

USDB Records Retention Schedule

Records will only be stored electronically.

3/4/2026

Record	Retention Schedule	Where is it stored?
Keep in Google Drive Permanent File Permanent - retained indefinitely unless superseded by State Code or Board action.		
Official Transcripts/Last Report Card	Permanently	PowerSchool Download a copy to the Google Drive Folder
Diploma	Permanently	Google Drive Folder (USD and USB administration will retain copies of the diplomas, not the office staff.)
Final IEP/Last Eligibility Final 504 Plan/Last Eligibility	Permanently	PowerSchool (2 years) Download a copy to the Google Drive Folder (Draft or unfinalized IEP/504 versions are retained within PowerSchool Special Programs for 3 years post-exit and are not archived separately)
Summary of Performance	Permanently	Google Drive Folder
Audiology/Vision Records	Permanently	Google Drive Folder
Immunization Records	Permanently	Google Drive Folder
Keep in Google Drive Files to Delete after 3 years		
Final Evaluation Scores (<i>Psych reports, WJ-R, EOWPVT, ROWPVT, Vineland, Speech, ACT, State Testing, etc.</i>)	3 years after the student has left USDB	Google Drive Folder
Health Records (<i>excluding immunizations</i>)	3 years after the student has left USDB	PowerSchool Download a copy to the Google Drive Folder for 3 years
Attendance Records	3 years after the last attended year	PowerSchool Download a copy to the Google Drive Folder for 3 years
Disciplinary Records	3 years after the last attended year	PowerSchool
Unique Situations *If litigation, audit, or investigation is anticipated or pending, scheduled destruction of related records is suspended until resolution		
Discipline Files in Litigation	Permanently	Google Drive Folder
Homeschool Affidavit	Retain until superseded	Scan student attachments in PS and store in the Google Drive Folder
Injuries in Litigation	7 years or until litigation is resolved	PowerSchool Scan documentation into the Google Drive Folder
Destruction of records after the retention period must follow secure deletion procedures consistent with FERPA and state records law		