

**1.21.2 Functional Records Retention and Disposition Schedules (FRRDS) & 6.31.2 NMAC – Student Support & Related Services**

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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
2	RECORDS MANAGEMENT REQUIREMENTS FOR ELECTRONIC MESSAGING: 1.13.4 NMAC				
HEALTH SERVICES – Jack Hall (J.H.)					
3	REFERENCE MATERIAL: Administration – General Management				
	3.1 Pharmacy Log 3.2 Consultant Log 3.3 Medical Restriction List	Health Svs Rooms	Destroy when no longer needed for reference	V	
	3.4 Policies and Procedures	(Rooms ) bookcase			
4	PUBLIC HEALTH AND SOCIAL SERVICES – Hospital and Medical				
	Patient Records – Minor (≥9 years of age): (1.21.2.832)	Health Svs, Rooms 4, 1(1) & 6, 1(1) Computer servers	Destroy 10 years from date of last discharge		
	Patient Records – Minor (≤8 years of age): (1.21.2.833)		Destroy 19 years from date of birth		
	4.1 Health Office Software and database 4.2 Immunization Log (Rooms 6 & 14) Note: Immunizations are also on the computer in PAWS 4.3 Summer Camp Medical Records 4.4 Field Trip Records	Room	Retain until no longer needed for reference		
RELATED SERVICES Speech Therapy - Jack Hall					
5	PROGRAMS – EDUCATION: Administration – Education				
	Student Records: (Special Education Records) ( <i>speech therapy</i> ) (1.21.2.185) –C-	J.H. Rm, computer	Destroy five years from date file created		
	5.1 Speech therapy charts				
	5.2 Student Files	Rm 1(1&2), 2(1)			
	5.3 Inactive Files	Rm (3&4)			
RELATED SERVICES Physical Therapy – Jack Hall					
6	PROGRAMS – EDUCATION: Administration – Education				
	Student Records ( <i>physical therapy</i> ) (1.21.2.185) –C-	J.H. Rm 144, 1(1 & 2)	Destroy 5 years from date file created		

RELATED SERVICES Occupational Therapy – Jack Hall					
7	ADMINISRATION – Education				
	Student Records ( <i>occupational therapy</i> ) (1.21.2.185) –C-	J. H. Rm, 153	Destroy five years from date file created		
	7.1 Eating Skills 7.2 Ski Program	Dining Facility \ Bottom drawer			
RELATED SERVICES Orientation and Mobility – Jack Hall					
8	PROGRAMS – EDUCATION: Administration – Education				
	Student Records ( <i>O&amp;M</i> ) (1.21.2.185) –C-	J.H. Rm 143 1(1&2) & computer	Destroy five years from date file created		
	8.1 Summer Camp Files	Binders in bookcase			
Academic Support Director and District Testing Coordinator – Jack Hall - Room 149					
9	ADMINISTRATION – Education				
	9.1 Course Development and Administration: (Lesson Plans) (1.21.2.182)	Computer, STARS	Destroy five years from date file closed		Registrar
	9.2 Programs – Education: (Class Rolls & Grade Sheets) (1.21.2.185) –C-	PAWS			Registrar
	9.3 Student Records: 9.3.1 (State Required District Testing – Copies) (student folder) (1.21.185)	Computer	Destroy five years from date file closed		
	9.3.2 Assessments: Test Manuals (1.21.2.181)	Computer, Educate	Destroy five years from date file closed		
	9.3.3 Examination & Test: (answer; chain-of-custody papers) (1.21.2.184 & NMAC 6.31.2)	Computer, EOC	Destroy five years from close of calendar year in which file created		
	9.3.4 Letters to Parents: (1.21.2.188 & NMAC 6.31.2)	Computer	Destroy five years from date file closed		
RESIDENTIAL LIFE Garrett Dorm – Room 142					
10	REFERENCE MATERIAL: Administration – General Management				
	10.1 Employee Information:	White cabinet; drawer 1	Retain until no longer needed for reference (2 yrs)		
	10.2 LOGS: (Dormitory Daily Logs) (1.21.2.110)	White cabinet; drawer 2&3			

<b>TRANSPORTATION Jack Hall</b>					
<b>11</b>	<b>REFERENCE MATERIAL: Administration – General Management</b>				
	<b>11.1</b> Feeder Mileage <b>11.2</b> Statement of Accounts (flying service) <b>11.3</b> Student Taxi Record <b>11.4</b> Driver Memos <b>11.5</b> Activity Requests	Computer & on 2 <sup>nd</sup> desk drawer 1(2)  On 1 <sup>st</sup> desk in green binder	Destroy when no longer needed for reference		Accts Payable
	<b>11.6</b> Calendars and Schedules: (School Bus Route Schedule) (1.21.2.102)	Computer & bulletin board	Destroy 1 year from close of calendar year in which created		
<b>12</b>	<b>REPORTS – STATISTICAL: ADMINISTRATION – General Management – 1.21.2.118</b>				
	<b>12</b> Transportation Routing Report (1.21.2.118) <b>12.1</b> Weekly Travel Schedule <b>12.2</b> Weekend Travel Schedule <b>12.3</b> Flying Route <b>12.4</b> Feeder Route (from parents) <b>12.5</b> Student Taxi Service	J.H. Rm 137  computer  Desk 2, notebook, right desk drawer	Destroy five years from date file created		
<b>ATHLETICS – Jack Hall</b>					
<b>13</b>	<b>Administration – General Management</b>				
	<b>13.1</b> MANDT Training Certificates/Manual and reference binders	J.H. Rm 137 credenza in binders	Destroy when no longer needed for reference		
	<b>13.2</b> Student Scores and Information	J.H. Rm 137 2(1)			
	<b>13.3</b> Blank forms	J.H. Rm			
	<b>13.4</b> Committees or Councils Files				
	<b>13.5</b> Grade Sheets				
	<b>13.6</b> Course Development and Administration: (Lesson Plans) (1.21.2.182)	J.H. Rm credenza in binder;	Destroy five years from date file closed		
<b>SAFETY &amp; SECURITY – Jack Hall</b>					
<b>14</b>	<b>ADMINISTRATION – General Management (School Security Records)</b>				
	Reports – Statistical: (Incident Reports) (1.21.2.118) –C-	J.H. Rm 146, desk draw	Destroy five years from date file created		
	Emergency and Fire Drills: (1.21.2.917)	J.H. Rm 146, desk draw	Destroy one year from date file closed		
<b>15</b>	<b>SAFETY, SECURITY AND ACCESS– 1.21.2.136</b>				
	ADMINISTRATION – Buildings, Facilities and infrastructure				
	<b>15.1</b> Inspections	J.H. Rm	Destroy three		

		146, desk draw	years from date file closed		
	<b>15.2</b> Surveillance – no incident:		Destroy when no longer needed for reference		IS&T
	<b>15.3</b> Surveillance – incident:	J.H. Rm 146	Destroy three years from date file closed		Safety & Security/ IS&T
<b>16</b>	<b>REFERENCE MATERIAL: Administration – General Management</b>				
	<b>16.1</b> Performance Reviews	J.H. Rm 146, 2 <sup>nd</sup> draw in cabinet	Destroy when no longer needed for reference		
	<b>16.2</b> General Correspondence: (1.21.2.105)	J.H. Rm 146, 2 <sup>nd</sup> draw in cabinet	Destroy one year from close of calendar year in which created		
<b>17</b>	<b>PROGRAMS – EDUCATION: ADMINISTRATION – EDUCATION – 1.21.2.185 - GYM</b>				
	<b>17.1</b> Physical Training	Gym; Room	Destroy five years from date file created		
	<b>17.2</b> Pool	Gym; Room			

As of 11/13/19

**Example:** 1(5) means “cabinet 1, drawer 5”  
 -C- = confidential

NOTES: \* If issued by a federal agency check the destruction trigger date.