

# RECORDS ROUNDUP FREQUENTLY ASKED QUESTIONS (FAQ)

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1. If a record can be destroyed, does it need to go to Records Roundup?

**Answer:** Yes, the District is required to document when a record is destroyed.

2. Do we have the option of storing some of our records offsite at the Harris County Department of Education (HCDE)? If so, where can we find the transfer form?

**Answer:** Yes. Please contact Laura Donnelly in the Legal Services Department for HCDE Transfer Form.

3. Teachers often have extra student worksheets and class rosters. These are not on the retention schedule to my knowledge. Can these be shredded by the district?

**Answer:** Blank worksheets/forms are not considered a record; therefore, they can be listed on the Records Destruction Certificate as "blank worksheets" and there is no record number. The record number for "class rosters" is SD3275-02b. They can be sent to Records Roundup.

4. ADA Clerks keep records for a period of 5 years. When sending in records we do not know if they will need to be audited or for a lawsuit at a period after that.

**Answer:** Campus principals and Administration will be notified if the District is being audited or if there is a lawsuit; and whether the records can be destroyed.

5. What do we do with District Assessments (i.e. STAAR)? Is there a retention code to use for these?

**Answer:** The Curriculum and Testing Departments are the official record keepers of District Assessments and their records retention period differs from the campus; therefore, the campuses may destroy their duplicate District Assessments in Records Roundup. The following is an example on how to list District Assessments on the Records Destruction Certificate:

Record Number: SD3200-09a; Description of Box Contents: 7<sup>th</sup> Grade History District Assessments – Duplicates; Date Range: Dec. 2012; Number of Boxes: 2. (See sample Records Destruction Certificate provided)

6. What can we do with student district assessment/testing folders?

**Answer:** The record number for district assessment folders (i.e. testing irregularity, investigation documents, inventory, shipping records, signed security oaths, seating charts) is SD3200-09d and must be kept for five (5) years.

7. How do we prepare the documents for destruction? Do we have to take everything apart (staples, etc.)?

**Answer:** You do not have to remove staples, paper clips, rubber bands, or take out of folders.

8. What if I have several boxes from several years ago before I started?

**Answer:** You will need to review the documents and check the retention periods prior to sending them to Records Roundup.

9. So when it says on the Pipeline to "Destroy on Campus", we still send with records roundup?

**Answer:** The language "Destroy on Campus" was on the previous Records Retention Schedules, which are no longer in effect. Please send all records that have met their retention period and are ready for destruction to Records Roundup.

10. If there is a record number, but the storage comment on the form says "Keep on Campus for a number of years" and the disposition says "Destroy on Campus," can we send it to records roundup?

**Answer:** See answer to number 9.

11. I am a little confused about filling out the certificate. If the certificate is filled out by the owner, then will we have multiple certificates and how do we handle that?

**Answer:** Yes, you probably will have multiple certificates. I would suggest each person or teachers in the same subject/grade level fill out a Records Destruction Certificate.

12. To be clear we should send all items that have a record number to records roundup in that given time of retention?

**Answer:** All records that have met their retention period should be sent to Records Roundup. These records will be destroyed immediately.

13. What about internal documents such as "Key Assignment Sheets" that drivers sign daily?

**Answer:** Use Record Number GR1075-21.

14. Does the link on the Pipeline under "District Information" to "Records Retention" take you to the same documents as going to "Administrative Procedures" and then "Records Retention"?

**Answer:** Yes

15. Do we order special boxes?

**Answer:** No, please use "copy paper" boxes or similar size for Records Roundup. These records are being destroyed immediately; therefore, the District does not want to purchase boxes.

16. When is the deadline for turning in the destruction certificates?

**Answer:** Friday, October 17, 2014

17. Do you already have a template for the Certificate to send out?

**Answer:** Yes, the Records Destruction Certificate is attached.

18. If we have questions, who would be the best person to contact?

**Answer:** Laura Donnelly in FBISD Legal Services Department at 281-634-1744.