher's Referral to the School Nurse	Destroy at discretion.
	Teacher's Requests for Transfer in Assignment	Destroy at discretion.
	Teachers' Sabbatical Requests	Destroy at discretion.
	Teacher's Student Eligibility Reports	Destroy at discretion.
	Telegram and Long-Distance Telephone Calls Log	Destroy at discretion.
	Tone Decay Worksheets	Destroy at discretion.
	Vision Screening Reports	Destroy at discretion.
	Worksheets for Developing Performance Standards	Destroy at discretion.

WYOMING SCHOOL DISTRICTS

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TITLE OF RECORDS

RETENTION SCHEDULE

Federal, State, or Privately Funded Education Programs

16282 Program Records

This schedule applies to, but is not limited to, the following current and inactive programs and to programs that may be initiated in the future: Adult Education; Bilingual Education (Title VII); Chapter 1, ECIA Educationally Deprived Children (School Districts); Chapter 1, ECIA Handicapped; Chapter 1, ECIA Migrant Education; Chapter 1, ECIA Neglected and Delinquent Children; Drug Free Schools; Education Programs - Direct Grants Administered by the U.S. Dept. of Education; Education for Economic Security Act; Food Distribution; Homeless Assistance Act; Immigration Reform and Control Act of 1986; Improving School Programs - State Block Grants; Johnson O'Malley Act; Joint Training Partnership Act (JTPA); National Diffusion Network; National School Lunch Program; Refugee Assistance; School Assistance in Federally Affected Areas - Construction; School Assistance in Federally Affected Areas - Maintenance and Operation; Special Milk Program; Title VI-B, Education of the Handicapped - Early Education; Title VI-B, Education of the Handicapped - Personnel Training; Title VI-B, Education of the Handicapped - State Grant; Title VI-B, Education of the Handicapped - State Plan Grant; Vocational Education.

For records not scheduled separately, retain 5 years from date of final expenditure report or annual financial status report, then destroy. If any litigation, claim or audit is started before the expiration of the 5 year period, the records shall be retained until all litigations, claims, or audit findings involving the records have been resolved.