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**COLORADO STATE ARCHIVES - SCHOOL DISTRICT RECORDS
SCHEDULE 9
INSTRUCTION RECORDS**

General Description: Records generally relating to the teaching instruction efforts that occur within the school district. *The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).*

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

1. **DISTRICT TEST SCORES (STATE AND FEDERAL MANDATED)** that reflect student academic achievement.

Retention: Permanent

2. **TEXTBOOK INVENTORY** of instructional books that are used in the classroom.

Retention: Retain until superceded + 1 year

3. **TEACHER'S GRADE BOOKS** that record the daily and term grades for each student.

Retention: 1 year + current provided term grades are recorded to the permanent student record

4. **APPLICATION FOR APPROVAL FOR MATCHING FEDERAL FUNDS TO TRAIN DRIVER EDUCATION TEACHERS**

Retention: 3 years + current

5. **APPLICATION FOR FEDERAL MATCHING FUNDS TO PURCHASE DRIVER EDUCATION SIMULATION EQUIPMENT**

Retention: 3 years + current

6. **COUNSELOR RECORDS** that are used to counsel a student on specific and general aptitudes, and areas of student interest.

Retention: 3 years + current

7. **TEACHER PREP PLANS** completed by the classroom teacher that identify the weekly educational objectives and/or goals of each class instruction period.

Retention: Until no longer needed

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