

RECORD	PERIOD OF RETENTION	PLACE OF RETENTION
Student Related		
Suspected Child Abuse Reports (records generated by 3rd parties)	Permanent	Parish Office
Child Custody Documents	To age 18 years old	Parish Office
Attendance records	7 years from the date the student ends or "graduates" from a program.	Parish Office
Incident reports	<i>7 years from the date the student ends or "graduates" from a program.</i>	Parish Office
Permission slips	<i>7 years from the date the student ends or "graduates" from a program.</i>	Parish Office
Student medication records	<i>7 years from the date the student ends or "graduates" from a program.</i>	Parish Office
Student Medical Release Forms	<i>7 years from the date the student ends or "graduates" from a program.</i>	Parish Office

RECORD	PERIOD OF RETENTION	PLACE OF RETENTION
Safe Environment		
Basic Background Check Authorization/FBI Authorization	Permanent	Rel Ed or Parish Office
Criminal Background Check (result)	Permanent	Rel Ed or Parish Office
Training Records	Permanent	Rel Ed or Parish Office
Policy Acknowledgement	Permanent	Rel Ed or Parish Office
Computer/Internet - IT Policy	Permanent	Rel Ed or Parish Office
Confidential Questionnaire	Permanent	Rel Ed or Parish Office
Email Results from Criminal Background Check	Permanent	Rel Ed or Parish Office
Annual Reports ("March 1 Reports")	Permanent	Rel Ed or Parish Office
Student Declinations	Permanent	Rel Ed or Parish Office
DOT Alternative Driver Check Authorization	Permanent	Rel Ed or Parish Office
DOT Driver Check Results	Permanent	Rel Ed or Parish Office
Email Results from DOT Driver Check	Permanent	Rel Ed or Parish Office