

PIONEER VALLEY REGIONAL SCHOOL DISTRICT				DATE MODIFIED:	5/5/2008
INVENTORY OF DATA (Paper and Electronic)		MA STATEWIDE RETENTION SCHEDULE 07/2007: EDUCATION	H		
Name of Record	Description of Record	Retention Period	Location of Record	Custodian of Records	Type of Media Storage
<b>HEGIS Report Records</b>	Documents reports on the institution sent to the U.S. Department of Education	Permanent	N/A	N/A	N/A
<b>Dean's Records</b>	Document's the Dean's activities. Includes subject or correspondence files maintained for monitoring and decision making purposes.	Reviewed by the archives after administrative use ceases.	N/A	N/A	N/A
<b>Satellite Campus Oversight Records</b>	Documents the management of satellite campuses. Includes reports, memos, directives, and related correspondence.	Reviewed by the archives after administrative use ceases.	N/A	N/A	N/A
<b>Student Admissions/Registration Record</b>	Documents applications to the school and subsequent progress. Includes transcripts, acceptance letters, transfer records, course credit sheets and evaluations, veteran information, and related correspondence.	Matriculated students' records: Retain 5 years after graduation or separation from institute. All other records retain 3 years.	MAIN OFFICE GUIDANCE	PRINCIPAL GUIDANCE DIRECTOR	PAPER DBASE
<b>Student Immunization Records</b>	Documents the immunization of students entering the institution. Includes immunization record and related correspondence.	Students entering health training programs: Retain 5 years after separation from the program. All other records retain 10 years.	NURSE'S OFFICE	HEAD NURSE SCHOOL NURSE	PAPER PAPER/DBASE
<b>Tuition and Fees Records</b>	Documents tuition and fee structure, analysis and policy.	Policy documentation: Permanent. Actual payments: Retain 3 years after settlement.	N/A	N/A	N/A
<b>Student Financial Aid Records</b>	Documents aid given to students to help pay for schooling. Includes financial aid applications, federal student aid forms, federal tax forms, award letters and confirmations, verification records and interview documentation.	Retain 5 years after separation.	N/A	N/A	N/A

<b>Student Scholarships, Fellowships, and Awards Records</b>	Documents the process to give scholarships and other aid awards.	Summary records: Permanent All other records retain 5 years.	MAIN OFFICE GUIDANCE	PRINCIPAL GUIDANCE DIRECTOR	PAPER
<b>Student Record Transcript Requests Records</b>	Documents request for students transcripts.	Retain 1 year.	MAIN OFFICE GUIDANCE	PRINCIPAL GUIDANCE DIRECTOR	PAPER
<b>Academic Program Administration Records</b>	Documents the routine daily administration of courses and programs in the institution. Includes referral, orientation, facilitative and other administrative correspondence and materials.	Retain 3 years.	GUIDANCE	PRINCIPAL GUIDANCE DIRECTOR	PAPER ELECTRONIC
<b>Academic Advisement Records</b>	Documents faculty or academic advisors advisement of students.	Retain 3 years after student graduates or separates from academic program.	GUIDANCE	GUIDANCE DIRECTOR	PAPER
<b>Student Internships and Practicum's Records</b>	Documentation of field experience.	Retain 5 years after separation. Record with registrar.	N/A	N/A	N/A
<b>Independent/Cooperative or Alternate Study Records</b>	Documents alternative course programming.	Retain 3 years.	MAIN OFFICE GUIDANCE SPED	PRINCIPAL GUIDANCE DIRECTOR SPED DIRECTOR	
<b>International Studies Program Records</b>	Documents programs of foreign study sponsored or in conjunction with other colleges.	Review by the archives after 6 years.	N/A	N/A	N/A
<b>Award Establishment Records</b>	Documents the establishment of awards.	Summary documentation: Permanent All other records retain until administrative use ceases.	N/A	N/A	N/A
<b>Commencement and Awards Records</b>	Documents graduation ceremonies and awards given to outstanding students. Includes programs, program revisions, logistical support documentation, and related correspondence.	Final programs with edits: Permanent. All other records retain for 3 years.	HS MAIN OFFICE GUIDANCE	PRINCIPAL GUIDANCE DIRECTOR	PAPER
<b>Curriculum Development Records</b>	Documents the development of courses.	Review by the archives after administrative use ceases.	CURRICULUM BINDERS MAIN OFFICE	CURRICULUM COORDINATORS	PAPER
<b>Class Schedule Records</b>	Documents courses scheduled to be taught.	Official copy: Permanent	GUIDANCE	PRINCIPAL GUIDANCE DIRECTOR	PAPER DATABASE
<b>Course Outlines and Descriptions Records</b>	Documents descriptions of courses taught by institution.	Permanent	GUIDANCE	GUIDANCE DIRECTOR	PAPER WEBSITE

<b>Student Tests and Examinations</b>	Documents tests taken by students as part of course requirements.	Final tests taken as requirements for degree programs: Permanent. All other records retain 1 semester.	GUIDANCE	GUIDANCE DIRECTOR	PAPER SCANTRON
<b>Student Evaluations of Teachers</b>	Documents student evaluations of courses and instructors. Includes questionnaires and summary reports.	Where information is summarized: Retain summary report for 6 years and discard data forms, otherwise, retain data forms for 6 years.	MAIN OFFICE	PRINCIPAL	PAPER
<b>Masters These</b>	Documents papers completed as partial fulfillment of degree requirement.	Permanent	N/A	N/A	N/A
<b>Academic Degree Audit Records</b>	Documents review of student coursework to determine if they have met the requirements to receive their degree. Includes degree applications, degree audits, credit evaluations, course substitution forms, honors recommendations, and related notes and correspondence.	Approved degree applications documents: Retain 5 years after graduation or separation. Denied or withdrawn application materials retain for 1 year.	GUIDANCE	PRINCIPAL GUIDANCE DIRECTOR	PAPER
<b>General Educational Development (GED) Certification Records</b>	Documents the certification that an individual has passed the GED test as equivalent of a high school education.	Official copy: Retain 60 years. All other records retain for 3 years.	N/A	N/A	N/A
<b>Academic Degree Audits Records</b>	Documents reviews of student coursework to determine if they have met the requirements to receive their degree. Includes degree applications, degree audits, credit evaluations, course substitution forms, honors recommendations, and related notes and correspondence.	Approved degree application documents: Retain 5 years after graduation or separation. Denied or Withdrawn application materials retain for 1 year.	GUIDANCE	PRINCIPAL GUIDANCE DIRECTOR	PAPER
<b>General Educational Development (GED) Certification Records</b>	Documents the certification that an individual has passed the GED test as equivalent of a high school education.	Official copy: Retain 60 years. All other records retain for 3 years.	N/A	N/A	N/A

<b>Official Course and Grade Records</b>	Provides a permanent record of student's courses taken and grades received as maintained by the registrar.	Official course and grade books, transcripts, listings, or narrative degree evaluation materials: Permanent. Transcript requests retain for 1 year.	GUIDANCE	GUIDANCE DIRECTOR	PAPER
<b>Faculty Personal and Professional Papers</b>	Consists of faculty research or other materials where left in the institution care.	Reviewed by the archives if left in custody of institution.	N/A	N/A	N/A
<b>Tenure and Promotion Records</b>	Documents changes in faculty employment.	Retain 6 years.	SUPERINTENDENT'S OFFICE	SUPERINTENDENT	PAPER
<b>Teacher Certification Records</b>	Documents the certification of teachers by the Department of Education in compliance with 71 MGL 38G.	Records before 1980 retain for 40 years. All other records retain 6 years after expiration.	SUPERINTENDENT'S OFFICE	SUPERINTENDENT	PAPER
<b>Faculty Appointment Records</b>	Documents the appointment and subsequent history of individuals to join the institution's faculty.	Summary record: Permanent. All other records retain for 6 years after separation.	SUPERINTENDENT'S OFFICE	SUPERINTENDENT	PAPER
<b>Faculty Workload Records</b>	Documents work assignments of individual faculty.	Retain 3 years.	MAIN OFFICE	PRINCIPAL	PAPER DBASE
<b>Sponsored Research Records</b>	Documents grants to pursue academic research.	Review by the archives after 6 years after close.	N/A	N/A	N/A
<b>Student Event/Activities Applications Records</b>	Documents students participation in special activities.	Retain 3 years.	MAIN OFFICE	PRINCIPAL	PAPER DBASE
<b>Student Clubs and Associations Records</b>	Documents the activities of a student run clubs and associations.	Review by the archives after administrative use ceases.	MAIN OFFICE	PRINCIPAL	PAPER
<b>Student Government Records</b>	Documents activities of student government groups.	Review by the archives after administrative use ceases.	MAIN OFFICE	PRINCIPAL ADVISOR	
<b>Student Newspaper</b>	Documents the publication of the student newspaper.	Final publications: Permanent. Photographs and artwork: Review by the archives after administrative use ceases. Newspaper staff memorabilia: Permanent. Summary Policy and administrative records: Permanent. All other records: Retain 3 years.	MAIN OFFICE	PRINCIPAL	PAPER

<b>Student Athletic Participation Records</b>	Documents student participation in sports.	Retain summary documentation, films, and photos: Permanent. All other records : Retain 6 years after separation.	ATHLETIC DEPT.	ATHLETIC DIRECTOR	ONLINE
<b>Student Grievance/Complaint Records</b>	Document student complaints.	Retain 3 years after closure.	MAIN OFFICE	PRINCIPAL	PAPER
<b>Student Discipline Records</b>	Documents the discipline of students for infraction of school policy.	Expulsion records: Retain 25 years. All other records retain 3 years after separation.	MAIN OFFICE	ASST. PRINCIPAL/ PRINCIPAL	PAPER
<b>Student Disability Records</b>	Provides a record of disability information on students.	Retain 5 years after student graduates or withdraws.	SPED	SPED DIRECTOR	PAPER
<b>International Students Case Files</b>	Documents international students enrolled at the school	Retain 5 years after separation.	N/A		
<b>Student Support Services Records</b>	Documents programs to support student life.	Substantive summary data: Permanent. All other records retain 3 years.	MAIN OFFICE GUIDANCE SPED	PRINCIPAL	
<b>Special Services Program Records</b>	Documents special programs for students not within normal course schedule.	Summary records: Permanent. All other retain 3 years.	SPED	SPED DIRECTOR	PAPER
<b>Student Counseling Records</b>	Documents social services provided to students.	Retain 6 years after separation.	SPED HEALTH SERVICES	SPED DIRECTOR HEALTH DIRECTOR	PAPER DBASE
<b>Student Career/Placement Records</b>	Documents records kept on file for placement purposes.	Retain 10 years.	GUIDANCE	GUIDANCE DIRECTOR	PAPER
<b>Student Health Clinic Records</b>	Documents student clinic health histories. Includes visit documentation and charts, medical notes, and related correspondence.	Retain 30 years.	N/A		
<b>Borrowers Records</b>	Documents library use by patrons.	Retain until items are returned.	LIBRARY	LIBRARY DIRECTOR	









