



The information described below was destroyed in the normal course of business pursuant to the retention schedule set forth by the Texas State Library and Archives Commission and Birdville Independent School District policies and procedures.

Date of destruction: _____

Description of records or record series disposed of: _____

- Accident reports (Retention: 5 years or 2 years after the student reaches the age of 18, whichever is later).
- Correspondence to and from parents or guardians concerning student health matters (Retention: 2 years)
- Affidavit of medical contraindications (Retention: 1 year or date of withdrawal plus 2 years if the exemption is lifelong)
- Affidavits of religious conflicts (Retention: 1 year)
- Verification of mumps or measles illness (Retention: date of withdrawal plus 2 years)
- Verification from physicians or health agencies of prior testing of sight, hearing, and spinal curvature (Retention: date of withdrawal plus 2 years)
- Immunization records (Retention: date of withdrawal plus 2 years)
- Physician referrals and reports (Retention: until entered in cumulative health record)
- Reports to enforcement agencies (Retention: 2 years)
- Logs of medications or treatments administered to students (Retention: 3 years)
- Parent's request and physician's authorization for specialized health care (Retention: end of validity of request or authorization + 2 years)

Method of destruction:

- Shredding
- Other: _____

Records destroyed by: _____

Witness signature: _____

Department manager: _____