

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

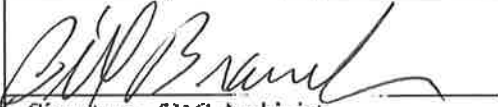
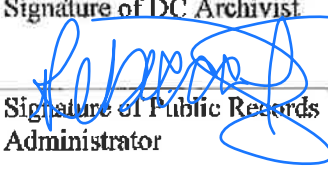
Office of Public Records

## REQUEST FOR APPROVAL OF AGENCY RECORDS RETENTION SCHEDULE

1. Agency	District of Columbia Public Schools	
2. Schedule No.	DCRS 18-012	
3. Amendment/ Addendum No		
4. Contact Person		
5. Address		
6. Telephone No.		
7. Action Requested	<input checked="" type="checkbox"/>	a. Approval of agency records retention schedule
	<input type="checkbox"/>	b. Approval of amendment/addendum to agency retention schedule
c. Remarks		

Signature of Agency Representative	Title	Date
	Interim Chancellor	10/9/18

### Approvals

	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Disapprove	10/12/18
Signature of DC Archivist			Date
	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Disapprove	10/18/18
Signature of Public Records Administrator			Date

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# GOVERNMENT OF THE DISTRICT OF COLUMBIA

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## RECORDS RETENTION SCHEDULE

### District of Columbia Public Schools



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# GOVERNMENT OF THE DISTRICT OF COLUMBIA

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## Contents

INTRODUCTION TO AGENCY RETENTION SCHEDULE	II
ORGANIZATION	VI
POLICY AND PROCEDURES	VI
LIST OF CHANCELLORS	VI
CITATIONS IMPACTING RETENTION	VII
<b>FEDERAL</b> .....	<b>VII</b>
<b>DC LEGISLATION</b> .....	<b>VII</b>
<b>COURT ORDERS</b> .....	<b>VII</b>
AUDITS IMPACTING RETENTION	VII
RECORD SCHEDULE	1
<b>DISTRICT OF COLUMBIA PUBLIC SCHOOLS</b> .....	<b>1</b>
<b>OFFICE OF EQUITY</b> .....	<b>9</b>
<b>OFFICE OF THE CHIEF OPERATING OFFICER</b> .....	<b>12</b>
<b>OFFICE OF THE GENERAL COUNSEL –</b> .....	<b>29</b>
<b>COLLEGE AND CAREER DIVISION-</b> .....	<b>32</b>
<b>OFFICE OF FAMILY AND PUBLIC ENGAGEMENT-</b> .....	<b>33</b>
<b>OFFICE OF TALENT AND CULTURE/TALENT &amp; ACQUISITION TEAM-</b> .....	<b>34</b>
<b>OFFICE OF ELEMENTARY &amp; SECONDARY SCHOOLS</b> .....	<b>40</b>
<b>OFFICE OF INSTRUCTIONAL PRACTICE-</b> .....	<b>42</b>
<b>OFFICE OF TEACHING AND LEARNING</b> .....	<b>46</b>
<b>SCHOOL RECORDS</b> .....	<b>49</b>
<b>ADMINISTRATIVE RECORDS</b> .....	<b>54</b>
<b>NON-RECORDS</b> .....	<b>59</b>

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# GOVERNMENT OF THE DISTRICT OF COLUMBIA

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## Introduction to Agency Retention Schedule

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### The Importance of Records

Records are the institutional memory of government. Every agency is responsible for creating and maintaining records that adequately document the organization, functions, policies, procedures, and major activities of the agency. An agency's records should reflect the evolution of agency policies and decisions, provide the information needed by successor officials to make intelligent decisions, and provide a lasting record of the unique contributions of the agency. Proper records must be kept to document the financial and legal commitments and interests of the government and of its citizens, and to permit oversight of an agency's activities.

### Records Management

It is not only important that every agency create and maintain adequate documentation, but also that it provides for the proper disposition of its records by adopting a comprehensive records management program. Such a program establishes controls over records from the time of their creation to the time of their final disposition. It seeks to (a) provide for the timely and systematic removal of inactive records from an agency and the eventual destruction of those of a Temporary: nature after an appropriate length of time; and (b) identify those records of such historical or other importance that they should be preserved permanently in the District of Columbia Archives. A records management program is vital to the efficient and economical operation of government. Without it, offices would be drowning in records, at tremendous costs to the government in space, filing equipment, staff, and general efficiency of operations.

### Records Schedule

The records schedule forms the heart of a good records management system. A schedule identifies those records of continuing value that are suitable for accessioning into the D.C. Archives and authorizes agencies to dispose of those records of Temporary: importance. A schedule is a detailed timetable that specifies the length of time records should be kept in active and inactive status prior to their final disposition. It prescribes how long a record should be maintained within an office before it may be destroyed, moved to low-cost storage in the D.C. Records Center, or transferred to the D.C. Archives to be preserved permanently.

There are two (2) types of records schedules: (1) an agency retention schedule; and (2) a general records schedule.

- (1) Agency Retention Schedules – The attached schedule is an agency retention schedule. It is based on a survey of the specific records created, received, utilized and maintained in the various offices of your agency, and its disposition instructions are tailored to those records unique to your agency. It provides legal authority for the disposition of official records of your agency alone.
- (2) General Records Schedule - In addition to agency records schedules, there are also general records schedules. These schedules provide disposition authority for records common to most or all agencies of government. They cover records relating to personnel, fiscal functions, accounting, budget, procurement, transportation, and other common or housekeeping functions. An agency may implement or utilize the disposition instructions of a general records schedule where applicable or may apply a retention period that differs from that in the general schedule by submitting a retention schedule for that particular record series. However, General Schedules do

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# GOVERNMENT OF THE DISTRICT OF COLUMBIA

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not apply to documents dated before January 1, 1921. If you have records in your office dated earlier than 1921, please contact the D.C. Archives for an appraisal of those records.

The general records schedules that have been developed for the District of Columbia are embodied in D.C. General Records Schedules 1-18 and 20-24. The Office of Public Records is currently in the process of updating the DC General Schedule to reflect changes in the government, the implementation of new procedures, policies, and practices, as well technology over the past 30 to 40 years. Changes will be posted and agency records management officers will be notified.

## Amending an Agency Records Retention Schedule

An agency records retention schedule is not a static document, it must be reviewed and revised on a regular basis. The organization of an agency, its functions, and programs are constantly changing, and the schedule must be continually updated to incorporate these changes. Amendments to agency schedules may be initiated either by the agency or by the Office of Public Records. Regulation 1 DCMR 1504.1(h) requires Agencies to review schedule annually to insure that it is up-to-date and provides for the disposition of all series of records not covered by the general records schedules. In order to understand and apply the records retention schedule for your agency, it is important to define certain terms that are used in records management and archives.

## What are Public Records?

Public records are defined by the District of Columbia law as “any document, book, photographic image, electronic data recording, electronic mail, paper, video recording, sound recording, microfilm, computer disk, or other material, regardless of physical form or characteristic, that documents a transaction or activity made, received, or retained pursuant to law or in connection with the transaction of public business by or with any officer or employee of the District.”

Records are made or received and utilized by an office as it conducts its business. They relate directly to the mission of an agency and document the functioning of an agency. Although a paper document is the most common form of a record, a record can be of any physical characteristic. Computer tapes and disks, sound and video recordings, photographs and motion picture film, microfilm, maps, and charts, may each constitute an official record. Records as defined above belong to the District of Columbia. In no sense are they the personal property of an individual. They may not be destroyed except under legal procedures established by the government. One of the major purposes of an approved agency records retention schedule is to provide authority for the legal disposition of official records.

## What is Non-Record Material?

Not every document in a government office is an official record. The following types of material are usually considered non-record: duplicate copies of documents; pamphlets, periodicals, books, printed reports, and other materials maintained for reference purposes; reference copies of Mayor’s Orders, Mayor’s Memoranda, and the D.C. Register; reading files (“chron files”); copies of memoranda, correspondence, reports, and similar materials received from other agencies that require no action; drafts of reports and correspondence and related working papers that don’t impact or are not considered essential to a final decision regarding policies, laws, and regulations, and that don’t demonstrate the thought processes and reasoning behind making those decisions; blank forms, transmittals, and routing slips; and materials relating to fringe activities of an agency such as charitable fund drives.

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# GOVERNMENT OF THE DISTRICT OF COLUMBIA

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Non-record materials are disposable on agency authority alone. If you are unsure as to the status of certain kinds of material, please call the Office of Public Records for assistance.

## What are Personal Papers?

Some officials and employees keep personal papers within their offices. These are documents of an unofficial, private nature that pertain to an individual's personal affairs and do not relate to official business. Such papers might include files accumulated by an official (or employee) before they assumed office, or documents relating to one's private concerns, such as outside business activities or memberships in professional organizations, or personal notes or diaries that are totally unrelated to public business.

It is important that such papers be kept apart from official records and that they are clearly labeled as private papers. Please take care to see that personal papers do not become intermingled and confused with official records.

## Retention Schedule Basic Terms and Use:

Close Date	The date or timeframe from which no further information may be added to a record.
Cutoff Date	After records close, a date or timeframe is selected as the "cut off", designating when the record becomes inactive. This date starts the retention timeclock and occurs at regular intervals. Please note, close and cut off may be the same date.
Destroy/Delete	Records may be destroyed or deleted in accordance with DC Code § 2-1701, and agency policy. Care should be taken to ensure proper destruction of government records.
PHI	Personal Health Information defines the information covered under the HIPAA privacy rule. Federal protections apply to personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the privacy rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes.
PII	Personally Identifiable Information (PII), or Sensitive Personal Information (SPI), as used in US privacy law, is information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.
Remaining Retention in Records Center	Total retention period minus length of time records are maintained on-site. For permanent records, this is the remainder of the period that the records remain in the legal custody of the agency before transferring to the Archives.
Transfer of Records (Physical)	Upon completion of on-site retention, records may be transferred to the Records Center, the DC Archives or deleted. Records transferred to the

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# GOVERNMENT OF THE DISTRICT OF COLUMBIA

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Record Center remain in the legal custody of the agency. FOIA requests for these records are sent to the agency, and the agency is responsible to respond and release information as appropriate.

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Transfer of Records (Legal)      Upon completion of on-site retention, records may be transferred to the Records Center, the DC Archives or deleted. Records transferred to the DC Archives transfer legal custody to the Archives. FOIA requests for these records are the responsibility of the Archives.

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Total Retention      The total time a record is to be retained in the legal custody of the District after cut off.

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Years in Office      Length of time records are maintained on-site at the agency after cut off.

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# GOVERNMENT OF THE DISTRICT OF COLUMBIA

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## Organization

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District of Columbia Public Schools

## Policy and Procedures

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Two hardcopies or a single electronic copy accompany this submission.

## List of Chancellors

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Where possible, a complete listing is provided below:

Amanda Alexander	Mar-18	Current
Antwan Wilson	Feb-17	Feb-18
John Davis	Sep-16	Jan-17
Kaya Henderson	Nov-10	Aug-16
Michelle Rhee	Jun-07	Oct-10

Note: Prior to 2007 Public Schools in the District were managed under the Board of Education. The Council of the District of Columbia enacted the DC Public Education Reform Amendment Act of 2007, establishing a DC Public School Agency and replacing the Board of Education.

Clifford P. Janey	Sep-04	Jun-07
Robert C. Rice	Apr-04	Sep-04
Elfreda W. Massie	Nov-03	Apr-04
Paul L. Vance	Jul-00	Nov-03
Arlene Ackerman	Mar-98	Jul-00
Julius W. Becton, Jr.	Nov-96	Mar-98
Franklin L. Smith	May-91	Nov-96
Andrew E. Jenkins	Feb-88	May-91
Floretta D. McKenzie	Jul-81	Feb-88
James Guines	Jan-81	Jun-81
Vincent E. Reed	Oct-75	Dec-80
Barbara A. Sizemore	Aug-73	Oct-75
Floretta D. McKenzie	Jun-73	Aug-73
Hugh J. Scott	Sep-70	Jun-73



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# GOVERNMENT OF THE DISTRICT OF COLUMBIA

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## Citations Impacting Retention

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### Federal

2 CFR § 200.333 (Grants)  
Family Educational Rights and Privacy Act (FERPA)

### DC Legislation

DC Code § 2-1701  
DC Code § 2-1706  
DCMR 1-1504.1(d)  
DC Code §16-2310(e)  
DC Code §23-102

### Court Orders

None

## Audits Impacting Retention

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None

## Record Schedule

### District of Columbia Public Schools (DCPS)

DCPS is committed to providing every student with a safe, academically challenging, and inspiring learning experience. DCPS continues to be the fastest improving urban school district in the country, and continues to make significant gains in student achievement, graduation rates, Advanced Placement exams, student satisfaction, and attendance. With a focus on creating a more equitable system, DCPS is committed to continuing making investments in and out of the classroom that ensure all students are exposed to a diverse range of rigorous, hands-on learning opportunities. The District of Columbia Public Schools were created under DC Code § 38–171.

Records in this schedule that include personally identifiable data for students are subject to the Family Educational Rights and Privacy Act (FERPA).

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
1	<p>Directives (Chief of Staff) Formal communications that impact the mission or execution of the mission and programs of the Chancellor. Records may include, but are not limited to, orders and operating manuals. Records are organized chronologically.</p> <p>Restrictions: None</p> <p>Media: Paper/Electronic (Secure agency network)</p> <p>Permanent: Records close when the directive is superseded or becomes obsolete; and cut off at the end of the corresponding Mayor’s administration. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.</p>	Permanent	None	4 Years

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
2 a	<p>Public Relations Files (Chief of Staff)</p> <p>Speeches: Text and audio or video recordings of formal speeches, announcements, and remarks to the press. Remarks made at formal ceremonies and during interviews by the agency executive staff and other high-ranking officials concerning agency programs. Records are organized chronologically.</p> <p>Restrictions: None</p> <p>Media: Paper and Electronic (Secure agency network)</p> <p>Permanent: Records close upon conclusion of the presentation or event and cut off at the end of the corresponding Mayor's administration. Records are transferred to the DC Archives within 30 days of cut off.</p>	Permanent	None	None
b	<p>News releases: Prepared statements or announcements issued for distribution to the news media. News releases announce events such as the adoption of new agency programs, termination of old programs, major shifts in policy, and changes in senior agency personnel and may be textual records such as a formal press releases or nontextual records, such as film and video or sound recordings. Records are organized chronologically.</p> <p>Restrictions: None.</p> <p>Media: Paper and Electronic (Secure agency network)</p> <p>Permanent: Records close upon conclusion of the presentation or event and cut off at the end of the corresponding Mayor's administration. Records are transferred to the DC Archives within 30 days of cut off.</p>	Permanent	None	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
3	<p>Agency Policy and Procedures (Chief of Staff) defining operational guidelines. Policies are arranged topic.</p> <p>Restrictions: None</p> <p>Media: Paper and Electronic (Secure agency network)</p> <p>Permanent: Records close when directive is superseded or becomes obsolete and cut off at the end of the fiscal year. Retain records on site four years after cut off, then transfer to the D.C. Archives.</p>	Permanent	4 Years	None
4	<p>Schedule of official activities of Agency Executive Staff</p> <p>Restrictions: None</p> <p>Media: Paper and Electronic (Secure agency network)</p> <p>Permanent: Records close at the end of the fiscal year and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.</p>	Permanent	None	4 Years
5	<p>Strategic Plans: (Chief of Staff) Plans and supporting documentation utilized to set the strategic direction for the Chancellor's Office including, but not limited to studies, benchmarking of other jurisdictions, and statistics and data supporting current and planned future state. Organized by subject and date.</p> <p>Restrictions: Restricted</p> <p>Media: Electronic (Secure agency network)</p> <p>Permanent: Records close when the plan is superseded or becomes obsolete; and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.</p>	Permanent	None	4 Years

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
6	<p>Performance Reports (Executive Staff) The Chancellor's office maintains statistical data regarding the population served, and types of services rendered. Statistics are both quantitative and qualitative in nature. Records are arranged by topic and year.</p> <p>Restrictions: None            Media: Electronic (Secure agency network/ online) and Paper</p>			
a	<p>Published</p> <p>Permanent. Records close upon publication of the report and cut off at the end of the corresponding Mayor's tenure. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.</p>	Permanent	None	4 Years
b	<p>Unpublished</p> <p>Appraisal: Records close upon completion of the final version of the report and cut off at the end of the corresponding Mayor's tenure. Records are transferred within 30 days of cut off to the Record Center for Appraisal.</p>	Appraisal required by DC Archivist		
7	<p>Project Subject Files (Executive Staff) Program-related projects and initiatives. Record consists of all documents and data relating to a specific project from inception to completion. Included are correspondence, memoranda, questionnaires, studies and reports, and related records. Excludes records that impact the mission or vision of the Chancellor's Office which are to be retained permanently. Organized by subject and fiscal year.</p> <p>Restrictions: None            Media: Paper and Electronic (Secure agency network)</p>			

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
a	<p>Records that impact the mission or vision of the Chancellor's office</p> <p>Permanent: Close upon completion or conclusion of the project and cut off at the end the fiscal year. Retain in house till end of Chancellor's tenure. Transfer to the DC Archives within 30 days after tenure ends.</p>	Permanent	None	None
b	<p>Records that don't impact the mission or vision of the Chancellor's office</p> <p>Appraisal: Records close upon completion or conclusion of the project and cut off at the end of the fiscal year. Retain in-house till end of Chancellor's tenure. Transfer within 30 days of the end of Chancellor's tenure to the DC Archives for appraisal and final disposition.</p>	Appraisal		
8	<p>Organization Files (Chief of Staff) Organizational Charts and reorganization studies that define descriptions of the arrangement and administrative structure of the functional units within the Chancellor's Office. Organized by date.</p> <p>Media: Electronic (Secure agency network) and Paper</p> <p>Permanent: Records close when the directive is superseded or becomes obsolete; and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.</p>	Permanent	None	4 Years
9	<p>Publications (Chief of Staff) Publications on various topics of interest or concern that provide insight and awareness. Organized by topic and year.</p> <p>Restrictions: None</p> <p>Media: Paper and Electronic (Secure agency network)</p>			
a	<p>Printed Materials</p> <p>Permanent: Records close when publication is replaced or discontinued and cut off at the end of the corresponding Mayor's administration. Records are transferred to the DC Archives within 30 days of cut off.</p>	Permanent	None	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
b	Agency Websites (Network and Communications Team) Media: Electronic (stored on Enterprise Drupal Platform) Permanent: Records close when published and cut off last day of the quarter (March, June, September, and December). Records are transferred to the DC Archives within 30 days of cut off.	Permanent	1 Quarter	None
c	Social Media Posts (Network and Communications Team) Media: Electronic (Stored on twitter, LinkedIn, and Facebook) Permanent: Records close when published and cut off last day of the quarter (March, June, September, and December). Records are transferred to the DC Archives within 30 days of cut off.	Permanent	1 Quarter	None
10	Affirmation of Consultation (Federal Grants Program) This record documents federal programming discussions with individual schools. Records may include but are not limited to needs assessments, program and school goals, gap analysis, status updates and meeting minutes. The record is organized by school and academic year. Restrictions: None Media: Electronic (Office 365) Temporary: Records close upon final action or payment against the grant and cut off at the end of the academic year. Retain records for 3 years after cut off and then destroy.	Temporary 3 Years	3 Years	None
11	Memorandum of Understanding-This record documents an interagency based service agreement. This record may include but is not limited to the identification of the parties, roles of each agency and costs associated with each agency service identified. Restrictions: None Media: Electronic (Office 365)			

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
a	Under \$100,000 Temporary: Records close when final payment is made or received and cut off at the end of the academic year. Retain the record for 3 years after cut off, and then destroy.	Temporary 3 Years	3 Years	None
b	\$100,000 + Temporary: Records close when final payment is made or received and cut off at the end of the academic year. The record is retained for 6 years after cut off and then destroy.	Temporary 6 Years	6 Years	None
12	Grant Management Case File (Office of the Chancellor) This record documents the life cycle of grant funding for educational support. This record may include but is not limited to the application for funding, self-assessment reports, school readiness plan, program goals & objectives, the notice of award and reporting to grantor. Records are organized by grant award. Restrictions: PII/ FERPA Media: Paper/Electronic (Office 365) Temporary: Records close when the final activity is taken against the grant (service, payment, or report), and cut off at the end of the academic year. Retain records for 3 years after cut off, and then destroy.	Temporary 3 Years	3 Years	None



Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
13	<p>Grants Program File (Office of the Chancellor) This record documents the application, award and reporting of grants awarded to the District. This record may include but is not limited to the grant application, duration of the grant, terms and conditions of use, reporting and record retention requirements. This record is organized by grant title and year.</p> <p>Restrictions: None</p> <p>Media: Electronic (share drive)</p> <p>Appraisal: Records close when the final activity is taken against the grant (service, payment, or report), and cut off at the end of the academic year. Transfer Records to the DC Record Center for 3 years after cut off, and then submit to the DC Archivist for appraisal and final disposition</p>	<p>3 Years</p> <p>Submit to DC Archivist for appraisal and final disposition</p>	<p>None</p>	<p>3 Years</p>

**Office of Equity** - The Office of Equity supports educators with clear expectations, high quality professional learning, and leadership development, as well as provides resources that expand opportunities for students of color.

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
14	<p>Student Disciplinary Case File (Behavior and Student Supports) This record documents the review of allegations of misconduct by a student and due process procedure to determine the appropriate disciplinary action. Records may include but are not limited to disciplinary referral, the identification of the incident or infraction, and recommendation for consequence in accordance with DCMR Title 5B, Chapter 25. Records are organized alphabetically by student name.</p> <p>Restrictions: PII            Media: Paper/Electronic</p>			
a	<p>Cases with insufficient information to make a determination            Temporary: Records close upon notification to parties that the information provided is insufficient to make a determination and cut off at the end of the academic year. Retain the record for 2 years after cut off and then destroy.</p>	Temporary 2 Years	2 Years	None
b	<p>Discipline Cases with or without Suspension            Temporary: Records close upon satisfaction of disciplinary action or exhaustion of all appeals, whichever is later and cut off at the end of the academic year. Retain record on site for 2 years after cut off and then transfer to the Record Center for 3 years.</p>	Temporary 5 Years	2 Years	3 Years
c	<p>Expulsion Cases            Temporary: Records close on the 18<sup>th</sup> birthday of student or exhaustion of all appeals, whichever is later and cut off at the end of the academic year. Transfer to the DC Record Center for 5 years after cut off.</p>	Temporary 5 Years	None	5 years

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
15	<p>Court Referral Case File (Student Attendance and Support Services) This record documents requests for legal intervention for students that have excessive unexcused absenteeism. Records may include but are not limited to the student's attendance record, case review notes in compliance with the DCPS attendance guidebook, warning notifications, documentation of home visits from Social Worker(s), and referral forms. This record is organized by date of referral and name of student.</p> <p>Restrictions: PII, PHI, FERPA</p> <p>Media: Paper/Electronic</p> <p>Temporary: Records close upon satisfaction of any court orders or exhaustion of all appeals, whichever is later. Records cut off at the end of the academic year following the student's 18<sup>th</sup> birthday. Transfer to the Record Center for 5 years, then destroy.</p>	Temporary 5 Years	None	5 years

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
16	<p>Alternative School Placement Case File (Student Placement) The alternative school program offers at risk students an educational plan that is tailored to meet their needs. Some examples of alternative programs include schools for incarcerated youth, youth focused on job placement, and youth with behavioral concerns. This record documents the referral and enrollment process for alternative school placement. Records may include but are not limited to the alternative school referral form, case notes and student evaluation, notice of immediate involuntary transfer, student records request, and the parent consent form. This record is organized by student name (last name, first name, middle initial), and academic school year.</p> <p>Restrictions: PII, PHI, FERPA            Media: Paper/Electronic            Temporary: Records close on the 18th birthday of student or exhaustion of all appeals, whichever is later and cut off at the end of the academic year. Transfer to DC Record Center for 5 years and then destroy.</p>	Temporary 5 Years	None	5 years

**Office of the Chief Operating Officer**

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
17	<p>Internal Audits (Audit Division) This record documents audits conducted by the internal audit division of DCPS. Audits are conducted to test the extent to which personnel adhere to the laws, policies and procedures that govern public schools in the District. The results of these audits are presented to DCPS leadership to inform their decision-making, improve training programs, identify policy and procedure updates and systems enhancements. This record may include but is not limited to audit reports, agency correspondence, final report. This record is organized by audit type and date.</p> <p>Restrictions: None            Media: Electronic (SharePoint but transitioning to Teammate)</p>			
a	<p>Case File</p> <p>Temporary: Records close upon publication of final report or resolutions of associated action plans; whichever is later. Records cut off at the end of the academic year. Retain records for 2 years after cut off and then transfer to the Records Center for 3 years.</p>	<p>Temporary 5 Years</p>	<p>2 Years</p>	<p>3 years</p>
b	<p>Reports</p> <p>Permanent: Records close upon publication of final report or resolutions of associated action plans; whichever is later. Records cut off at the end of the Chancellor's tenure. Retain records for 2 years after cut off and then transfer to the DC Archives.</p>	<p>Permanent</p>	<p>2 Years</p>	<p>None</p>

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
18	<p>External Audit (Audit Division) This record documents the auditing of DCPS by external entities. Records may include but are not limited to the scope of the audit, start and end date, size of audit sample, findings in targeted areas, recommendations for corrective actions. This record is organized by audit topic and date completed.</p> <p>Restrictions: None</p> <p>Media: Paper/Electronic (OCTO Database)</p> <p>Temporary: Records close upon publication of the audit or satisfaction of all requirements, whichever is later and cut off at the end of the academic year. Retain records for five years or until the next audit is completed, whichever is longer.</p>	<p>Temporary            5 Years or until next audit is complete whichever is longer</p>	<p>5 Years or until next audit is complete whichever is longer</p>	<p>None</p>

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
19	<p>Early Childhood Education Oversight Case Files (Audit Division) DCPS partners with the Office of the State Superintendent of Education and Community Based Service providers to support early childhood education in the District. The Office of the State Superintendent of Education (OSSE) established the protocols for operation, and services are delivered by the community organizations. This record documents DCPS' role to inspect early childhood education facilities for compliance with operational protocols set by OSSE. Records may include but are not limited to the early childhood monitoring checklist, schedule of site visits, observational notes captured during the site visit and a score for each location. This record is organized by facility and date of visit.</p> <p>Restrictions: None            Media: Electronic (OCTO QuickBase)            Permanent: Case closes once inspection is concluded and official results announced or entered into the record. Cut off files at the end of the academic year. Keep in-house 5 years, then transfer to DC Archives.</p>	Permanent	5 years, then transfer to DC Archives	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
20	<p>Civil Rights Complaints Case Files (Office of Civil Rights) This record documents the review and determination process for complaints concerning the violation of civil rights received by DCPS. Records may include but are not limited to the complaint form; appeal form; supporting documentation; investigative notes, findings, and determinations by responding supervisors; any documents, recordings, or other information presented by any party involved in investigation and/or resolution of the complaint. This record is organized by complainant and date.</p> <p>Restrictions: PII            Media: Paper/Electronic (State complaint tracker)</p>			
a	<p>Insufficient information to make a determination or finding that no violation has occurred</p> <p>Temporary: Records close upon notification to parties that the information provided is insufficient to make a determination and cut off at the end of the academic year. Retain the record for 10 years after cut off and then destroy.</p>	Temporary 10 Years	10 Years	None
b	<p>Complaints that result in official personnel actions</p> <p>Appraisal: Records close upon satisfaction of disciplinary action or exhaustion of all appeals, whichever is later and cut off at the end of the academic year. Retain record for 25 years after cut off and then transfer to the Record Center for 50 years.</p>	75 Years Submit to DC Archivist for appraisal and final disposition	25 Years	50 Years, then Submit to Archivist for appraisal and final disposition



Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
21	<p>Special Education Reference Guides (Office of Civil Rights) This record documents the official procedures utilized for special education due process proceedings. Records may include but are not limited to the special education audit, manifestation determination review, grievance policy, grievance acknowledgement, Resolution technical assistance guide and the Hearing Officer Determination and Settlement Agreement standards and reference material for Individuals with Disabilities Education Act. This record is organized by version.</p> <p>Restrictions: None            Media: Paper/Electronic            Permanent: Records close when directive is superseded or becomes obsolete and cut off at the end of the academic year. Retain records on site four years after cut off, then transfer to the D.C. Archives.</p>	Permanent	4 Years	None
22	<p>Contract Administration (Office of Contracting &amp; Acquisition) Files containing documentation pertaining to the acquisition of physical goods, services, products, and personal property. Procurement files consists of RFP's, ratification documents, contracts, requisitions, funding documents, purchase orders work orders, invoices. Records are organized by IFB, RFP and vendor. Included are goods and services procured through:</p> <ul style="list-style-type: none"> <li>• Contract</li> <li>• P-Card</li> <li>• American Express Buydown Program</li> </ul> <p>Restrictions: None            Media: Paper/Electronic (Canvas, google-doc, QuickBase App)</p>			

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
a	<p>Under \$100,000            Temporary: Records close when final payment is made or received and cut off at the end of the academic year. Retain the record for 3 years after cut off, and then destroy.</p>	<p>Temporary            3 Years</p>	<p>3 Years</p>	<p>None</p>
b	<p>\$100,000 +            Temporary: Records close when final payment is made or received and cut off at the end of the academic year. The record is retained for 6 years after cut off and then destroy.</p>	<p>Temporary            6 Years</p>	<p>2 Years</p>	<p>4 Years</p>
23	<p>Construction/Renovation Specifications Files (Facilities, Planning &amp; Design) This record documents the specific space requirements for a modernization design. Records may include but are not limited to the building preparation, close out responsibility matrix, building layout, the types of building materials utilized, the uses of technology, vehicular and pedestrian traffic plan guidelines, landscaping, and energy &amp; environmental design. This record is organized by name of school/center, project name and year.</p> <p>Restrictions: None            Media: Paper/ Electronic            Appraisal: Records close upon completion of the project and cut off at the end of the academic year. Retain records until no longer needed for reference. Submit to DC Archivist for appraisal and final disposition.</p>	<p>Retain until no longer needed for reference            Submit to DC Archivist for appraisal and final disposition</p>		

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
24	<p>Facilities Records (Facilities Planning &amp; Design) This record documents the plan published by the Deputy Mayor of Education, identifying</p> <ul style="list-style-type: none"> <li>• Current enrollment and enrollment projections for DCPS and public charter schools;</li> <li>• Facility capacity and utilization, and plans for DCPS facilities that are under- or over-utilized;</li> <li>• Facility conditions and needs for both DCPS and public charter schools;</li> <li>• DCPS modernization status;</li> <li>• DCPS facility classification; and</li> <li>• DCPS vacant facility information</li> </ul> <p>This record is used by DCPS for planning purposes and is organized by publication year.</p> <p>Restrictions: None            Media: Electronic            Temporary: Records close when plan is superseded or becomes obsolete and cut off at the end of the academic year. Retain records until no longer needed for reference.</p>	<p>Permanent            Retain until no longer needed for reference            Transfer to DC Archives</p>	<p>Retain until no longer needed for reference            Transfer to the DC Archives</p>	<p>None</p>

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
25	<p>Nutrition Program &amp; Services Reimbursement Claims Grant Case Files (Food &amp; Nutrition Services) This record documents the reimbursement process for breakfast and lunch programs, federal reimbursement for the fruits and vegetables program, and federal reimbursement for supper meals. Records may include but are not limited to the Healthy Schools Act, Fresh Fruit &amp; Vegetable, Child &amp; Adult Care Food program reimbursement claim forms and production logs. This record is organized by school/facility name and year.</p> <p>Restrictions: None            Media: Electronic (Food services shared drive)</p>			
a	<p>Less than \$100k            Temporary: Records close when the final activity is taken against the grant (service, payment, or report); cut-off at the end of the fiscal year. Retain in-house for 3 years, and destroy</p>	3 Years	3 Years	None
b	<p>Equal to or greater than \$100k            Temporary: Records close when the final activity is taken against the grant (service, payment, or report), and cut off at the end of the fiscal year. Retain records for 2 years in-house after cut off, and then transfer to the DC Record Center for 4 years and destroy.</p>	6 Years	2 Years	4 Years

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
26	<p>Suspected Child Abuse Reporting Case File (Labor Management &amp; Employee Relations) This record documents the mandated reporting of suspected cases of child abuse or neglect by DCPS employees (athletic coaches, nurses (LPNs and RNs), school officials, social service workers, and teachers) to Child and Family Services. Records may include but are not limited to the name of the reporter, contact information for the reporter, name, address, age, and gender of the child, who is caring for the child and whether other children live in the home, the nature and extent of the abuse or neglect, and any previous abuse or neglect suspected. Records are organized by the date reported to Child and Family Services.</p> <p>Restrictions: PII            Media: Electronic (OCTO QuickBase)</p> <p>Temporary-Records close upon dismissal, exhaustion of appeals, or the 18<sup>th</sup> birthday of the youngest minor referenced in the report, whichever is later. Records cut off at the end of the academic year. Retain the record for 5 years after the cut off and then destroy.</p>	Temporary 5 Years	5 Years	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
27	<p>Emergency Preparedness and Response Plans (Operations) This record documents the Continuity of Operations plans. These plans are designed to mitigate risks, injury and hazards within DCPS and facilities. Records may include but are not limited to fire drill and evacuation plans, lockdown procedures, emergency letters, winter weather protocol, cleanliness checklists, and facility winter weather readiness. This record is organized by facility name and year.</p> <p>Restrictions: None            Media: Electronic (OCTO QuickBase)            Temporary: Records close when plans are replaced or become obsolete and cut off at the end of the academic year. Retain records for 5 years after cut off and then destroy.</p>	Temporary 5 Years	5 Years	None
28	<p>Monthly Budget Reports (Operations) This record documents monthly expenditures against the budget and provides line of sight for leadership on required actions or corrections. This record is organized by month.</p> <p>Restrictions: None            Media: Electronic (Business Ops shared drive)            Temporary: Records close monthly and cut off at the end of the fiscal year. Retain records for 3 years and then destroy.</p>	Temporary 3 Years	3 Years	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
29	<p>OSSE Spend Plan and Grant Award Notifications File (Operations) This record documents on a monthly basis, the tracking of funding &amp; spending from the Office of the State Superintendent of Education grant awards. Records may include but are not limited to the name of the grant, the award period, the allocation of funds and scheduled disbursements. This record is documented by academic year.</p> <p>Restrictions: None            Media: Electronic            Temporary: Records close monthly and cut off at the end of the academic year. Retain records for 3 years and then destroy.</p>	Temporary 3 Years	3 Years	None
30	<p>School Transportation Program Records (Operations)-This record documents the operational guidelines and tracking of the school transportation program. Records may include but are not limited to guidelines for emergencies, bus routes, budget allocations, tracking of expenses against the budget, correspondence, maintenance schedules, and special requests for use of buses by schools or organizations. This record is organized by academic year.</p> <p>Restrictions: None            Media: Electronic (Office 365)</p>			
a	<p>Standard Transportation</p> <p>Temporary: Records close and cut off at the end of the academic year. Retain records for 3 years after cut off and then destroy.</p>	Temporary 3 Years	3 Years	None
b	<p>Swing Transportation (Transportation to temporary school facility, provided during school modernization)</p> <p>Temporary: Records close and cut off at the end of the academic year. Retain records for 3 years after cut off and then destroy.</p>	Temporary 3 Years	3 Years	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
31	<p>Staff Professional Development Files (Operations) This record documents the request and approval process for staff professional development. Records may include but are not limited to the guidelines and stipulations for the costs, requestor name and contact information, description of course or program requested, cost including travel, approval determination and copy of the certificate of completion.</p> <p>Restrictions: None</p> <p>Media: Electronic (Business Operations shared drive)</p> <p>Temporary: Records close upon completion of class or validation that class was successfully completed whichever is later. Records close at the end of the academic year. Retain records for 5 years after cut off and then destroy.</p>	Temporary 5 Years	5 Years	None
32	<p>Student Records Release Request Files (Operations) This record documents the request and approval process to release student records. Records may include but are not limited to the notification of the request for student data from an outside agency, request from parents to release information, notification to parents/guardians of the request received, reason for the release, entity that will receive the information.</p> <p>Restrictions: PII/FERPA</p> <p>Media: Electronic (share drive)</p> <p>Temporary: Records close upon release of record and cut off at the end of the academic year. Transfer to student's Cumulative File (Record 67b) after cut off.</p>	Transfer to student's cumulative file	Transfer to student's cumulative file	



Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
33	<p>Warehouse Records (Operations) This record documents the services provided by warehousing services to schools, central office and support offices. Records may include but are not limited to the process of requesting services, the correspondences, the records of inspections (site, data, equipment) and invoices. This record is organized by topic.</p> <p>Restrictions: None            Media: Electronic (QuickBase)</p>			
a	<p>Mail and Parcel Pickup            Temporary: Records close daily and cut off at the end of the fiscal year. Retain records for 1 years after cut off and then destroy.</p>	Temporary 1 Year	1 Year	None
b	<p>Work Orders            Temporary: Records close upon completion of the work and cut off at the end of the academic year. Retain records for 2 years and then destroy.</p>	Temporary 2 Years	2 Years	None
c	<p>Asset Management (Property, surplus supplies)            Temporary: Records close and cut off when superseded. Retain records for 2 years after cut off, and then destroy.</p>	Temporary 2 Years	2 Years	None
d	<p>Property Disposal            Temporary: Records close upon transfer to the Surplus Property Division and cut off at the end of the fiscal year. Retain record for 3 years after cut off and then destroy.</p>	Temporary 3 Years	3 Years	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
34	<p>Facilities Audit/Risk Management Files (Risk Management) This record documents the safety and precautionary measures implemented to mitigate risks of injury within DCPS facilities or at facilities where DCPS students could have access (e.g. Youth Services Center). Records may include but are not limited to school security daily activity logs, school inspections of physical security cameras, doors, windows, and security incident reports. Records are organized by school or facility.</p> <p>Media: Paper/ Electronic (shared drive)</p>			
a	<p>Incident Reports: Records include but are not limited to name of the parties, contact information, date and time of incident, location of incident, age of children involved, incident description, and statements from parties and witnesses.</p> <p>Restrictions: PII</p> <p>Temporary: Records close upon production of the final report or exhaustion of all appeals and cut off at the end of the academic year after every party has reached their 18<sup>th</sup> birthday. Retain record for 5 years after cut off and then destroy.</p>	Temporary 5 Years	5 Years	None
b	<p>Security Logs: Records include but are not limited to name of officer, date, locations observed, incidents, corrective actions taken.</p> <p>Restrictions: None</p> <p>Temporary: Records close daily and cut off at the end of the academic year. Retain records for 2 years after cut off and then destroy.</p>	Temporary 2 Years	2 Years	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
c	<p>Safety Inspections: Records include but are not limited to name of the inspector, inspection date, assessment of security and safety, photographs of items in need of repair or replacement, assessment of the urgency, and work orders.</p> <p>Restrictions: None</p> <p>Temporary: Records close when the inspection is completed and report is filed; cut off records at the end of the academic year. Keep in-house 2 years, then destroy.</p>	Temporary 2 Years	2 Years	None
35	<p>Partnership for Assessment of Readiness for College &amp; Careers - (Student Assessment) Program Files This assessment is targeted to students in grades 3-8 to assist in the preparation for success in college or a chosen career. The assessment focuses on critical thinking skills and real-world problems. This record documents the review of materials in preparation for testing. Records may include but are not limited to the inventory information related to testing at multiple schools, information for laptop purchases, status updates of software installations, testing dates and test results. This record is organized by assessment date and school.</p> <p>Restrictions: None</p> <p>Media: Electronic (OneDrive/Results published to website)</p>			
a	<p>Program Information (e.g. preparation, software installation, laptop requirements)</p> <p>Temporary: Records close upon conclusion of the testing and cut off the fiscal year following the publication of the report. Retain records for 3 years and then destroy.</p>	Temporary 3 Years	3 Years	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
b	<p>Test Results</p> <p>Permanent: Records close upon conclusion of the testing and cut off at the end of the academic year. Records are transferred to the DC Archives within 30 days of cut off.</p>	Permanent	None	None
36	<p>Student Residency Verification Case Files (Student Enrollment) This record documents the annual residency verification required for school enrollment. Records may include but are not limited to the DC Residency Verification Forms, consent from parent or guardian to submit to an investigation into residency at the discretion of the DCPS, proof of residency documentation (e.g.: lease in the District, vehicle registration, paystub with DC Tax withheld), residency investigation notice, non-resident waiver, nonresident tuition assessment, and the student exclusion notice. This record is organized by school and then by student last/first name</p> <p>Restrictions: PII/FERPA</p> <p>Media: Paper</p> <p>Temporary: Records close upon determination of eligibility for the student to enroll and cuts off at the end of the academic year. Retain records for 5 years and then destroy.</p>	Temporary 5 years	5 Years	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
37	<p>System Applications/Issues File (Technology) This record documents the QuickBase application requests and operational issues. Records may include but are not limited to business case documents capturing the application rationale, the QuickBase specifications(technical) and the worklog production issues. This record is organized by date.</p> <p>Restrictions: None            Media: Electronic (QuickBase)            Temporary: Records close when application requests and operational issues are answered and resolved. and cut off at the end of the fiscal year and is retained until the agency determines it is no longer needed for administrative, legal, audit or other operational purposes.</p>	Until no longer needed for administrative, legal, audit or other operational purposes	Until no longer needed for administrative, legal, audit or other operational purposes	None
38	<p>Help Desk Schedule (Technology) This record documents the requests for assistance from schools/and or individual users with the Student Information and Special Education tracker system. Records may include but are not limited to the date of the request, a description of the problem i.e. access, the staff member or school requesting the assistance, the assigned technician.</p> <p>Restrictions: None            Media: Electronic            Temporary: Records close and cut off at the end of the fiscal year. Retain record for 3 years after cutoff and then destroy.</p>	Temporary 3 Years	3 Years	None

See also record 3-Agency Policy and Procedures

**Office of the General Counsel –**

DCPS Office of the General Counsel is comprised of the Labor and Employment team, the Special Education/Litigation team, the Operations team, and the General Practice team. The Labor and Employment Team represents DCPS in FMLA, workers’ compensation, unemployment insurance, union grievances, involving terminations and suspensions, immigration, drug/alcohol testing, hiring and reduction in force actions. The team also handles the legal sufficiency review for employee’s misconduct investigations. The special education Litigation team represents DCPS in special education, residency, disciplinary appeals, and human rights matters. The team also handles mediations and provides litigation support and statutory interpretation to OAG in appellate and complex civil litigation. The Operations team manages the priorities and operations within the office and oversees the development, finalization, and execution of Office of the General Counsel’s departmental operating plan and budget. The office also provides legal advice and counseling to stakeholders across the school system and administrative legal support. The General Practice team provides legal training, advice, representation, and guidance on a daily basis on a wide variety of matters, including federal education law, student privacy rights, government ethics, policy, legislation, and FOIA requests.

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
39	Freedom of Information Act Requests (Office of General Counsel) This record documents requests from the public for document (s) to be released under the Freedom of Information Act. Records include the request, a copy of the reply, and all related supporting files. Records are organized in FOIA Express.  Restriction: None Media: Electronic (FOIA Express)			
a	Approved Requests Temporary: Records close upon response to the requester and cut off at the end of the fiscal year. Retain records for 2 years after cut off and then destroy.	Temporary 2 Years	2 Years	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
b	<p>Denied Requests            Temporary: Records close upon response to the requester and cut off at the end of the fiscal year. Retain records for 5 years after cut off and then destroy.</p>	Temporary 5 Years	5 Years	None
40	<p>Freedom of Information Act Appeals (Office of the General Counsel) This record documents requests denied by an agency, commission, or formal office in the District of Columbia to release documents under the Freedom of Information Act. Records include the request, a copy of the denial, and all related supporting files. Records are organized in FOIA Express            Restriction: None            Media: Electronic (FOIA Express)            Temporary: Records close upon exhaustion of all appeals and cut off at the end of the fiscal year. Retain the record 4 years, and then destroy.</p>			
a	<p>Denied requests appealed to a District official            Temporary: Records close upon decision by District official and cut off at the end of the fiscal year. Responses are entered into FOIA Express, and any records held at the originating agency are retained for 4 years after cut off and then destroyed.</p>	Temporary 4 Years	4 Years	None
b	<p>Denied requests appealed to the DC Court of Appeals            Temporary: Records close upon decision by the court and cut off at the end of the fiscal year. Responses are entered into FOIA Express, and any records held at the originating agency are retained for 3 years after cut off and then destroyed.</p>	Temporary 3 Years	3 Years	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
41	<p>Subpoena Records: (Office of General Counsel) This record documents orders issued by a court or government agency to provide testimony or produce evidence. Records may include but are not limited to parties to the case, date of court appearance, listing of documents or document types required, and for a timeframe from which documents are to be produced. These records are organized by case number, fiscal year.</p> <p>Restrictions: None</p> <p>Media: Paper/Electronic (OGC Drive)</p> <p>Temporary: Records close when court requests/orders have been fulfilled, and cut off at the end of the fiscal year. Retain records in-house for 5 years after cut off and then destroy</p>	Temporary 5 Years	5 Years	None
42	<p>Legal Opinions (Office of General Counsel) This record documents advisement to agencies on the legality &amp; stipulations of ideas, proposals, and decisions. This record may include but is not limited to settlement proposals, legal sufficiency reviews, proposed legislation, and implications of agency decisions. This record is organized by topic.</p> <p>Restrictions: Restricted to OGC</p> <p>Media: legal share drive (attorneys only)</p> <p>Permanent: Records close upon rendering of the legal opinion and cut off at the end of the fiscal year. Retain records permanently in the agency.</p>	Permanent	Permanent	None



**College and Career Division-**

The College and Career division is within the Office of Secondary Schools. This division works to provide all secondary students with access to rigorous career education and college preparatory programming in order to increase the number of students who graduate college and career ready.

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
43	<p>Career &amp; Technical Education Program Files (Academic Programs) This record documents the overview of the Career and Technical Education curriculum. This record may include but is not limited to the descriptions of the programs, forms verifying student enrollment (opt-in). This record is organized by school and year.</p> <p>Restrictions: PII/FERPA</p> <p>Media: Paper/Electronic (shared drive) Temporary: Records close when program is superseded or becomes obsolete and cut off at the end of the academic year. Retain records for 5 years and then destroy.</p>	Temporary 5 Years	5 Years	None
44	<p>Travel Justification File (Academic Programs) This record documents the review and approval process of grant funded travel for College &amp; Career Division staff. This record may include but is not limited to the request for approval including purpose and benefit to the department, proposed itinerary and estimate of costs associated with the travel. This record is organized by employee name.</p> <p>Restrictions: PII</p> <p>Media: Electronic (shared drive)</p> <p>Temporary: Records close after travel is completed and cut off at the end of the academic year. Retain records for 4 years after cut off and then destroy.</p>	Temporary 4 Years	4 Years	None

**Office of Family and Public Engagement-**

This office supports systems and structures for schools and the District as a whole to engage families and the community to ensure student success.

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
45	<p>Partnership Management (Partnership Management) This record documents partnerships between DCPS and corporate or community organizations to support the mission of DCPS. The term of the agreement is one year and organizations can provide such services as serving as judges for fairs or competitions; participating in school events including career fairs, field days or teacher appreciation week; donating school supplies or equipment and volunteering. Records may include but are not limited to the new partner request form, community activity monthly reports, event debriefs, summaries of meeting minutes, the memorandum of agreement or understanding outlining services committed to provide, summary report on progress and feedback from staff, parent, or student surveys and volunteer agreements. This record is organized by school name.</p> <p>Restrictions: PII (individual volunteers)            Media: Electronic (partnership database)            Temporary: Records close and cut off at the end of the academic year.            Retain records for 4 years after cut off and then destroy.</p>	Temporary 4 Years	4 Years	None

**Office of Talent and Culture/Talent & Acquisition Team-**

This office is comprised of the Employee Services division which provides world-class customer service on benefits, compensation, and HR data systems, the Labor Management and Employee Relations division which manages and supports staff through highly sensitive and confidential employee relations, investigations, labor, and employment issues. The Talent Acquisition and Retention division ensures schools and offices hire and retain high quality talent.

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
46	<p>Human Resources Standard Operating Procedures/Policy Files (Human Resources) This record documents the required actions to delineate the processes of the benefits, classification, compensation, and retirement workstreams. This record may include but is not limited to workflow charts, guidelines, FAQ lists. This record is organized by topic.</p> <p>Restrictions: None</p> <p>Media: Electronic (shared folders/gold drive)</p> <p>Permanent: Records close when directive is superseded or becomes obsolete and cut off at the end of the fiscal year. Retain records on site four years after cut off, then transfer to the D.C. Archives.</p>	Permanent	4 Years	None
47	<p>Active Employee Personnel File (Human Resources) This record documents the recruitment, hiring and onboarding process of new employees of DCPS. This record may include but is not limited to the application, resume, references, transcripts, verification of previous experience, valid licensure, fingerprint, and background check results, Employment Eligibility Verification (I9), offer letter and new employee orientation completion.</p> <p>Restrictions: PII</p> <p>Media: Paper/Electronic (FileNet, Salesforce TSHO)</p>			

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
a	Transfer to another District agency Transfer record to DC Department of Human Resources within 30 days of employee's transfer date	Transfer to DC Department of Human Resources	None	None
b	Separation or Termination Temporary: Records close on the last date of employment and cut off at the end of the academic year. Retain record in-house for 2 years and then transfer to the Record Center for 73 years.	Temporary 75 Years	2 Years	73 Years
48	Inactive Terminated Employee File (Human Resources) This record documents the separation process of employees from the DCPS system who are officially on administrative leave at the time of their termination from the agency. This record may include but is not limited to the notice of reprimand, notice of suspension, adverse action recommendation letter, notice of termination, grievance filings, notice of administrative detail/leave and confidential settlement agreements. Restrictions: PII Media: Paper/Electronic (shared drive) Temporary: Records close on the last date of employment and cut off at the end of the academic year Retain record for 15 years and then transfer to the Record Center for 60 years.	Temporary 75 Years	15 Years	60 Years

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
49	<p>Employee Corrective Action Plan (Human Resources) This record documents the administrative review and oversight performed by Human Resources when an employee's performance is below standard. Records may include but are not limited to the corrective action plan, correspondence, observational data and status updates, names of the supervisor, employee, and union representative if appropriate. This record is organized by school year and employee.</p> <p>Restrictions: PII            Media: Electronic: (Shared Drive)            Temporary: Records close upon satisfaction of the corrective action plan, termination related to the performance deficiency or exhaustion of all appeals, whichever is later. Records cut off at the end of the academic year. Retain records for 4 years after cut off and then destroy.</p>	Temporary 4 Years	4 Years	None
50	<p>Investigations Case Files (Human Resources, Office of General Counsel)            This record documents the investigation of DCPS staff and/or students for an alleged act of vandalism, assault, theft, or other incident deemed an act in violation of approved conduct and behavior. Records may include but are not limited to an incident form, investigation case notes, statements from involved parties, witness statements, investigation final report, and the Office of General Counsel legal review. This record is organized by location and then date of the incident.</p> <p>Restrictions: PII            Media: Electronic (IA pro, investigation database)</p>			

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
a	Unsubstantiated or No determination Temporary: Records close upon final determination and cut off at the end of the academic year. Retain record for 2 years after cut off and then destroy.	Temporary 2 Years	2 Years	None
b	Substantiated (lead to disciplinary or adverse action): Temporary: Records close after all corrective requirements have been satisfied (including termination of staff) or exhaustion of all appeals, whichever is later. Records cut off at the end of the academic year. Retain records for 5 years after cut off and then destroy.	Temporary 5 Years	5 Years	None
51	Applicant Criminal Background Check File (Human Resources) This record documents the criminal background check required for employment, volunteering, or on-site contracting with DCPS. Additionally, early childhood education providers approved through DCPS must also submit to a background check. Records may include but are not limited to applicant name and contact information, work location, role of applicant, date of birth, criminal background, fingerprints, background report and notice to applicant. This record is organized by applicant name.  Restrictions: PII Media: Paper			
a	Employees Temporary: Records close upon receipt of the criminal background report and cut off at the end of the academic year following employee's separation or termination from DCPS. Retain records for 5 years in-house after cut off and transfer to DC Record Center for 70 years.	Temporary 75 Years	5 Years	70 Years

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
b	<p>Volunteers, Contractors, and Interns</p> <p>Temporary: Records close upon receipt of the criminal background report and cut off at the end of the academic year following the last service provided. Retain records for 5 years in-house after cut off and transfer to DC Record Center for 70 years.</p>	Temporary 75 Years	5 Years	70 Years
c	<p>Early Childhood Education Providers</p> <p>Temporary: Records close upon receipt of the criminal background report(s) and cut off at the end of the academic year following the last service provided. Retain records for 5 years in-house after cut off and transfer to DC Record Center for 70 years.</p>	Temporary 75 Years	5 Years	70 Years
52	<p>Drug and Alcohol Testing Case Files (Labor Management &amp; Employee Relations) The Child and Youth, Safety and Health Omnibus Amendment Act of 2004 (CYSHA) requires that all employees in “safety-sensitive” positions or those with a significant degree of contact with students must be tested for drugs and alcohol. Testing is a prerequisite for employment but can be requested at any time if substance abuse is suspected or if an employee returns to work after completing a substance abuse treatment program. This record documents the results of the testing. This record is organized by school and employee last/first name.</p> <p>Restrictions: PII/PHI</p> <p>Media: Electronic (OCTO QuickBase)</p>			

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
a	Positive test results or Refusal to take the test Temporary-Records close upon notification to the employee, prospective employee, and the appropriate supervisor of the test results and cut off at the end of the academic year. Retain records for 3 years after cut off and then destroy.	Temporary 3 Years	3 Years	None
b	Negative test results Temporary- Records close upon notification to the employee or prospective employee, and the appropriate supervisor of the test results and cut off at the end of the tenure of the employee in the school system. Retain record for 1 year after cut off and then destroy.	Temporary 1 Year	1 Year	None



### Office of Elementary & Secondary Schools

These offices are comprised of Instructional Superintendents who supervise clusters of 10-14 principals. Instructional Superintendents provide principals with feedback, coaching, guidance, and support necessary for them to be effective school leaders—with a particular focus on instructional leadership. The Office of Elementary Schools includes the Early Childhood Education and 1st Grade Academy. The Office of Secondary Schools includes the Athletics program, the College and Career division, the Pathways program. The work of Secondary programs is to assist secondary school leaders with the development, refinement, and management of specialized academic programs.

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
53	<p>Student Academic Support Program (Academic Programs) This record documents the overview, guidance, and evaluation of extended learning opportunities for DCPS students. This record may include but is not limited to the after-school program observation tool, evening credit recovery operations manual, online credit recovery policy, extended year guidebook and extended year performance hearing data. Records are organized by program and academic year. Programs include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Mentoring Through Literacy</li> <li>• Student Placement</li> <li>• Bilingual Education/English</li> <li>• Lesbian, Gay, Bisexual, Transgender and Questioning Student Support</li> <li>• Neediest Kids Fund/Bridge to Success</li> <li>• Summer School</li> <li>• Alternative High Schools</li> <li>• Language Learners</li> <li>• Expectant and Parenting Students</li> <li>• Homeless Youth</li> <li>• Special Education Programs and Resources.</li> </ul> <p>Restrictions: PII/FERPA            Media: Electronic (SharePoint, O drive, google drive)</p>			

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
a	<p>Manuals and Policy</p> <p>Permanent: Records close when directive is superseded or becomes obsolete and cut off at the end of the fiscal year. Retain records on site four years after cut off, then transfer to the D.C. Archives.</p>	Permanent	4 Years	None
b	<p>Program File: Collected data and case notes</p> <p>Appraisal: Records close at the end of the program year and cut off at the end of the academic year. Retain records for 25 years and submit to the Archivist for appraisal and final disposition.</p>	Appraisal 25 Years	25 Years	None
54	<p>Medicaid Services File- This record documents the procedures for the billing of student and provider services. This record may include but is not limited to the student enrollment form, consent form, provider credentials, the delivered service file, and claim logs. This record is organized by student and then provider name.</p> <p>Restrictions: PII/FERPA</p> <p>Media: Electronic</p> <p>Temporary: Records close upon payment for services and cut off at the end of the academic year. Retain records for 5 years after cut off and then transfer to the Record Center for 5 years.</p>	Temporary 10 Years	5 Years	5 Years

**Office of Instructional Practice-**

The Office of Instructional Practice designs and launches research-based professional development models designed to foster collaboration between and for the development of teachers. All models are geared toward improving teacher practice and ultimately increasing student achievement.

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
55	<p>IMPACT (Performance &amp; Assessment) This record documents the evaluation process for educators. This record may include but is not limited to the Essential Practices observation rubric which describes what great teaching looks like, the IMPACT guidebook, which outlines how staff members are assessed in accordance with their specific roles and responsibilities and IMPACT for school leaders which provides a clear understanding of what defines excellence in school leadership. This record is organized by topic.</p> <p>Restrictions: PII                      Media: Electronic (QuickBase)                      Temporary: Records close upon exhaustion of all appeals and cut off at the end of the academic year. Retain the record for 4 years after cut off and then destroy.</p>	Temporary 4 Years	4 Years	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
56	<p>Leadership Initiative for Teachers (LIFT) Guide (Performance &amp; Assessment) This record documents the five-stage career ladder that provides high performing teachers with opportunities for advancement inside the classroom. This record may include but is not limited to the LIFT guidebook, an outline of LIFT's goals and potential compensation increases for highly effective teachers. This record is organized by topic.</p> <p>Restrictions: PII            Media: Electronic            Temporary: Records close when tool is superseded or becomes obsolete and cut off at the end of the academic year. Retain the record for 4 years after cut off and then destroy.</p>	Temporary 4 years	4 Years	None
57	<p>Mary Jane Patterson Fellowship Program Case File (Instructional leadership) This record documents the applicant file and current fellow selectees of internal DCPS employees who aspire to be principals. This record may include but is not limited to the application, resume, verification of experience &amp; education and recommendation letters. This record is organized by applicant name.</p> <p>Restrictions: None            Media: Electronic            Temporary: Records close when applicant is promoted, removed, denied or withdraws from the program and cut off at the end of the academic year. Retain record for 4 years after cut off and then destroy.</p>	Temporary 4 years	4 Years	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
58	<p>Learning together to Advance our Practice (Professional Development) This record documents the professional development model implemented to assist teachers in becoming highly effective at teaching the DCPS Common Core-aligned curriculum and social/behavioral testing. Records may include but are not limited to the program design, handbooks, and curriculum modules. This record is organized by school year.</p> <p>Restrictions: None            Media: Electronic            Temporary: Records close when program is superseded or becomes obsolete and cut off at the end of the academic year. Retain record for 4 years after cut off and then destroy.</p>	Temporary 4 Years	4 Years	None
59	<p>Student Services References (Office of Secondary Education) This record documents the planning resources utilized in developing a comprehensive program for guidance counselors in DCPS. This record may include but is not limited to the discipline-specific practice guide, needs assessment data from teachers, parents and students and interest inventory results, e.g. group counseling topics. This record is organized by academic year.</p> <p>Restrictions: None            Media: Paper/Electronic</p>			
a	<p>Program Record            Temporary: Records close when the program is superseded or becomes obsolete and cut off at the end of the academic year. Retain record for 4 years after cut off and then destroy.</p>	Temporary 4 Years	4 Years	None

	GOVERNMENT OF THE DISTRICT OF COLUMBIA RECORDS RETENTION SCHEDULE DCRS 18-012	Page 45 of 59
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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
b	Data Records (Input from teachers, parents, and students) Temporary: Records close and cut off at the end of the academic year. Retain data for 4 years after cut off and then destroy.	Temporary 4 Years	4 Years	None

**Office of Teaching and Learning**

The Office of Teaching and Learning provides educators with curricular resources and academic programs to ensure rigorous and joyful learning experiences for every student.

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
60	<p>Academic Content Standards (Academic) This record documents the Common Core Standards for each grade level’s expected learning competency. This record may include but is not limited to the standards for English/Language Arts, Math for kindergarten through 12<sup>th</sup> grade, and assessment tools. This record is organized by grade level and subject.</p> <p>Restrictions: None</p> <p>Media: Paper/Electronic</p> <p>Temporary: Records close when standards are superseded or become obsolete and cut off at the end of the academic year. Retain records in-house for 10 years after cut off and then transfer to the Record Center for 15 years.</p>	Temporary 25 Years	10 Years	15 Years

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
61	<p>Scope and Sequence (Academic) This record documents by grade and subject the major modules that will be covered for the year and the core standards that students will demonstrate after instruction. This record may include major subjects for each grade, list of major modules conducted by grade and subject, vocabulary, skills to be demonstrated, common core standards to be assessed, pacing (instruction timeline), unit guides and a summative assessment. Records are organized by grade level and subject.</p> <p>Restrictions: None            Media: Electronic            Temporary: Records close when standards are superseded or become obsolete and cut off at the end of the academic year. Retain records for 10 years after cut off and then transfer to the Record Center for 15 years.</p>	Temporary 25 years	10 Years	15 Years



Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
62	<p>Academic Curriculum Supplements (Academic) This record documents the uniform reference documents and tools utilized by educators to plan and deliver classroom instruction. This record may include but is not limited to tools, guides, and sample forms. Examples of documents included in this record are GOLD Teacher Guides, Advanced Readers Extension Units, Eureka Math Modules, and lesson plan templates. This record is organized by grade level.</p> <p>Restrictions: None</p> <p>Media: Electronic (Office 365)</p> <p>Temporary: Records close when supplemental item is superseded or becomes obsolete and cut off at the end of the academic year. Retain records for 10 years after cut off and then transfer to the Record Center for 15 years.</p>	Temporary 25 Year	10 Years	15 Years
63	<p>Universal Health Assessment/Certificate (Office of Early Childhood Education) This record documents the health status of a child enrolled in DCPS. This record may include but is not limited to the results of a physical examination, immunizations, tuberculosis assessment, dental screenings and lead poisoning test results. This record is organized by academic year and student's name.</p> <p>Restrictions: PII/PHI</p> <p>Media: Paper/Electronic</p> <p>Temporary: Records close on the last day child attends the school district and cut off at the end of the academic year. Retain records for 5 years after cut off and then destroy.</p>	Temporary 5 Years	5 Years	None

**School Records**

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
64	<p>Administrative Records: -This record documents the day to day administrative processes of managing the school office, communication, and daily activities. Records may include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Field Trip Requests &amp; Permission forms</li> <li>• Faculty Meeting Minutes</li> <li>• Requests for interpreters</li> <li>• Athletic Release Records</li> </ul> <p>Restrictions: None            Media: Paper/Electronic (Website/Office 365)            Temporary-Records close and cut off at the end of the academic year. Retain records for 2 years after cut off and then destroy.</p>	Temporary 2 Years	2 Years	None
65	<p>Parent /Teacher Conferences: - This record documents conferences between the parents of students and teachers. Usually takes place once a semester but may be held at the request of either the teacher, or parent. Records may include but are not limited to name of student, date of meeting, discussion notes and agreed actions, follow up dates and resources that will be contacted. Records are organized by student name.</p> <p>Restrictions: PII/FERPA            Media: Paper/Electronic (Office 365, Aspen)            Temporary: Records close upon conclusion of the discussion and cut off at the end of the academic year. Retain records for 3 years after cut off and then destroy.</p>	Temporary 3 Years	3 Years	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
66	<p>Student Accounting and Attendance Records-This record documents student attendance. Records may include but are not limited to tardiness, absences, names of students, and name of school. Records are organized by academic year and student name.</p> <p>Restrictions: None            Media: Electronic (Aspen)            Temporary: Records close and cut off at the end of the academic year. Retain records for 5 years after cut off and then destroy.</p>	Temporary 5 Years	5 Years	None
67	<p>Student Cumulative File-This record documents student academic and health information while in the school district. Academic information may include, but is not limited to: transcript, college entrance exam scores, record of attendance, schools attended, scholastic work completed, grades, grade point average, class rank, and type of diploma earned. Health information may include, but is not limited to: verification of immunizations or immunization certificate. This series may also include name change documentation, access and disclosure of student record forms, including final opt-out for directory information, and termination (graduation/withdrawal) information.</p> <p>Restrictions: PII/FERPA            Media: Paper/Electronic (Aspen)</p>			

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
a	<p>Short Term Documentation (standardized test results, medical verifications, school and community activities work experience, employment counseling and placement documentation, counseling interviews, notice of student status, registration/enrollment forms/records,)</p> <p>Temporary: Records close upon graduation, withdrawal or transfer of the student whichever is later and cut off at the end of the academic year. Retain short term documentation for 5 years after cut off and then destroy.</p>	Temporary 5 Years	5 Years	None
b	<p>Long Term Documentation (Under 34 CFR §300.624 (b) Public Schools may maintain a student's name, address, and phone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation)</p> <p>Temporary: Records close upon graduation, withdrawal or transfer of the student whichever is later and cut off at the end of the academic year. Retain long term documentation for 25 years after cut off and then transfer to the Record Center for 50 years. Submit to Archivist for appraisal and final disposition.</p>	75 Years submit to Archivist for appraisal and final disposition	25 Years	50 Years submit to Archivist for appraisal and final disposition

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
68	<p>Student Discipline: Expulsion Records-This record documents expulsion of individual students. Records may include but are not limited to incident reports, investigation and case notes, expulsion notification, readmission requests and appeals. Records are organized by student.</p> <p>Restrictions: PII/FERPA            Media: Electronic (Aspen, Student Behavior Tracker)            Temporary: Records close upon final determination or exhaustion of all appeals and cut off at the end of the academic year following the 18<sup>th</sup> birthday of the student. Retain records for 5 years after cut off and then destroy.</p>	Temporary 5 Years	5 Years	None
69	<p>Student Discipline: Incident/Suspension Records-This record documents infractions by students that result in a disciplinary action up to and including suspension. Records may include but are not limited to incident reports, investigation case notes, notice of disciplinary action, appeals. Records are organized by student.</p> <p>Restrictions: PII/FERPA            Media: Electronic (Aspen, Student Behavior Tracker)            Temporary: Records close upon satisfaction of all actions required in the disciplinary action and cut off at the end of the academic year. Retain records for 5 years after cut off and then destroy.</p>	Temporary 5 Years	5 Years	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
70	<p>Student Placement and Transfer Requests-This record documents request for student placement and transfer to another school. The record may include but is not limited to formal requests, name of school, name of student, parent or guardian, desired school, reason for request, and decision. Records are organized by student.</p> <p>Restrictions: PII            Media: Paper/Electronic (Aspen)</p>			
a	<p>Paper Record            Temporary: Records close upon decision and cut off at the end of the academic year. Retain records for 3 years after cut off and then destroy.</p>	Temporary 3 Years	3 Years	None
b	<p>Aspen Record            Temporary: Records close upon graduation, withdrawal or transfer of the student whichever is later and cut off at the end of the academic year. Retain short term documentation for 5 years after cut off and then destroy.</p>	Temporary 5 Years	5 Years	None

**Administrative Records** The records covered in this section relate to routine internal administrative and housekeeping activities are generally facilitative or informational. *They are not basic program records and are not part of official program files.* They are often extra copies of documents whose record copies must be scheduled by submitting a request for records disposition authority.

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
71	<p>Asset Inventory (Facilities Manager) Inventory of physical assets (non-transitory) held by the agency, including furniture, technology equipment, or other physical assets. Inventories are organized by Control ID and Asset Name, and record both location and the last inventory date.</p> <p>Restrictions: None            Media: Paper            Temporary: Records close and cut off when superseded. Retain records for 2 years after cut off, and then destroy.</p>	Temporary 2 Years	2 Years	None
72	<p>Records Disposition Files (Records Manager) Basic documentation of records description and disposition programs, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Retention Schedules</li> <li>• SF135-Records Transmittal and Receipt</li> <li>• Requests for Records Disposition Authority</li> <li>• Notice of intent to destroy</li> <li>• Confirmation of Destruction of Records</li> </ul> <p>Records are organized by date.            Restrictions: None            Media: Paper/Electronic (Agency Secure Network)            Permanent: Records close and cut off at the end of the academic year. Retain in agency permanently.</p>	Permanent	Permanent	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
73	<p>Working Papers Project background records, analyses, notes, drafts, and interim reports            Restrictions: None            Media: Paper and Electronic (Agency Secure Network)</p>			
a	<p>With Final Action            Appraisal: Records close upon final action and cut off at the end of the academic year. Records are transferred within 30 days of cut off to the Record Center for Appraisal</p>	Appraisal required by DC Archivist		
b	<p>With no Final Action            Temporary: Records close if no action is taken in three years from final report and cut off at the end of the academic year. Destroy upon cut off, or when the record is no longer needed for administrative or reference purposes.</p>	Temporary 3 Years	3 Years	None
74	<p>Administrative Files Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists.            Restrictions: None            Media: Paper and Electronic (Agency Secure Network)            Temporary: Records close and cut off at end of the academic year. Destroy when no longer needed for administrative or reference purposes.</p>	Temporary Cutoff at end of Academic Year	None	None
75	<p>Schedules of Daily Activities (Non-Senior Officials) Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of D.C. employees.</p>	Temporary Destroy when no longer needed	Until no longer needed	None



Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
	Restrictions: None Media: Paper and Electronic (Agency Secure Network) Temporary: Records close and cut off at the end of the academic year. Destroy when no longer needed for administrative or reference purposes.			
76	Mailing and Invitation Lists: This record identifies individuals and organizations that are to receive copies of newsletters, reports, invitations to events, and other issuances. Restrictions: None Media: Paper and Electronic (Agency Secure Network) Temporary: Records close and cut off upon conclusion of the event, meeting, conference, etc. Destroy records when no longer needed for administrative or reference purposes.	Temporary Destroy when obsolete or superseded	Until no longer needed	None
77	Suspense Files (Files noting actions to be taken) Papers arranged in chronological order as a reminder that an action is required on a given date or that a reply should be traced on a given date. Restrictions: None Media: Paper and Electronic (Agency Secure Network) Temporary: Records close and cut off upon completion of review or action. Destroy records when no longer needed for administrative or reference purposes.	Temporary Destroy after action is taken	Until no longer needed	None
78	Transitory Files Papers of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples: <ul style="list-style-type: none"> <li>• Letters of Transmittal</li> <li>• Quasi-Official notices</li> <li>• Memos and other papers that do not serve as basis for official action</li> </ul>	Temporary Destroy when 3 months old or when no longer	3 Months	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
	<ul style="list-style-type: none"> <li>• Holiday notices</li> <li>• Charity notices</li> <li>• Bond Campaigns</li> </ul> Restrictions: None Media: Paper and Electronic (Agency Secure Network) Temporary: Records close upon completion of review or action and cut off at end of the quarter. Retain record for 3 months after cut off and then destroy when no longer needed for administrative, audit or reference purposes.	needed, whichever is sooner		
79	Contract Administration-Agency Copies (Agency Procurement Staff) Files containing documentation pertaining to the acquisition physical goods, services, products, and personal property. Procurement files consists of contracts, requisitions, purchase orders work orders, invoices. Records are organized by academic year. Restrictions: None Media: Paper/Electronic (Secure agency network)			
a	Under \$100,000 Temporary: Records close when final payment is made or received and cut off at the end of the academic year. Retain the record for 3 years after cut off, and then destroy.	Temporary 3 Years	3 Years	None
b	\$100,000 + Temporary: Records close when final payment is made or received and cut off at the end of the academic year. The record is retained for 6 years after cut off and then destroy.	Temporary 6 Years	6 Years	None



### Non-Records

Non-record materials are disposable upon agency authority. Please direct questions to the Office of Public Records for assistance.

Description
Duplicate copies of documents
Printed Reports from Computer Programs that can be recreated on-demand
Reference or Convenience Copies of official documents (i.e.: copies of Mayor's orders, or correspondence)
Working papers that don't impact or are not considered essential to a final decision regarding policies, laws, and regulations
Library or other reference materials or records maintained solely for convenience or reference
Blank forms
Materials relating to fringe activities of an agency such as charitable fund drives.