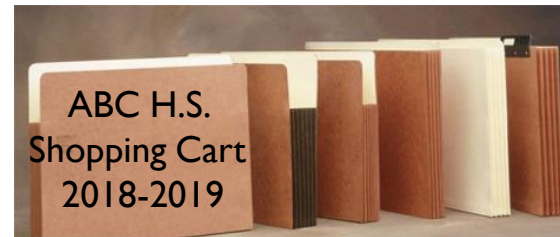
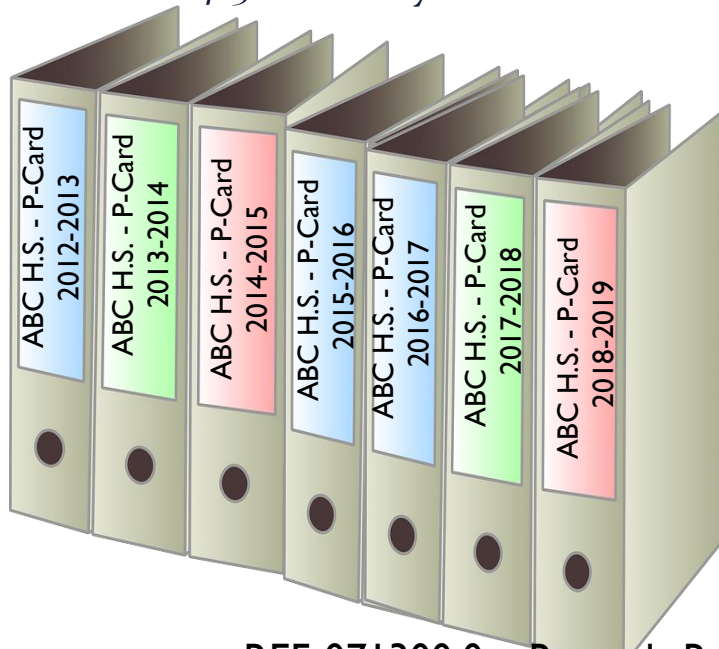


Organizational Excellence Classified Training Branch Elementary & Secondary Office Organization Record Retention Policy

- *Payroll Records are kept for seven years. – REF-071300 & Payroll Concepts Manual, February 2017*
- *P-Card Records (we recommend keeping them for seven years) – REF-071300 & Procurement Manual – April 2017 – 7th Edition*
- *Shopping cart records are kept for seven years – Procurement Manual – April 2017 – 7th Edition*
- *Budget records including hyperlinked control sheets are kept for seven years – REF-071300*
- *Imprest Account Records are kept for seven years – REF-071300*
- *Student Body Records are kept permanently – REF-071300.0 & Publication 464 – Elem, Publication 465 - Secondary*



ATTENDANCE RECORD RETENTION



Source Document	Method of Filing	Retention Period (Year = July 1 - June 30)
PRE-ISIS DOCUMENTS		
Apportionment Card-Secondary (manual or computer)	By year	5 years
Attendance Record Card-Elementary	By year, by teacher	3 years after conclusion of enrollment
Classification Report	By month	Permanent
Computer Roster and Homeroom Roll Book	By year	5 years
Enter/Leave Book (Elementary Only)	By year	3 years
Exceptions List	By year	1 year
Readmit Roster-Secondary	By year	3 years
Register-Elementary	By year	Permanent
POST-ISIS DOCUMENTS		
Registration Card and/or SIS Information Card-Secondary	By student, By year	3 years
Registration Card-Elementary	By student, by year	Permanent
Student Enrollment List	By year	3 years
*Partial Day Absence list	By day, by year	1 year
No Note list AT19 Uncleared	By day, by year	1 year
Not Processed List	By day, by year	1 year
ISIS DOCUMENTS		
Teacher's Sign-Off report from prior school years (weekly for regular teachers)	By date, then by teacher name	3 years
Teacher's Sign-Off report from prior school years (daily for substitute teachers using LAUSD MAX)	By date, then with regular teacher's, Teacher's Sign-Off reports	3 years
Five Column Class Worksheet submitted by substitute teachers reporting attendance manually and any used by teachers to record attendance in the event of system unavailability and then entered in LAUSD MAX by the teacher on a subsequent day or entered in the system by office staff the same or subsequent day.	By date, then with regular teacher name	3 years 5 years
Student Absent Notes /Absent Note Cards-Elementary*	By teacher, by student name	3 years
Student Absent Notes /Absent Note Cards-Secondary*	By student name	3 years

ATTENDANCE RECORD RETENTION – CONT.



BOTH SYSTEMS		
Parent Assurance Letter	In Attendance Office, Alpha by Year	4 years
All Student Absence Notes/Absence Verification Form*	Secondary: By student, by year Elementary: by teacher by student	3 years
Pupil Accounting Report (PAR) or LAUSDMAX Student Transfer Form	In Cum	1 year after conclusion of enrollment
Saturday School Attendance Documents	By date, by year	3 years
Self-Audit/Corrective Action	By date, by year	1 year
Statistical Report	By month, by year	3 years
Notification of Truancy Letters	By student, by year	3 years
Interession Attendance Documents	By Date, By Year	3 years
No Show Documentation	By year	3 years

- If a reason code is entered into LAUSDMAX via phone contact to a parent, the required information, including reason for absence, must be recorded in the LAUSDMAX Call Log or on paper. All manual phone logs must be filed in the same manner monthly for audit purposes and stored for 3 years. Any document that reflects change to the Teacher's Sign-Off report must be filed by date of student's absence and retained for 3 years (e.g., Teacher Discrepancy Memos and Teachers Correction Forms submitted after Teacher's Sign-Off report is completed).
- A three year retention period includes three full calendar years beyond the current school year and past a final audit, which occurs by December 15th of a given year. If a subsequent audit is required by state, federal or independent audit agencies during the three year retention period, the document(s) must be stored for an additional three years past the date the agency issues the final audit report.

15. AUDITS

15.1 School Responsibilities

- Student enrollment, attendance accounting records and procedures are subject to audit by the District's Internal Audit Branch, Contract Auditors, and state agencies, such as the Office of the Auditor General. Principals are responsible for maintaining enrollment and attendance accounting records in accordance with District policy to ensure their availability for audits.
- It is highly recommended that principals ensure self-audits are conducted twice a year and that errors discovered be corrected. Documentation and corrective action shall be retained for one academic year. The administrator or designee shall be responsible for the completion of self-audits by utilizing [Appendix S-1: Audit Checklist, Elementary](#) or [S-2: Audit Checklist, Secondary](#).

15.2 Enrollment, Attendance Record Audits

The Office of the Inspector General has conducted several audits and found that: