

State of Nevada Approved Records Retention and Disposition Schedule

EDU: Elementary and Secondary Education and School Improvement

Schedule ID # 321101

Version Date: 04/17/2014

This version supersedes all previous versions.

1987057 Answer Sheets: Proficiency and Competency Exams

Last Reviewed: 06/12/1991

Description: This record series is used to document the results from student proficiency and teacher competency exams. The sheets are grouped by school, district, and grade, and consist of the computer answer sheet and any attached notes.

Retention: Retain for a period of three (3) calendar years from the date of the exam.

Disposition: Destroy Securely

1987059 Nevada High School Proficiency Exams: Modules and Test

Last Reviewed: 06/12/1991

Description: This record series is used to document the exams given to students. The files may contain: copies of the printed exams for reading, writing, and arithmetic, and associated answer sheets (blank), administrative manuals, County Header Sheets (used to gather data on the number of tests given by grade, enrollment, and also control the returned answer sheet), correspondence, and associated material.

Retention: Retain for a period of three (3) calendar years from the issuance of the exam.

Disposition: Destroy Securely

1987060 Nevada High School Proficiency Exams: School Roster Report

Last Reviewed: 06/12/1991

Description: This record series is used to document and evaluate the exams given to students. They are a listing by school districts containing information on students mathematics, reading, and writing proficiency tests with detailed breakdown on individual tests and year end testing results.

Retention: Retain for a period of five (5) calendar years.

Disposition: Permanent: Transfer to State Archives

1987061 Nevada High School Proficiency Exams: Summary Reports

Last Reviewed: 06/12/1991

Description: This record series is used to document and evaluate the exams given to students. They give a summary by state, school district, and school on the School Roster Report, listing the three test groups (reading, writing, arithmetic) by students grade, sex, and ethnic fields.

Retention: Retain for a period of five (5) years.

Disposition: Permanent: Transfer to State Archives

1987062 Nevada High School Proficiency Exams: Technical Reports (Pre and Post Test Data)

Last Reviewed: 06/12/1991

Description: This record series is used to document and evaluate the exams given to students. They are a listing of Frequencies for Ethnic Comparison With Grade--giving data a category, code, absolute, relative, adjusted and cumulative frequency totals, mean, mode, kurtosis, and minimum-- and Items Analysis-- giving data on analysis and reliability of exams, listing number and types of tests analyzed, etc..

Retention: Retain for a period of five (5) years.

Disposition: Permanent: Transfer to State Archives

1987056 Planning and Evaluation Project Files

Last Reviewed: 06/12/1991

Description: This record series is used to document and control Federally funded projects. Programs include: Section 418 of the General Education Provisions Act, and the Elementary and Secondary Education Act (the Elementary and Secondary Education School Civil Rights Survey and Summary, and Elementary and Secondary Staff Information). The series may include: fiscal and narrative summary reports, Budget Status Reports (copies), ledgers, tables, charts, graphs, Annual Performance Evaluations, proposals, correspondence, budget accounting work papers, computer print outs, and similar documents.

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Retention: Retain for a period of five (5) federal fiscal years from the fiscal year to which they pertain.
Disposition: Destroy

1987058 Teacher Competency Testing Records

Last Reviewed: 06/12/1991

Description: This record series is used to document and gather information and feedback on the various state required tests, including NTE Programs, Teacher Competency Test, etc.. The forms have data on the exam, district, school, form questions, and evaluations from teachers and administrators.

Retention: Review annually, discarding valueless, outdated, and duplicated material.

Disposition: Destroy Securely

The Committee to Approve Schedules for the Retention and Disposition of Official State Records

NRS 239.073 et seq.

Scott Anderson, Chairman

Retention Guidelines

A Records Retention and Disposition Schedule identifies the minimum time period the listed records must be retained in accordance with NRS 239.080, meaning records disposition must not occur before this retention time period expires. When the minimum retention period has been met, the recommended disposition of the records, such as destruction or transfer to the State Archives, may be initiated. You are advised to implement regular, routine disposition procedures and not to "selectively retain" some records longer than others. Certain events called "disposition holds" may occur that will require a stop to the regular destruction, recycling or normal tossing of records.

Disposition Holds include:

Audits.

When an audit of your agency is begun, all destruction of records in your legal custody must cease. During the audit process, records should be made available to the auditors subject to confidentiality laws. Upon the completion and resolution of the audit, the agency may begin to dispose of records in accordance with the approved records retention and disposition schedule.

Investigations.

When you are notified by a regulatory authority, a law enforcement agency, a court of record, the governor, the Legislature or other similar oversight entities that an investigation is being conducted, all records must be preserved until the investigation is over. You should consult with your legal counsel and/or the Attorney General's Office for specific advice.

Litigation.

When an agency receives notification or reasonably anticipates that a lawsuit has been filed against (or in behalf of) them, they should immediately stop the destruction or dumping of records and consult their legal counsel and/or the Attorney General's Office. The agency must comply with Federal Rule of Civil Procedure 26. All records pertaining to the litigation should be identified, separated from other files and protected. All destruction of records pertaining to the lawsuit must be stopped until the legal action has been resolved. When the litigation has been concluded (your legal counsel can advise you of this), all of the records pertaining to the lawsuit must be retained as required by an Agency Specific Records Retention and Disposition Schedule or the General Records Retention and Disposition Schedule. Your legal counsel may advise you not to destroy any records in the legal custody of the agency until after the disposition of the litigation. You should seek the advice of your legal counsel. Records Management staff are also available for consultation on these issues.

Disposition Guidelines

Most records may be disposed of by normal means, such as recycling or deleting. Some record types are identified on retention schedules as "confidential" (See NRS 239.010) or "restricted" (See NRS 239C.090). These records must be destroyed in a secure manner that will prevent reconstruction or retrieval of the information (See NAC 239.722 for details). However, many other records may contain "sensitive" information that has not been declared by law or regulation to be confidential. Some types of "sensitive" information are described in NRS 205.4617 "Unlawful Acts Regarding Personal Identifying Information." NRS chapter 239B "Disclosure of Personal Information to Governmental Agencies" (See especially NRS 239B.030) also describes such records. Since serious consequences may result if these records fell into the wrong hands you are advised to destroy these records in accordance with the guidelines identified in NAC 239.722. If you are in doubt about the sensitivity of certain documents or about an appropriate disposal method, you should contact your legal counsel, the Attorney General's Office, or a records management officer.