



Pacific Union Conference

School & Student Records – EC A26-104, 108, 116 and 120

Records – School and Student		Longevity and/or Disposal of School Records		
		To be kept in a safe place	Destroyed	Transferred
a.	Historical records – these include faculty and school committee minutes, school bulletins, student publications, class composite pictures	<i>To be kept in a locked, fire-proof vault or cabinet</i> Indefinitely		
b.	Vital school records – these include school board minutes, articles of incorporation, Constitution and Bylaws, property records, and other legal documents	<i>To be kept in a locked, fire-proof vault or cabinet</i> Indefinitely		
c.	Student admissions-related records <ul style="list-style-type: none"> • student application • letters of recommendation • financial contract, etc 		When a student has graduated from the school	
d.	Student permanent records , including student’s name, date and place of birth, gender, scholarship, attendance, parent information & verification of immunizations or waiver.	<i>To be kept in a locked, fire-proof vault or cabinet</i> Indefinitely		
e.	Student cumulative folder – K-8 <i>(Supplied by the PUCOE)</i> <ul style="list-style-type: none"> • ITBS test results • Photo of student • Yearly progress report • Reading record card • Record of recommendation for retention, acceleration, special education • Verification of place and date of birth 	<i>To be kept in a locked, fire-proof vault or cabinet</i>	After the date the student would have graduated from grade 12	<ul style="list-style-type: none"> • Mailed promptly to requesting school • Must have written request of parent • Remove anecdotal documents or student discipline related information before transferring folder

f.	Health records <i>(Supplied by the PUCOE)</i> <ul style="list-style-type: none"> • All health related records • Current “Consent to Treatment” forms • Verification of immunization or waiver 	<i>To be kept in a locked, fire-proof vault or cabinet</i>	(Keep with cum folder) After five years beyond the year when the student did or should have graduated from grade 12	<ul style="list-style-type: none"> • Can be forwarded to another school or conference • Can be given to whomever signed as parent/guardian
g.	Student cumulative folder – 9-12 <i>(Supplied by the PUCOE)</i> Contains those records that the administration considers important for the guidance of students including: <ul style="list-style-type: none"> • ITED scores • Other standardized test scores • Transcripts 		After five years <i>beyond</i> the year when the student did or should have graduated from grade 12	<ul style="list-style-type: none"> • Mailed promptly to requesting school • Remove anecdotal documents or student discipline related information before transferring folder • Must have written request of the student or parents if the student is under 18 years of age
h.	Teacher’s grade book or electronic grade book – K-8	A minimum of one year	To be destroyed after prescribed time period	
i.	Teacher’s grade book or electronic grade book – 9-12	A minimum of seven (7) years	To be destroyed after prescribed time period	

“Cumulative records” are those of a student who is currently enrolled.

“Permanent records” are those of a former student who is no longer enrolled due to graduation, dismissal, withdrawal, or death.