

SUBJECT: STUDENT TRANSCRIPT STORAGE AND TRANSPORT

Supersedes: None; New policy
Effective: November 07, 2005
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1.0 Policy Purpose

This policy addresses the procedure whereby student records that comprise a student’s transcript may be forwarded from a school location to the DPS Central Student Information Office. Such records should be sent only after the period of required on-site retention has expired or when the physical location is being closed and a forwarding location is yet to be determined.

2.0 Scope

Student records must be stored to an appropriate standard that includes:

- protection from inappropriate and unauthorized access; all records will be maintained in a secured area with record handling and viewing access limited to approved personnel;
- protection from fire, water, temperature and humidity extremes, dust, dirt, vermin, and computer viruses;
- appropriate housing and containers; records will be stored in containers that discourage unauthorized access, are durable, and are designed to hold documents/data of a sensitive nature;
- special conditions for particular formats as required.

Security, appropriate use of space, and environmental health and safety are all factors that need to be considered when transferring student records from individual school locations to Central Office or a Central Office approved site for permanent storage or disposal. Advantages of transferring records to central storage are (1) increased efficiency in the overall use of records and (2) the controlled destruction of records when requirements for their retention have ended and/or they have been appropriately transferred to a more efficient storage media.

This policy governs any Detroit Public School or school location where student records are kept and should be reviewed in conjunction with DPS [Security Policy 13.03](#), [Information Classification Policy 13.04](#), and is secondary to guidelines governing the federal Freedom of Information Act (FOIA), Family Educational Rights and Privacy Act (FERPA), and any business record keeping policies that mandate specific data retention periods for student information.

3.0 Policy

Record Retention

The following table shows general data retention periods for student records. More specific retention descriptions may be found within the “Pupil Population Management (PPM) Training Manual”, section entitled, [District Retention of Records](#).

Record Type	Retention Period	Kept At
Non-returns	2 years	Local School
Graduates	10 years	Local School
Deceased	(send immediately)	*Central Office
General Student Records	99 years (State Required)	*Central Office

* Student Information Transcript Office or designated location

Storage Boxes

- Student records should be packed in a sturdy box with a secured cover. If cardboard containers are used, ensure that they are strong enough for transport and handling. Lids should fit tightly. Packing tape should be used as needed.
- Boxes sent to storage must contain an external label and a copy of the description information placed inside.
- The box label should be clearly visible and contain:
 - Records **year or date** span indicated
 - Records **alpha indicator** (e.g., A, A-D, Pa-Ph, A-Z)
 - Sending **school name and location**
 - **Contact information** for location and Administrator

Boxes should not be over packed to the extent that records or file folders do not fully and completely fit within. Whether files are stored vertically or laterally, their position should allow individual identification labels to be read.

Box Content

- Each box may contain multiple folders.
- Individual documents comprising a single student’s record should be contained in a labeled folder for that student.
- Ensure that only complete sets of 80 Series¹ documents are included for each student. Documents other than the following types will be appropriately discarded:
 - 80-A Basic Record, PK-12
 - 80-C Secondary (Middle) School Record
 - 80-CA Secondary School Record

¹ For detailed description of 80 Series Components, See the [Pupil Population Management Training Manual](#) published each school year.

- 80-D Test Record
- 80-E Health Record
- 80-J Series Envelope
- 80-L Elementary/Middle School Academic Record
- Discard any blank sheets that may be contained in the student's record
- Folders should be alphabetized within each box by student's last name
- Boxes should be packed and labeled alphabetically with content year indicated on the label
- Two copies of a packing list should be created. One copy should remain at the school and one copy should be placed in the box. The packing list should include:
 - School Name
 - Student name
 - Student Date of Birth
 - Student ID number

Transport

Record pick-up and transport arrangements should be made through the DPS Department of Transportation.

Unless otherwise directed, boxes should be transported and delivered to:

**Student Information Systems
Transcript Department
New Center One Welcome Center, Suite 136
3031 West Grand Boulevard**

4.0 Transport and Delivery Receipt

A dated copy of Form 7430 D (Delivery – Pickup – Transfer Receipt) issued by the Transportation Department driver should be kept at the sending school and given to the signer at the receiving location. The number of boxes transported should be clearly indicated on the form. See attachment.

