

Curriculum & Instruction

Form No. (If Any)	Class	Record Title	Required			**If Imaged**	
			Hard Copy Retention	Recommended Retention	Reason For Recommended Period	Hard Copy Retention	Media Retention
	2	Application for Continuation Demonstration Programs in Reading, and Mathematics	4 Years	5 Years	Final Audit	--	
	2	California Assessment Program: Grade 3 - Survey of Basic Skills	4 Years	5 Years	Final Audit	--	--
	2	California Assessment Program: Grade 6 - Survey of Basic Skills	4 Years	5 Years	Final Audit	--	--
	2	California Assessment Program: Grade 8 - Survey of Academic Skills	4 Years	5 Years	Final Audit	--	--
	2	California Learning Assessment System-(Grades 5, 7,10)	4 Years	5 Years	Final Audit	--	--
	2	Classroom Library Materials Act Expenditure Report	4 Years	5 Years	Final Audit	--	--
	1	Demonstration Programs in Reading and Mathematics: Preliminary Fiscal Report	Permanent	Permanent		4 Years	Permanent
	2	Demonstration Programs in Reading and Mathematics: Request for Amendment or Revision	4 Years	5 Years	Final Audit	--	--
	2	Individual Test of Academic Skills (Grades 2 -10)	4 Years	5 Years	Final Audit	--	--
R-30-LC	2	Language Census Report - School Data	4 Years	5 Years	Final Audit	--	--
	2	Mathematics Professional Development Grant (AB1331) Budget Line Item Detail Report	4 Years	5 Years	Final Audit	--	--
	2	Notification of Intent to Hold Elementary and High School Summer School Sessions	4 Years	5 Years	Final Audit	--	--
	2	Proficiency Assessment Report (Grades 6,9,11,12)	4 Years	5 Years	Final Audit	--	--
	2	School Library Act Expenditure Report	4 Years	5 Years	Final Audit	--	--
	3	Special Studies as Needed	3 Years	4 Years	Timing/Fiscal Year	--	--
	2	Staff Development Buy-Back: Application for Funding	4 Years	5 Years	Final Audit	--	--
	3	Survey of Academic Skills: Grade 12	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Textbook Ordering Information: Submission of Orders/Invoices Charged Against Instructional Materials Fund	3 Years	4 Years	Timing/Fiscal Year	--	--

Class 1 -Permanent Records Class 2 -Optional Records Class 3 -Disposable Records -- Feasibility to Microfilm at District Discretion