

RECORDS INVENTORY AND RETENTION SCHEDULE

Department	Item	Office Responsible	Recommended Retention Period
Department of Curriculum and Instruction	Referral Forms for Pupil Personnel Services (including Correspondence Relative to Referral, Home Visit Reports, Social Histories, Reports to Community Agencies, Petitions, Reports to District Court, Appeals, Kinships, Hardships, and Interstate Compacts).	Office of Pupil Personnel	Duration of activity + 3yrs
Department of Curriculum and Instruction	Non-Resident Pupil File (including Enrollment Application, Decision Regarding Application)	Office of Pupil Personnel	Duration of activity + 3yrs.
Department of Curriculum and Instruction	Sending Units Report on Tuition (Intercounty Transfers-Report of Tuition) (A&F Form 015 25-01/73)	Office of Pupil Personnel	3 yrs. and until all audit requirements are met.
Department of Curriculum and Instruction	Receiving Units Report on Tuition (Intercounty Transfers)	Office of Pupil Personnel	3 yrs. and until all audit requirements are met.
Department of Curriculum and Instruction	Pupil Services Policies and Directives	Office of Pupil Personnel	Permanent
Department of Curriculum and Instruction	Office of Pupil Personnel, Pupil Personnel Work Case Folder File	Office of Pupil Personnel	3 yrs. and until all audit requirements are met.

Revised: 02/18/09
 Revised: 08/25/10
 Revised: 01/26/12
 Revised: 02/25/16