

1. 1903-01 Elementary School Student Records Files

Documents on enrollment and registration (record copy of DSF 100 and documentation enrollment category, standard achievement tests, grades, report cards, attendance and reading records, teachers' comments, parental correspondence, other notes, or related information. No personal information that might result in embarrassment, inconvenience, or unfairness should be kept in these records. All records on special education must be maintained in 1903-03.

Disposition: Destroy 5 years after transfer, withdrawal, or death (TWD) of student. Files may be purged of all information except report cards or other records which document academic promotion or retention data. When student transfers to another school, a copy of the record may be released to parent and/or student for handcarrying. If transferred outside DODDS, an official copy will be provided on receipt of an authorized request.

Note to appraiser: This change increasing the destruction period from 3 years to 5 years after TWD of a student is requested because some students in the 7th and 8th grades enroll in courses for credit toward high school graduation requirements. The 5 year retention will ensure that the records of these students will be maintained to reflect their complete academic history.