



Item	Texas State Library And Archives Commission Retention Schedule for Student Health Records	Nurse's Action to Take When a Student/Employee Withdraws/Terminates AV = Administratively Valuable	Comments
1. Accident Reports	5 years; or 2 years after the student reaches the age of 18, whichever is later	Keep	
2. Activity and Statistical Reports	3 years	Send to Judy Beverly to keep AV	
3. Correspondence To and From Parents or Guardians Concerning Student Health Matters	2 years	Keep 3 years	
4. Cumulative Health Card or Record	Date of withdrawal plus 2 years	N/A	
5. Emergency Cards (Copy of AGR)	Until superceded	Shred if present	
6. Exclusion and Verification Documentation: <ul style="list-style-type: none"> • Affidavit of Medical Exemption, 1 Year • Affidavit of Medical Exemption, Lifelong 	1 year Date of withdrawal plus 2 years	Keep most current Keep most current	



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<p>6. Exclusion and Verification Documentation (cont'd.):</p> <ul style="list-style-type: none"> • Affidavit of Religious Exemption • Verification of Mumps, Measles, Varicella, Illness • Verification of Prior Testing for Vision, Hearing, Scoliosis 	<p>1 year</p> <p>As long as administratively valuable after entering in computer</p> <p>Date of withdrawal plus 2 years if not entered in computer</p> <p>As long as administratively valuable after entering in computer</p> <p>Date of withdrawal plus 2 years if not entered in computer</p>	<p>Keep most current</p> <p>Keep most current</p>	
<p>7. Health Screening Documentation</p> <ul style="list-style-type: none"> • Worksheets, Scan Sheets Used In Student Health Screening • Vision, Hearing, and Spinal Screening Reports Submitted to the Texas Department of Health 	<p>As long as administratively valuable after entering in computer</p> <p>3 years</p>	<p>Shred</p> <p>AV</p>	



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8. Immunization Records <ul style="list-style-type: none"> • Permits for vaccinations given at school by school nurse • Separate Record of Computer Record • Annual Report of Immunization Status 	10 years after consent or 20 years old Date of withdrawal plus 2 years (unless given by employees of the school district) 3 years	Keep Keep most current and complete AV	
9. Physician Referrals and Reports From Physicians on Referred Health Matters	As long as administratively valuable after entering in computer Date of withdrawal plus 2 years if not entered in computer	Enter into computer and shred Or keep if professional judgment	
10. Reports to Enforcement Agencies (Child Abuse, Communicable Diseases, Dog Bites, Drug Offenses)	2 years	Keep 2 years These reports should never be in the cumulative folder. Store in a separate folder in a locked cabinet	
12. Exchange/Release of Immunization Information	Not specified on retention schedule	Keep with immunization record	
13. Student Health Information Sheet on Card	Not specified on retention schedule	Enter into computer and shred AV	



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14. ADHD Progress Reports	Not specified on retention schedule	Keep if < 3 years, Shred if > 3 years	
15. Nurse Pass "Pink Card"	Not specified on retention schedule	Shred	
16. Care Plans	Not specified on retention schedule	Keep	
17.			
18.			
19.			
20.			