File Number	Title	Location	Retention	Vital Records	Office of Record
1	**REFERENCE MATERIAL: Administration – General Management**				
	(FRRDS)	Website	Destroy when no longer needed for reference		RM
	REGISTRAR'S OFFICE – WEC Rm 141				
2	**RECORDS MANAGEMENT REQUIREMENTS FOR ELECTRONIC MESSAGING: 1.13.4 NMAC**				
	2.1 Attendance Messages **2.2** Time Card E-Mails	WEC, Rm 141	Destroy when no longer needed for reference		
3	**REFERENCE MATERIAL: Administrative – General Management**				
	3.1 Activity Requests **3.2** Purchase Requisitions	WEC, Rm 141 Desk drawer	Destroy when no longer needed for reference		Accounts Payable
	3.3 – 3.9 RESERVED **3.10** Information Files **3.10.1** Grades (PowerSchool) **3.10.2** Letters to Parents **3.10.3** Request for Records **3.11** N.M. PED Determinations	WEC, Rm 132; Cabinet 1 WEC, Rms 132 on shelf/141 in overhead shelf			
	3.12 Purchase & Supplies **3.12.1** Details Report **3.12.2** Central Receiving **3.12.3** Purchase Requisitions	WEC, Rm 141; desk draw			Accounts Payable
	3.13 Substitute Files				HR
	NOTE: Teachers that maintain "Reference Material" files are not listed. The student files are maintained in accordance with NMAC 1.21.2 & NMAC 6.31.2, on PowerSchool and in fireproof cabinet in room 132.				
4	**ADMINISRATION – General Management – 1.21.2.118**				
	Reports – Statistical: (School Census)		Destroy two years from date file closed		Registrar
5	**ADMINISTRATION – Education – Registration/Student Records NMAC 6.31.2.13 L(5) & (6) - WEC**				
	5.1 Registration: (NMAC 6.31.2) **5.1.1** Attendance/Absence **5.1.2** Grades	Rm 141 & 132 PowerSchool	Destroy five years from date file closed		
	5.2 Student Records: (NMAC 6.31.2) **–C–**	Rm 141		V	
	5.3 Special Education Records (NMAC 6.31.2) –**C-** **5.3.1** Diagnostic Evaluation **5.3.2** Parents' Consent	Rm 132 In binders	Destroy five years from date file closed		
	5.4 Students/Family Handbook Acknowledgements	Rm 132			
	5.4.1 Request for Notification of	Rm 132			

	Pesticide Application				
	5.4.2 NMSBVI Staffing Tasking				
	5.5 Student Transcripts: (1.21.2.189) **–C-**	Rm 132 1(1); PowerSchool, MAPS, microfiche in records center-old files	Permanent, transfer to archives 100 years from date of birth	V	
	5.6 Course Development and Administration: (Lesson Plans) (1.21.2.182)		Destroy five years from date file closed		
6	**FINANCIAL AND ACCOUNTING – Accounting Management 1.21.2.301**				
	Accounts Payable: (Petty Cash Fund)	WEC, Rm 131	Destroy 3 years from date audit report released		Accts payable
	COORDINATOR – WEC Rm 139				
7	**REPORTS – STATISTICAL: Administration – General Management**				
	7.1 Student Incident Reports: (1.21.2.118)		Destroy 5 years from date file created		Registrar's Office Rm 139/141
	7.2 Surveys: (COSB) (1.21.2.120)				
8	**Administration – Educational Records NMAC 6.31.2.13 L(5) & (6)**				
	Student Records: (Student Behavioral Records) **–C-**		Destroy five years from date file closed		
	8.1 Special Education Records (student data sheets) **–C-** **8.2** Electronic Tracking Sheets **–C-**	Computer			
	8.3 Student Records: **8.3.1 Examination & Test:** (answer sheets)		Destroy five years from close of calendar year in which file created		
	8.3.2 Assessments: ACT and SAT testing manuals (1.21.2.181)		Destroy five years from date file closed		
	8.3.3 Letters to Parents/Student:	computer/ student folder	Destroy five years from date file closed		
9	**ADMINISTRATION – Education – 1.21.2.181 (Life Skills) – WEC Rm 107**				
	Assessments: Independent Living Skills (ILS)		Destroy five years from date file closed		
	LIBRARY				
10	**ADMINISTRATION – General Management – 1.21.2**				
	10.1 Reference Material: **10.1.1** Book Withdrawn **10.1.2** Purchase Orders	computer / 1(4) & bookshelf	destroy when no longer needed for reference		Accounts payable
	ADMINISTRATION – Archives, Library and Museum Management – 1.21.2				
11	**LIBRARY RECORDS**				
	11.1 Collection Management – Library: (1.21.2.171) 11.1.1 Accession Records 11.1.2 Catalog Holdings	1(4) bottom drwr, Rm , 2nd shelf on right	Destroy when no longer needed for reference		
	11.1.3 Lending: Borrower File (1.21.2.173)	KLAS	Destroy when superseded or obsolete		

	11.2 Patron Management: (Registration for Use of Special Library Materials) (1.21.2.174) **-C-**	(See note 1)	Destroy five years from date file closed		
**PRINCIPAL – WEC Rm 138**
12		**EMPLOYEE SERVICES – Personnel Management – 1.21.2.234**
	Personnel File: Non-Contributing:	Credenza 2nd drawer	Destroy three years from date file closed		HR
13		**STUDENT RECORDS – Administration – Education: 1.21.1 & NMAC 6.31.2.13 L(5) & (6)**
	14.1 Employment Certificate Record (NMAC 6.31.2)		Destroy five years from date file closed		
	14.2 Programs – Education: (Curriculum Records): student-academic: 1-8 grade) (1.21.2.185)				
	14.3 Teacher for Visually Impaired (TVI) Assignments:				
	14.4 Course Development and Administration: (class rosters)	On desk in corner			
	14.5 Examination and Testing: Key Math: (NMAC 6.31.2)	Cabinet over desk and computer			
14	**REFERENCE MATERIAL:**				
	15.1 Student Records: Transition	credenza top drawer	Destroy when no longer needed for reference		
	15.2 Student Transcripts: (copies)				
**COUNSELING AND TRANSITION – WEC, Room 131**
15		**PATIENT RECORDS – MINOR (>9 YEARS OF AGE): Counseling Records: 1.21.2.832 -C-**
	16.1 Copies of Original enrollment form **16.2** Copies of Student Update Forms **16.3** Previous Counseling Notes (Judy Morrissey & Dee Swope)	1 & 2(4)	Destroy 10 years from date file closed	V	
16		**STUDENT RECORDS: NMAC 6.31.2.13 L(5) & (6)**
	Transition/Guidance Files -C-	1(4), 3(4), 4(4) & desk vertical files drawer 1 & 2	Destroy five years from date file closed		
17		**ADMINISTRATION – GENERAL MANAGEMENT 1.21.2**
	Logs: (Ballots of Student Elections) (1.21.2.110)		Retain until no longer needed for reference		
	Surveys: (Council of Schools for the Blind - COSB)(1.21.2.120)	3(4), 4(4) & desk 2 vertical drawers	Destroy 5 years from date file created		
18		**PROGRAMS – EDUCATION: Administration – Education (Social Programs) 1.21.2.185**
	Meetings: (Key Club/Student Council)	WEC, Rm 131, bookcase, vertical file 1, drawer 3, & cabinet 1(1)	Destroy five years from date file created		

As of 13 November 2019

Example: 1(5) means "cabinet 1, drawer 5"

-C- = confidential

NOTE: - Keystone Library Automated System (KLAS)
                - Measuring Academic Progress of Students (MAPS)