



South Valley Preparatory School



"Home of the Aztecs"

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Records Retention and Disposition Policy

South Valley Preparatory School follows the New Mexico Public Education Department (NMPED) Manual of Procedures PSAB Supplement 21 Records, Retention and Disposition guidance and requirements of Section 14-3-6 NMSA on the management and control of school records. The purpose of this policy is to protect the legal, financial, and other interest of the school and the public records of the various stakeholders; ensure continuity and consistency in administration of such records; assist leadership and their successor(s) in making informed decisions about such records; and conform to the requirements of law relating to information disclosure.

The Records Retention and Disposition Schedule below describes the most commonly used retention periods.

- **Access to** confidential documents and/or confidential files shall be only by court order, unless provided by federal or state statute or regulation.
- **Release of** confidential documents to law enforcement and other governmental agencies shall only be done in compliance with statute or upon court order.
- **All release of** student information requests shall be reviewed and approved or denied by the custodian of public records in compliance with statute or regulation.

Schedule

Student Cumulative Education Record File	
Description	Retention Period
Transcripts Record that shows date of birth, date of entrance, courses taken, grades received, and degrees granted	90 years after graduation
Health Student health records and immunizations	10 years from date of student's last attendance
Federal Participation in federal program records	5 years after final expenditure report
Other Other student records, including registration record, screening	2 years after last attendance

The mission of South Valley Preparatory School is to provide a small, safe and unique family learning community where students are prepared for high school and beyond.

Student Cumulative Education Record File	
Description	Retention Period
evaluation, counselor notes, correspondence, program participation, and attendance record	

Special Education Records	
Description	Retention Period
Special education confidential records	After completion of special services but not sooner than 5 years after completion of activities funded

Other Instruction Records	
Description	Retention Period
State required district testing records original to New Mexico Public Education Department	2 years after close of school year
Food Management and Child Nutrition	5 years after submission of final report, 7 years for Title I purposes

Other District Records	
Description	Retention Period
Finance Department official records	2 years for electronic and paper
Head Administrator and Governing Council Emails	5 years after last date of entry
All other employee emails	1 year after date of last entry

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