

## Comprehensive Records Inventory

Key:

**P** – Public Information    **C** – Confidential  
**GS1-L** – General Records Schedule

<u>Document Name</u>	<u>P or C</u>	<u>M-DCPS Form #</u>	<u>GS1-L</u>	<u>Retention Years</u>
1. Annual Contract of Employment for Instructional Personnel	<b>P</b>	FM – 0252	Item #19	25+ years
2. Annual Contract of Employment for Non-Instructional Administrative Personnel	<b>P</b>	FM – 6166	Item #19	25+ years
3. Annual Contract of Employment for Instructional Administrative Personnel	<b>P</b>	FM – 2882	Item #19	25+ years
4. Annual Evaluations	<b>P</b>	N/A	Item #19	25+ years
5. Application for Certificate	<b>P</b>	N/A	Item #19	25+ years
6. Application for Credential Payment for Advance Degree	<b>P</b>	FM – 2095	Item #19	25+ years
7. Application for Educational Specialist Master Plus 36	<b>P</b>	FM – 0242	Item #19	25+ years
8. Application for Leave	<b>P</b>	FM – 2763	Item #19	25+ years
9. Application for Professional Incentive Program	<b>P</b>	FM – 0067	Item #19	25+ years
10. Application for Transfer – Instructional Position	<b>P</b>	FM – 3651	Item #19	25+ years
11. Application for Tuition Reimbursement (Instructional)	<b>P</b>	FM – 5187	Item #19	25+ years
12. Application for Tuition Reimbursement (Managerial Exempt)	<b>P</b>	FM – 5883	Item #19	25+ years
13. Application for Tuition Reimbursement (Non-Instructional – Other)	<b>P</b>	FM – 5781	Item #19	25+ years
14. Application for Tuition Reimbursement (Non-Instructional)	<b>P</b>	FM – 5188	Item #19	25+ years
15. Application for Tuition Reimbursement (Professional/Technical)	<b>P</b>	FM – 5915	Item #19	25+ years
16. Audit Forms for Salary	<b>P</b>	N/A	Item #19	25+ years
17. Authorization for Payments	<b>P</b>	N/A	Item #19	25+ years
18. Birth Certificate (Copy)	<b>C</b>	N/A	Item #19	25+ years
19. Certificates (Non-Teaching)	<b>P</b>	N/A	Item #19	25+ years
20. Certificates/Licensure/Eligibility Statements	<b>P</b>	N/A	Item #19	25+ years
21. Citizenship (Copy)	<b>C</b>	N/A	Item #19	25+ years
22. Civil Applicant Response/Criminal History Report/Picture	<b>C</b>	N/A	Item #19	25+ years
23. Collective bargaining supporting documentation	<b>C</b>	N/A	Item #19	25+ years
24. Correspondence concerning salary, seniority, contract status, and other issues	<b>P</b>	N/A	Item #19	25+ years
25. Credential Packages – Administrative Staffing	<b>P</b>	N/A	Item #19	25+ years
26. Credential Payment Transcripts	<b>P</b>	N/A	Item #19	25+ years

27. Designation of Beneficiary	C	N/A	Item #19	25+ years
28. Drivers License (Copy)	C	N/A	Item #19	25+ years
29. Drug Authorization Form – For Temporary Instructors	C	N/A	Item #19	25+ years
30. Drug Test Result	C	N/A	Item #260	5 years
31. Earnings	C	N/A	Item #19	25+ years
32. Educational Diplomas	P	N/A	Item #19	25+ years
33. Employee Reference Check	P	N/A	Item #19	25+ years
34. Employment Application	P	N/A	Item #19	25+ years
35. Employment Assistance Program Records	C	N/A	Item #269	10 years (after final action)
36. Employment Check	P	N/A	Item #19	25+ years
37. Experience Verification Forms	P	N/A	Item #19	25+ years
38. I-9 Form	P	N/A	Item #19	25+ years
39. Interview Score Sheet	P	N/A	Item #19	25+ years
40. Job Descriptions	P	N/A	Item #19	25+ years
41. Leadership Assessment Process Applications	P	N/A	Item #19	25+ years
42. M-10 Form	C	N/A	Item #19	25+ years
43. Medical Statements from Doctors	C	N/A	Item #19	25+ years
44. Passport (Copy)	C	N/A	Item #19	25+ years
45. Payroll Data Cards	C	FM – 3095	Item #19	25+ years
46. Personnel Data Cards	C	N/A	Item #19	25+ years
47. Personnel References	P	N/A	Item #19	25+ years
48. Personnel Restricted Data Form	P	N/A	Item #19	25+ years
49. Physical Examination Form	C	N/A	Item #19	25+ years
50. Picture of Applicant/Employee	C	N/A	Item #19	25+ years
51. Professional Service Contract of Employment for Instructional Personnel	P	FM – 0251	Item #19	25+ years
52. Request for Personnel Action	P	N/A	Item #19	25+ years
53. Resignation Letters	P	N/A	Item #19	25+ years
54. Résumés	P	N/A	Item #19	25+ years
55. Retroactive Salary Adjustment Forms	P	N/A	Item #19	25+ years
56. Salary Inquiry Form	P	FM – 3501	Item #19	25+ years
57. School Security Monitor Pay Grade Advancement	P	FM – 5691	Item #19	25+ years
58. Sick/Vacation Beneficiaries	C	FM – 5088	Item #19	25+ years
59. Social Security Card (Copy)	C	N/A	Item #19	25+ years
60. Supplemental Early Retirement Plan Records	P	N/A	Item #19	25+ years
61. Teacher Education Center Records	P	N/A	Item #19	25+ years
62. Teaching Certificates	P	N/A	Item #19	25+ years
63. Teaching Experience and Vocational Experience Letter	P	N/A	Item #19	25+ years
64. Teaching Experience Verification Form	P	FM – 1958	Item #19	25+ years
65. Test Scores	C	N/A	Item #19	25+ years

66. Training Program Portfolios	<b>P</b>	N/A	Item #19	25+ years
67. Transcripts	<b>P</b>	N/A	Item #19	25+ years
68. Translation of Foreign Degrees	<b>P</b>	N/A	Item #19	25+ years
69. Unemployment Compensation 1. <i>Notification of Claim Response</i> 2. <i>Copy of Appeal/Decision</i>	<b>P</b>	N/A	Item # 149	3 years
70. Validation Form for Professional Office Personnel Development Program	<b>P</b>	FM - 2208	Item #19	25+ years
71. W-4 Form	<b>C</b>	N/A	Item #19	25+ years
72. Wage and Salary Documentation	<b>P</b>	N/A	Item #19	25+ years