



* S H O R T - T E R M *

RCPS



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STUDENT ID: _____

Short-Term Retention Files (0-1 Year) are identified by these types of files:

- Academic Progress Records
- Acknowledgements of Receipt
- Anecdotal Notes on Students
- Applications: National Honor Societies
- Approval/Permission Records
- Athletic Activity Records
- Attendance Records
- Automobile Registration Records
- Award Records: Supporting Documentation
- Clinical Records: Non-Treatment Related
- Collect Acceptance/Rejection Letters
- Computer Input Documents
- Course Selection Records
- Election Records: Student-Lists of Officers
- Examination Records: Documentation of Student Responses
- Examination Records: Non-Standardized – Final Exams
- Examination Records: Non-Standardized – Other Exams
- Field Trip Records
- Grade Records: Interim Marks Reports
- Grade Records: Report Cards
- Opt-Out Form: Directory



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