

NAC 239.511 Records of school districts. ([NRS 239.125](#))

(Public Schools must follow. Private School use this as a guide.)

Title of Series of Records of School Districts	Categories of Records					Period of Minimum Retention
	1	2	3	4	5	
Accidents:						
Reports of injured students	X			X		3 years
Reports of vehicles involved	X				X	2 years
Alternative high school programs	X					3 years after program is discontinued
Annual attendance	X					10 years
Annual reports of auditors	X			X		Permanent
Annual summary of average daily attendance and enrollment	X					10 years
Applications for federal aid	X					5 years
Applications for free meals or for meals at reduced prices	X					3 years
Athletics:						
Applications for reinstatement of eligibility	X					2 years
Contracts for interscholastic athletics	X			X		6 years after termination of the contract
Injury reports	X			X		3 years
Reports of ticket sales	X		X	X		Until annual audit is completed
Statements of income	X		X	X		Until annual audit is completed
Travel expenses	X		X	X		Until annual audit is completed
Waivers for transfer of eligibility for junior high school	X					2 years
Waivers for transfer of eligibility for senior high school	X					Until graduation of pupil
Attendance:						
Form for Department of Education	X					5 years
Registers for homerooms	X					5 years
Reports from nonresident students	X					2 years
Burglary and vandalism, reports	X					2 years

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Certificated employees:						
Admonitions	X			X		3 months, or until standards set by the administrator are met, whichever is shorter
Appraisals of competency	X			X		2 years or until termination, whichever is longer
Appraisals of permanent certificated employees	X			X		2 years or until termination, whichever is longer
Appraisals of probationary certificated employee	X					1 year after termination
Authorization for extra pay	X		X			5 years
Credentials	X			X		Permanent
Evaluations	X			X		Permanent
Notice of short-term suspensions	X					2 years or until termination, whichever is longer
Record of notifications of personnel	X					10 years
Requisitions	X			X		2 years after the position is filled
Class record books and grade books	X			X	X	3 years
Classified employees:						
Performance evaluations	X			X		Permanent
Performance evaluations reports	X			X		Permanent
Requisitions	X			X		2 years after the position is filled
Substitute aides	X					6 years
Comparative analysis of percentages of attendance	X					5 years
Criteria log for administrative performance	X					2 years
District attendance and enrollment	X	X				Permanent
Elementary pupils' current data	X					3 years after graduation
Employees' reports of industrial injury	X			X		5 years
Employees' responses	X					1 year after termination
Engineering contracts	X			X		6 years after termination

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Evaluations of equipment supplies	X					3 years
Evidence of insurability	X					2 years
Fact-finding material and expenditures	X					6 years
Federal programs:						
Audit reports	X			X		3 years
Breakfast program, reports	X			X		3 years
Budget unit printouts	X			X		5 years
Files	X			X		5 years
Warehouse requisitions	X			X		5 years
Federal state returns (#941, NIC, PERB)	X					5 years
Federal survey cards, pupils eligible for federal programs	X					3 years
Federal survey cards, pupils not eligible for federal programs	X					2 years
Financial surveys	X		X			5 years
Food service	X		X			5 years
Grievance records	X			X		3 years or until termination, whichever is longer
Health inventory (K-8)	X					5 years
Health inventory (9-12)	X					6 years
Industrial injury reports (injuries to employees)	X			X		5 years
Legal opinions	X	X		X	X	Permanent
Lunch program reports	X			X		3 years
Minutes of board meetings	X	X		X		Permanent
Occupational injuries and illnesses:						
Log	X			X		5 years
Summary	X			X		5 years
Out-of-district consultant, authorization and payment	X		X			5 years
Performance evaluation of school principals and administrators	X					10 years after termination
Promotion lists (K-6)	X	X				Permanent
Psychological evaluations of pupils	X				X	6 years after graduation of pupil
Pupils:						
Academic performance	X			X	X	Permanent

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Attendance and enrollment reports	X			X		5 years
Cafeteria workers	X		X			2 years
Confidential folders	X					3 years
Cumulative health folder	X					Until graduation of pupil
Cumulative records	X					6 years after graduation of pupil
Current data	X				X	6 years after graduation of pupil
Discipline report	X				X	Until graduation of pupil
Immunization records	X				X	6 years after graduation of pupil
Individualized educational programs and records of parent consultation	X			X		6 years after graduation of pupil
Informational correspondence	X					3 years
List of names and numbers	X					5 years
Notices to parents of a handicapped minor	X			X	X	6 years after graduation of pupil
Reading record (K-6)	X					5 years
Reports of handicaps	X				X	6 years after graduation of pupil
Reports of learning disabilities	X				X	6 years after graduation of pupil
School bus drivers' records	X			X		1 year after termination
Supplies:						
Consumption of supplies	X		X			2 years
Requisition logs for supplies	X		X			2 years
Surplus food in cafeteria	X					3 years
Teachers:						
Annual summary	X					Permanent
Daily program	X					5 years
Daily record	X					Permanent
Performance criteria log	X			X		3 years
Performance profile of secondary school teacher	X			X		3 years
Request for hearing on suspension	X			X		3 years or termination
Review of folders	X					3 years

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Teachers' register of pupils	X			X		2 years
Tests (aptitude, interest, personality and achievement)	X					Permanent
Transfers	X					6 years
Tuition agreements	X			X		6 years after expiration of the agreement
United States Department of Agriculture's commodity reports	X			X		3 years
United States Postal Service's registry log	X					3 years
Zone exception, request for	X					Until graduation of pupil