

RECORD RETENTION

Chandler Unified School District and the Arizona State Archives and Records Management strives to maintain the leanest and most mission-critical documentary record for the state. Our goal is to work with the state to identify all records of importance.

Following the instructions below will ensure we are meeting all requirements.

Archival Value

Permanent records are any records in which the retention period is listed as “Permanent” on an approved Retention Schedule (General). Use the retention periods listed from the General Retention Schedule to retain the required time records. Records will be promptly and orderly disposed of at the end of their retention period. The schedule is used in conjunction with the Certificate of Records Destruction. All records disposed under this schedule must be reported on the Certificate of Records Destruction.

How and What to Archive

Our Record Retention page includes a link to the AZ State Library, Archives, & Public Records Retention Schedules website. This link will direct you to the Arizona Library retention schedules page (<https://azlibrary.gov/arm/retention-schedules>) On this page, click on the link pictured below.

General Retention Schedules

If you have a record series listed as permanent, or it is historically significant, please contact the State Archives at (602) 926-3720 for next steps.

Permanent and Historical Records

General Schedules supersede all existing custom schedules with the following exception: the custom schedule retention period is longer than the general schedule retention period.





Fully Searchable PDF of ALL GENERAL RETENTION SCHEDULES

[Click here to browse and search general retention schedules.](#)



You will be directed to a page with a list of multiple General Retention Schedules. Here you will search for the schedule number specific to you. Click the PDF file for more information on the specific schedule.

General Retention Schedules

	Schedule Date	Schedule Number	Title
	03/30/2022	GS-1018 Rev.5	Administrative and Management Records
	10/18/2018	GS-1050	Assessor Records
	10/24/2018	GS-1046	Audit Records
	03/16/2021	GS-1074	Student Records

https://cusd80-my.sharepoint.com/personal/grano_juan_cusd80_com/Documents/Diana/Record Retention/How and What to Archive 1920 Juan.docx

RECORD RETENTION

On these pages you will find the information needed to complete your archive labels and the excel archive log sheet.

**General Records Retention Schedule Issued to:
All Arizona School Districts and Charter Schools
Student Records**

Schedule Number: GS-1074 Rev. 2

Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
21194	Student Records: Permanent Including personal identifying information (name, student identification number, etc.), transcript of final grades, summary of attendance, and standardized test scores.	Permanent	Preserve pursuant to A.R.S. § 39-101.	A.R.S. § 39-101	8/30/2011
21198	Student Population Studies	3 Years	After fiscal year created or received.		8/30/2011
21193	Student Withdrawal Notices	4 Years	After fiscal year of withdrawal.		8/30/2011
21199	Tuition Program Records	4 Years	After fiscal year created or received.		8/30/2011

RECORD RETENTION

Labels (orange/yellow)

Labels are provided by warehouse (Orange Labels- Permanent Records/ Yellow Label- Non-Permanent Records). Please email grano.juan@cusd80.com to request labels needed for your boxes. Your request will be transferred with the inter-office mail. Record Retention Labels information is listed and provided on the Record Retention Page. Scroll to the bottom of the page. You will find the category field with a list of Titles. Click the Label Title needed for your archives. A word file will download with 2 labels per sheet. Labels are in order of retention years. Print your label.

Record Retention Labels

INSTRUCTIONS:

You can **scroll down** to browse all Labels in order by schedule name.

Search by:

Category: All

- Public Info and Marketing
- Purchasing Procurement
- Risk Management
- Sales Tax
- Special Education Student
- Student
- Student Child Abuse
- Treasurer
- Warehouse

[Support Se](#)

Student

[1 Year](#)

[2 Years](#)

[3 Years](#)

[4 Years](#)

[5 Years](#)

[Permanent](#)

CHANDLER UNIFIED SCHOOL DISTRICT – RECORD RETENTION LABEL	
STUDENT RECORDS	
Four (4) Years.	SITE/DEPT.: [] BOX: []
<input type="checkbox"/> 21175.Daily Attendance Records <input type="checkbox"/> 21176.School Registers <input type="checkbox"/> 21177.Certificates of Educational Convenience (CEC) <input type="checkbox"/> 21178.Disciplinary Records <input type="checkbox"/> 21179.Excused Absence Records <input type="checkbox"/> 21181.Counseling Session Records <input type="checkbox"/> 21182.Professional and Working Records <input type="checkbox"/> 21184.Access and Release Records <input type="checkbox"/> 21187.Student Activities Records <input type="checkbox"/> 21191.Anecdotal Records <input type="checkbox"/> 21192.Non-medical Professional Reports <input type="checkbox"/> 21193.Student withdrawal Notices <input type="checkbox"/> 21197.Student Insurance Records <input type="checkbox"/> 21199.Tuition Program Records <input type="checkbox"/> 21200.Affidavits of Intent to Home School <input type="checkbox"/> 21202.Registration Records for Students Who Never Attend School <input type="checkbox"/> 21206.All other Non-permanent Student records	<small>CONTENTS, NOTES</small> <div style="border: 1px solid gray; height: 100px;"></div>
School Year: []	Shred Year: []

RECORD RETENTION LABEL

SITE/DEPT: Abbreviated School or Site Name

Box: Unique number to your box

School Year: Fiscal Year records were created

Shred Year: Year box will be disposed of.

https://cusd80-my.sharepoint.com/personal/grano_juan_cusd80_com/Documents/Diana/Record Retention/How and What to Archive 1920 Juan.docx

RECORD RETENTION

Archive Log (excel format)

WORK ORDER #	SITE OR DEPT	BOX NUMBER	AZ STATE LIBRARY ARCHIVES AND PUBLIC RECORDS RECORD SERIES TITLE	SCHEDULE NUMBER	RECORD SERIES NUMBER	SCHOOL YEAR	COMMENT	SHRED YEAR
68954	CHS	156-1	STUDENT RECORDS: PERMANENT	GS-1074 REV.2	21194	2003	Health Records A-G	PERM
68954	CHS	153-1	STUDENT WITHDRWAL NOTICES	GS-1074 REV.2	21193	2019	A-Z	2023

Work Order #: The W/O# is generated from School Dude. Your site admin will provide you with this number when the CSR is submitted.

Site or Dept: Abbreviated School or Department Name

Box Number: this number should be unique to your site. This will help with tracking your boxes later if needed. Use different number sequences from year to year.

Records Series Title: name is provided from the General Retention Schedule pdf file you used for information

Schedule Number: General Retention Schedule Number

Records Series Number: Number is provided on the General Retention Schedule

School Year: Fiscal Year when file was created

Comment: Contents of boxes

Shred Year: FY contents will be disposed of.

Now that you have the information, you are ready to do the following steps:

1. Box up your archives. Remember only one schedule number and year per box.
2. Place an Archive label on each box.
3. Your Site admin will submit a CSR to pick-up of the archive boxes. A work order # will be required for the archive log.
4. Complete the archive log. Remember to add one box per line. Email a digital copy in excel format to grano.juan@cusd80.com.
5. Warehouse will schedule the pickup after all these steps have been completed.