

Destruction of Student Records

The District shall establish, maintain, and destroy student records according to the regulations adopted by the State Board of Education. The State regulations establish what items of information shall be placed into student records and what information is appropriate to be compiled by individual school officers or employees.

All school records in California are divided into three groups for the purpose of defining how long records are kept before they are destroyed:

- 1) "Mandatory Permanent Pupil Records" as defined in Policy No. 7010, are those records which are maintained in perpetuity and which schools have been directed to compile by California statute, regulation, or authorized administrative directive. Must be preserved in perpetuity by all California schools.
 - a) Mandatory Permanent Records are also referred to as "Class I" Records
- 2) "Mandatory Interim Pupil Records" as defined in Policy No. 7010, are those records which the schools are directed to compile and maintain for stipulated periods of time and are then destroyed as per California statute, regulation, or authorized administrative directive (*i.e.*, access log, health records, special education programs, language training records, progress reports, standardized tests administered in preceding 3 years) . Unless forwarded to another district, Mandatory Interim records, mandatory interim records may be reclassified as "Disposable" when the pupil leaves the district or when their usefulness ceases. Such records must be maintained for a minimum three or five years after the completion of the activity for which grant funds were used. Destruction of the file shall be during the third school year following reclassification.
 - a) Mandatory Interim Pupil Records are also referred to as "Class II" Records
- 3) "Permitted Pupil Records" as defined in Policy No. 7010, are those records having clear importance only to the current educational process of the student. Such records may be destroyed six months after the pupil completes or withdraws from the educational program. These are to be destroyed by "foolproof methods" so as to maintain the confidentiality of the record.
 - a) Permitted Pupil Records maintained by the District are also referred to as "Class II" Records until reclassified as "Class III" Records.

Each LEA shall inform parent(s) when personally identifiable information collected, maintained, or used under this part is no longer needed to provide educational services to the pupil .

The method of destruction shall assure that records are not available to possible public inspection in the process of destruction.

References:

EC 49061
EC 49062

Title 5 C.C.R. 430
Title 5 C.C.R. 431
Title 5 C.C.R. 432
Title 5 C.C.R. 437

Title 34 C.F.R. 300.624

SELPA Publications:

Privacy of Education Records – A Primer