



Fairbanks North Star Borough School District

Records Retention Schedule for Student Records

Records Management Office

If you have any questions please call Marquese Allen in Records Management at 452-2000 X11238

Kept @ School / Dept
Send downtown for Microfilming
District Retention

STUDENT:	YRS	Yes / No	YRS	Remarks
Permanent Records Card (includes attendance record)	5	Yes	60	
Requests for Records	5	Yes	60	Last request / from last sch.
Transfer / Withdrawal Form	5	Yes	60	Last received
Birth Certificate	5	Yes	60	
Health / Shot Record	5	Yes	60	
Picture and Test Score card	5	Yes	60	
ASVAB Military Test	5	Yes	60	
The following are the records we shred after 5 years:				
Enrollment Forms	Discipline - Student File	Special Education Records		
Bilingual Records	Court papers	Discipline - OSS Forms		
Report Cards	Drawings	Student Testing		
ADMINISTRATIVE:				
Attendance Slips	3	No	0	SHRED
Entry / Withdraw Logs	5	No	0	SHRED
Free Lunch Application	3	No	0	SHRED
Payroll Time Sheets	1	No	0	SHRED
Migrant Ed Records	10	No	0	SHRED
Parent Teach Conf Records	3	No	0	SHRED
Purchase Orders	3	No	0	SHRED
Lesson Plans	1	No	0	PowerSchool grade book fulfills retention requirement. No need to print paper copy.
Teacher Grade Books (Be sure grades are on transcript)	3	No	0	

*** Remember, the current school year does not count when counting years. ***

This schedule is prepared in accordance with the State of Alaska, School District Model General Administrative Records Retention & Disposition Schedule. (2013)