

RECORDS INVENTORY AND RETENTION SCHEDULE

Department	Item	Office Responsible	Recommended Retention Period
Department of Curriculum and Instruction	Guidance Counselor Professional Files	Office of School Counseling	<b>3 yrs. and until all audit requirements are met.</b>

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