

How to Read the Local Government Retention Schedules

A unique number assigned to this series.

The name of the series.

An explanation of what records are included in this series.

The minimum amount of time you're required to keep these records.

Any notes, including statutes, that govern the retention period.

Record Number	Record Title	Record Description	Retention Period	Remarks
SD3200-01b	Academic Records	Cumulative record of achievement in grades Pre-K through 8.	Date of withdrawal +5 years. (See retention note.)	<u>Retention Note:</u> Academic records of K-8 student receiving 9-12 course credit must be maintained PERMANENTLY.