



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

**APPENDIX A**

**Records Classification – Other than Pupil Records**

	<u>No Classification</u>		<u>Classified</u>		
	<b>Non-Records</b>	<b>Continuing Records</b>	<b>Permanent (Class 1)</b>	<b>Non-Permanent</b>	
			<b>Permanent Records (Class 1)</b>	<b>Optional Records (Class 2)</b>	<b>Disposable Records (Class 3)</b>
<b>Retention</b>	"May be destroyed any time" unless subject to a legal hold	"shall not be classified until usefulness has ceased"	Retained "indefinitely"	"Worthy of temporary preservation"	"May be destroyed after their usefulness has ceased"
<b>Examples</b>	<ul style="list-style-type: none"> <li>Convenience Copies</li> <li>Drafts</li> <li>Personal Records</li> <li>Reference Materials</li> <li>Chron Files</li> </ul>	<ul style="list-style-type: none"> <li>Records of continuing nature, active and useful for administrative, legal, fiscal, or other purposes over a period of years</li> <li>Work in progress</li> </ul>	<ul style="list-style-type: none"> <li>Annual Reports</li> <li>Official Actions</li> <li>Financial Reports</li> <li>Audit of all funds</li> <li>Average Daily Attendance</li> <li>Board Meeting Minutes</li> <li>Election Records</li> <li>Certain Personnel Records</li> <li>Property Records</li> </ul>	<ul style="list-style-type: none"> <li>Records with no legal retention requirements but serve a business need</li> <li>Records that have not yet been classified</li> <li>Records retained for reference</li> </ul>	<ul style="list-style-type: none"> <li>Records with a defined retention period</li> <li>Detailed Records supporting Class 1 Records</li> <li>Class 1 Records that have been transferred to another medium for long term preservation</li> </ul>
<b>Disposition</b>	<p><b>Hard copy</b> Disposed of when no longer useful</p> <p><b>Electronic</b> Deleted when no longer useful</p>	<p><b>Hard copy</b> Retain until classified then follow retention for appropriate classification</p> <p><b>Electronic</b> Retain until classified then follow retention for appropriate classification</p>	<p><b>Hard copy</b> Copied to Microfilm or Trusted System for long-term preservation</p> <p><b>Electronic</b> preserved in "Trusted System"(File Net)</p>	<p><b>Hard copy</b> Retained "as is" or copied into collaboration systems</p> <p><b>Electronic</b> Maintained in personal hard drive, Email, Network drive, or collaboration systems (SharePoint)</p>	<p><b>Hard copy</b> Retained "as is"</p> <p><b>Electronic</b> Maintained in repositories approved by the District</p>
<b>Comments</b>	Non-Records have no retention requirements and can be destroyed at the convenience of the user unless they are subject to a legal hold	Continuing Records can only be destroyed after they are classified and retained for the appropriate period	Class 1 Records can only be destroyed if they are copied into a new media (photographic or electronic) with the intent of long-term preservation of the copy	Class 2 Records can only be destroyed after they are reclassified as Class 3 Records	Class 3 Records must be retained a minimum of 3 years after the school year in which they were created, or longer if other retention requirements apply. They can be destroyed after their retention requirements have been met if they are not subject to a legal hold.