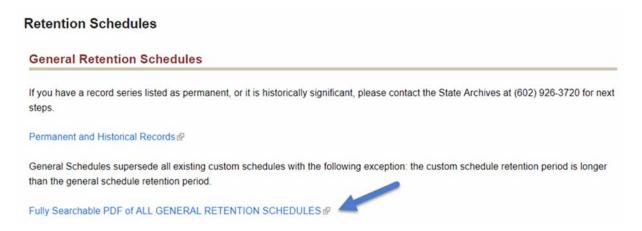
HOW AND WHAT TO ARCHIVE

Second item on the Record Retention page is a link that takes you to the AZ State Library, Archives, & Public Records Retention Schedules website. When on the State website click on, go to "Fully Searchable PDF of ALL GENERAL RETENTION SCHEDULES"



What do I archive?

First question – What is the subject matter that you are wanting to archive, student, financial, or student activities.

Second question – After you find the schedule you need find the record series number that fits your item best. Such as attendance, grades, or immunization.

If you have something you are not sure where if fits or if it fits on the retention schedule contact Diana Messersmith at 480-812-7227.

Now that you have the information, you are ready to do the following steps:

- 1. Box up your archives. Remember only one schedule number and year per box.
- 2. Archive label
- 3. Ask your site admin for a school dude request number for the pick-up of your boxes
- 4. Archive log Remember PERMANENT Student files do not need an archive log.
- 5. Email Diana Messersmith your archive log in excel format

HOW AND WHAT TO ARCHIVE

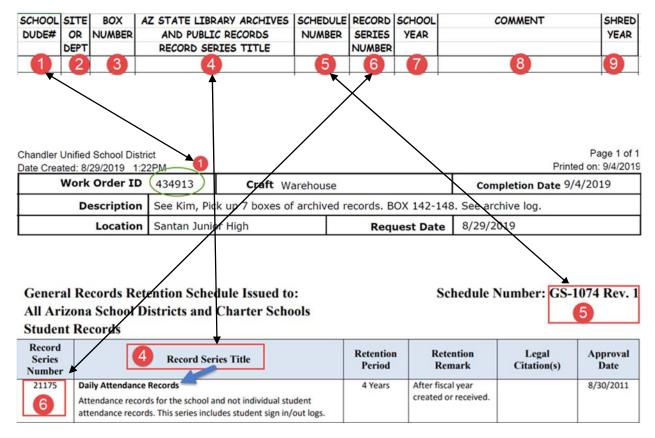
Example of archiving non-permanent student files

CHANDLER UNIFIED SCHOOL DISTRICT – RECORD RETENTION LABEL	
STUDENT RECORDS	
Four (4) Years.	SITE/DEPT.: 0 BOX: 2
21175.Daily Attendance Records	CONTENTS NOTES
21176.School Registers	(050)
21177.Certificates of Educational Convenience 21178.Disciplinary Records	(CEC)
21179.Excused Absence Records	
21181.Counseling Session Records	
21182.Professional and Working Records	
21184.Access and Release Records	
21187.Student Activities Records 21191.Anecdotal Records	
21191.Anecdotal Records 21192.Non-medical Professional Reports	
21193.Student withdrawal Notices	
21197.Student Insurance Records	
21199.Tuition Program Records	
21200.Affidavits of Intent to Home School	
21202.Registration Records for Students Who I Attend School	vever
21206.All other Non-permanent Student records	
School Year: 6	Shred Year: 6

- 1. Abbreviate your site name or department or use your site/dept. number.
- 2. Enter a unique number; do not use the numbers you used in prior years.
- 3. Check off all the box next to the Record Series that correspond with archived items in the box
- 4. Brief description of contents, such as "health records A-L" or "attendance Nov Apr". This will help in locating information you may need to retrieve once the box is archived.
- 5. Enter fiscal year records were created
- 6. Calculate and enter the year archive box is to be shredded.

HOW AND WHAT TO ARCHIVE

How you fill out your archive log:



- 1. You get the information from the work order number your admin has entered for you at your site
- 2. Your site name, abbreviation of name or site number
- 3. You unique box number. This may not be re-used; it is unique from year to year.
- 4. You get this information from the General Records Retention Schedule that you used.
- 5. You get this information from the General Records Retention Schedule that you used.
- 6. You get this information from the General Records Retention Schedule that you used.
- 7. This is the fiscal year that your records were created.
- 8. Brief description of contents, such as "health records A-L" or "attendance Nov Apr". This will help in locating information you may need to retrieve once the box is archived.
- 9. This is the year that the records will be shredded.