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School Records Retention and Records Management

Purpose

This advisory is intended to provide Vermont supervisory unions and school districts with information on the State of Vermont requirements covering school record retention and records management.

State of Vermont Guiding Office

The Vermont Agency of Education (AOE) does not set or maintain record retention schedules for school districts and supervisory unions. Retention standards are set by the State Archivist within the Office of the Secretary of State under 3 V.S.A. § 117. Under Vermont's Public Records Act, public records may not be destroyed except as authorized by such State retention standards (1 V.S.A. § 317a). Each district and supervisory union should have a designated records custodian who is responsible for the disposition of their school records.

School records custodians should contact the Vermont State Archives and Records Administration (VSARA), which oversees records management and provides assistance with the disposition of school records, information on disposition orders, records schedules and records retention.

Specific Record Schedule

[Specific Record Schedule \(SRS\) for Supervisory Union Boards](#): This document describes the retention and disposition of records for SU boards. SU boards may develop their own internal policies and procedures to assure that the requirements outlined in this record schedule are being applied. Please note: there are multiple schedules in this linked document. Each SRS number identifies a different schedule.

This schedule includes the following records.

- School Medicaid records (SRS-1897.1103)
- Student health records (SRS-1975.1103)
- Student records (SRS-1973.1103)
- Student special education records (SRS-1533.1022)
- Supervisory union accounting records (SRS-1857.1002)
- Supervisory union administrative policy records (SRS-1865.1102)
- Supervisory union budget records (SRS-1857.1012)
- Supervisory union contract records (SRS-1857.1126)
- Supervisory union operational records (SRS-1865.1103)
- Supervisory union transitory records (SRS-1865.1000)



[Specific Record Schedule \(SRS\) for the Agency of Education:](#) This document describes the retention and disposition of records for AOE. This schedule includes the following records.

- School construction aid project files (SRS-1506.1107)
- Special education hearings and proceedings (SRS-1533.1108)
- Special education mediation cases (SRS-1533.1144)

General Guidance

1. School registers are considered permanent records and should be kept in a secure location within the supervisory union. See [16 V.S.A. § 1324](#).
2. For grades 9-12, the transcripts and academic records of graduates and dropouts shall be maintained until the “life of the asset ends.” These records do not have to be permanently maintained.
3. The [Family Education Rights and Privacy Law](#) (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
4. [State Board of Education Rule](#) 2227.14 requires that Approved Independent Schools have a policy on record maintenance and retention that, at minimum, provides for the timely and confidential disposition of student records in the event of the school's closure.
5. Students enrolled in independent schools who were placed by their home district and receive special education services will have student records maintained both by their home district and by their school of enrollment, such as evaluation records and Individualized Education Plan records. (See [State Board of Education Rule Series 2360](#).) The complete student records pertaining to these students should be transferred to the student’s district of residence upon closure of the independent school, and subsequently handled in the same manner as other records of students residing in that district.

Resources

Below is a list of organizations and resources on records retention and disposition.

[Vermont State Archives and Records Administration:](#) It is the mission of the Vermont State Archives and Records Administration (VSARA) to provide, protect, promote, and preserve Vermont public records, in collaboration with other public agencies, for the benefit of the public collectively served. To reach VSARA, call 802-828-3700. To reach the Statewide Records and Information Management Program, you may send an email to sos.rim@vermont.gov.

[U.S. Department of Education Privacy Technical Assistance Center](#): The department regularly updates a frequently asked questions section on its website to allow for easy access to answers to questions on student data privacy and disclosure.

[Vermont Student Privacy Alliance](#): The VSPA is a collaboration of Vermont school districts that share common concerns around student privacy. The goal of the VSPA is to set standards of both practice and expectations around student data privacy such that all parties involved have a common understanding or expectation. At this website you will find which Vermont school districts are participating in the VSPA and search through district student data privacy agreements with online vendors.