

Approved Diocesan Records Series: Schools

Record Series	Series No.	Description	Retention	Disposition
Alumni Lists	2015.075	Records show name, address, month and year of graduation.	Permanent.	2 copies to Archives for permanent retention. Keep reference copies until administrative use ceases.
Class Photographs	2015.076	Photographs of each class in the school.	Permanent.	2 copies to Archives for permanent retention. Keep reference copies until administrative use ceases.
Curriculum Materials	2015.077	Materials developed by the educational programs to educate students in a particular subject. Documents the basic educational content, the source of the information and the manner in which it is to be presented.	Until administrative use ceases.	Destroy.
Diplomas	2015.078	Unclaimed diplomas and jackets of students either lacking credits for graduation, with outstanding fees or not picked up.	10 years after date student was to graduate.	Destroy.
Federal Title & Chapter Program Files	2015.079	Administrative files of federal Title and Chapter programs (grants and subsidies for educational purposes). Includes: applications, vouchers, compliance reports, etc.	3 years after the expiration of the contract or grant, provided that all audits and other requirements have been met.	Destroy.
Graduation Programs	2015.080	Printed programs which list all graduates to be presented at graduation. May also list honors achieved, scholarships awarded, etc.	Permanent.	2 copies to Archives for permanent retention. Keep reference copies until administrative use ceases.
INS Form I-20	2015.081	Federal I-20 form used to determine and prove a foreign student's eligibility to attend school in the United States.	3 years after the student has permanently withdrawn from the school. (8 CFR 214.3g)	Destroy.

Approved Diocesan Records Series: Schools

Record Series	Series No.	Description	Retention	Disposition
Orders of Protection	2015.074	Certified copies of orders of protection filed with schools or daycare programs under the Illinois Domestic Violence Act of 1986 (750 ILCS 60/222(f)) File with Student Temporary Record.	See Student Temporary Record.	See Student Temporary Record.
Permission Slips	2015.068	Records documenting parental permission for a child to participate in an activity (field trip, dance, athletics, etc.).	3 years.	Destroy.
Personnel Files: School Employees	2015.082	Files containing evaluations, contract agreements, attendance records, resume, etc. Does not include payroll or pension records.	Work and Salary History: Permanent.	Transfer to Archives.
			All Others: 3 years after termination. (29 CFR 1627.3)	Destroy.
Pupil Record Cards	2015.069	Index cards (4x6) containing condensed student transcript. Includes name, address, DOB, dates entered and withdrawn, and grades for each class taken. Span from mid-1920s to late 1940s, depending on the school.	Permanent.	Transfer to Archives.
Scholarship Files	2015.083	Records of scholarships and tuition reimbursements granted. Includes: applications, accounting for funds, correspondence, etc.	3 years after final disbursement.	Destroy.
Scholarship Recipient List	2015.084	A list of all scholarship recipients. Kept for historical purposes.	Permanent.	Transfer to Archives.
School Calendar	2015.085	Calendar of school events.	Permanent.	2 copies to Archives for permanent retention. Keep reference copies until administrative use ceases.
School Directory	2015.086	Directory of students, faculty and staff. May include information about school rules, policies, etc.	Permanent.	2 copies to Archives for permanent retention. Keep reference copies until administrative use ceases.

Approved Diocesan Records Series: Schools

Record Series	Series No.	Description	Retention	Disposition
School Evaluative & Accreditation Files	2015.087	Records relating to school evaluations and accreditation proceedings. May include: final reports, interim reports, background materials and briefing papers. May include evaluations by the North Central Association, OCE or ISBE.	Permanent.	Transfer to Archives.
School Handbooks	2015.088	Student and faculty handbooks which describe policies and procedures of the school.	Permanent.	2 copies to Archives for permanent retention. Keep reference copies until administrative use ceases.
School Lunch Records	2015.070	Records pertaining to the administration of school and/or free and reduced lunch programs. May include: order forms, reimbursement forms, reports, applications, verification records, direct certification records, etc.	3 years after submission of final claim for reimbursement. (7 CFR 210.23(c))	Destroy.
School Newspaper	2015.089	Newspaper published by the school. Contains information about school events, issues of importance, op-ed, etc.	Permanent.	2 copies to Archives for permanent retention. Keep reference copies until administrative use ceases.
School Promotion Book	2015.090	Bound volume listing names of students promoted from grade to grade.	Permanent.	2 copies to Archives for permanent retention. Keep reference copies until administrative use ceases.
School Statistical Data	2015.091	Statistical information collected by education office on various demographic and administrative concerns: racial, religious, enrollment testing, etc.	Permanent.	Transfer to Archives.
Student Achievement Tests	2015.092	Any standardized test results arranged by class with summary data for each child. Retain child's summary data in student permanent record.	5 years after the class has permanently withdrawn from the school. (105 ILCS 10/4)	Destroy.

Approved Diocesan Records Series: Schools

Record Series	Series No.	Description	Retention	Disposition
Student Achievement Tests – Summary Data	2015.093	Summary data compiled by testing source (e.g. Terra Nova, California Achievement Test, etc.). Reports sent to education office and schools for analysis and accountability.	Education Office: 5 years. Schools: Until administrative use ceases.	Destroy.
Student Grade Books	2015.094	Records of student grades: Each volume covers an academic year and includes one to three grade levels. Includes: name of student, DOB, date of enrollment, parents names, grade, etc.	5 years. (105 ILCS 10/4)	Destroy.
Student Grade Books - Historical	2015.095	Pre-1950 records of student grades. Each volume covers an academic year and includes one to three grade levels. Includes: name of student, DOB, date of enrollment, parents names, grade, etc.	Permanent.	Transfer to Archives.
Student Health Records	2015.071	The medical records of students. May include: identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs(e.g., glucose readings), long-term medications administered during school hours, and other health-related information that is relevant to school participation (e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports).	60 years after student has permanently withdrawn from the school. (105 ILCS 10/4)	Destroy.
Student Permanent Record	2015.096	The minimum personal information necessary to a school in the education of the student and contained in a school student record. Such information includes the student's name, birth date, address, parents' names and addresses, attendance records, transcripts and report cards, achievement test scores (grades 9-12), record of release of information, etc.	Permanent, pending Archivist review.	Transfer to Archives.
Student Religious Education Records	2015.097	Records which document the formal religious education of a student. May include: sacramental certificate, enrollment forms, evaluations, notices to parishes, correspondence, parish school of religion registration cards, etc.	5 years.	Destroy.
Student Special Education Records	2015.098	Records that related to the identification, evaluation, placement, or provision of education to, students with disabilities. Includes Individualized Education Plans. Records created by public school districts may require return to the district upon student withdrawal; contact local district office.	5 years after student has permanently withdrawn from the school. (105 ILCS 10/4)	Destroy.

Approved Diocesan Records Series: Schools

Record Series	Series No.	Description	Retention	Disposition
Student Temporary Record	2015.099	All information contained in a school student record but not contained in the student permanent record. Such information may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations, achievement test scores (grades K-8) and other information of clear relevance to the education of the student.	15 years.	Destroy.
Student Transfer Forms	2015.072	Record of a student transferring schools.	60 years after student has permanently withdrawn from the school. (105 ILCS 10/4)	Destroy.
Transcript Requests	2015.100	Requests by students or schools for transcripts to be sent. Includes letter of requests, notations of fee paid and date sent.	3 years. (805 ILCS 410/1-6)	Destroy.
Tuition Contracts & Supporting Records	2015.101	Agreement between parents and school to pay tuition. May include billing notices, payment ledgers, receipts, etc.	10 years after completion of terms, expiration or cancellation. (735 ILCS 5/13-206)	Destroy.
Visitor Logs	2015.073	The register tracking visitors to a school or agency.	1 year.	Destroy.
Yearbooks	2015.102	A published volume documenting the events of the school year.	Permanent.	2 copies to Archives for permanent retention. Keep reference copies until administrative use ceases.