

## State Agencies' Retention/Disposition Schedule S7:

**FULL-TIME POST SECONDARY PROGRAMS IN VOCATIONAL-TECHNICAL SCHOOL SYSTEMS**

<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
<b>ADMISSION RECORDS</b>			
<b>S7-010</b>	a. Acceptance Letters	5 years after student leaves the school district	destroy <sup>1</sup>
<b>S7-015</b>	b. Advanced Placement Records	5 years after student leaves the school district	destroy <sup>1</sup>
<b>S7-020</b>	c. Applications	5 years after student leaves the school district	destroy <sup>1</sup>
<b>S7-025</b>	d. Entrance Examination Reports	5 years after student leaves the school district	destroy <sup>1</sup>
<b>S7-030</b>	e. Foreign Student Forms	5 years after student leaves the school district	destroy <sup>1</sup>
<b>S7-035</b>	f. Interview Reports	5 years after student leaves the school district	destroy <sup>1</sup>
<b>S7-040</b>	g. Transcripts	5 years after student leaves the school district	destroy <sup>1</sup>
<b>CUMULATIVE RECORDS</b>			
<b>S7-050</b>	a. Academic Achievement	50 years after student leaves the school district	destroy <sup>1</sup>
<b>S7-055</b>	b. Attendance <sup>2</sup>	50 years after student leaves the school district	destroy <sup>1</sup>
<b>S7-060</b>	c. Basic Biographical Information	50 years after student leaves the school district	destroy <sup>1</sup>
<b>S7-065</b>	d. Pre and Post Test Scores	6 years after student leaves the school district	destroy <sup>1</sup>
<b>S7-070</b>	e. Letters of Recommendation	3 years after student leaves the school district	destroy <sup>1</sup>
<b>S7-080</b>	<b>DISCIPLINARY RECORDS (Referrals and Action)</b>	3 years after student leaves the school district	destroy <sup>1</sup>
<b>S7-090</b>	<b>FINANCIAL AID RECORDS</b>	5 years after student leaves the school district	destroy <sup>1</sup>
<b>S7-100</b>	<b>GRADE BOOKS<sup>3</sup></b>	current, plus 1 year	destroy <sup>1</sup>

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<b>Item Number</b>	<b>Record Series Title</b>	<b>Minimum Retention Required</b>	<b>Disposition</b>
	<b>HEALTH INFORMATION</b>		
<b>S7-110</b>	a. Accident Reports	6 years after student leaves the school district	destroy <sup>1</sup>
<b>S7-115</b>	b. Adult physical forms (including Hepatitis B)	6 years after student leaves the school district	destroy <sup>1</sup>
<b>S7-120</b>	c. Bloodborne Pathogen (Hepatitis B) Exposure Incident Report	50 years after leaving school district	destroy <sup>1</sup>
<b>S7-125</b>	d. Emergency health information	until superceded, or until student leaves the school district	destroy <sup>1</sup>
<b>S7-130</b>	e. Records of Immunization <sup>4</sup>	6 years after student leaves the school district	destroy <sup>1</sup>
<b>S7-140</b>	<b>POLICY AND PROCEDURE MANUALS</b>	permanent; revise as required. Keep old policy and procedures separately	retain permanently
<b>S7-150</b>	<b>SECTION 504 RECORDS<sup>5</sup></b>	6 years after student leaves the school district	destroy <sup>1</sup>

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<sup>1</sup> Vocational-technical schools may destroy records only after receiving the signed approval form (RC-108, rev. 1/99) from the Office of the Public Records Administrator. Retention periods established on this schedule are minimum retention requirements. Records may be retained for longer periods of time. For other vocational-technical records not covered in this schedule, follow the municipal schedule M8-Education records but continue to use form RC-108 to request permission to destroy records.

<sup>2</sup> This refers to the attendance record posted to the cumulative records; other attendance records should be maintained for six (6) years after the student leaves the school district.

<sup>3</sup> Any student records maintained by the district that has personally identifiable information must have an access log that is maintained with the records for the same retention period as required for the record.

<sup>4</sup> This can be a copy of the student's immunization record.

<sup>5</sup> Section 504 of the Rehabilitation Act of 1973.