

**Summary of Changes**  
***Public Schools (K-12) Records Retention Schedule v.8.4 (April 2021)***

**New Records Series Added**

- None

**Retention Changes**

- None

**Other Minor Changes**

- Three (3) records series have changes to their title and/or description:
  1. **Lesson Plans and Other Teaching Materials** (was Lesson Plans) (DAN SD51-06E-03) p.40  
*Rationale: Broadened the scope of the records series to cover new types of records being created as a result of online learning during the COVID-19 pandemic.*
  2. **Standardized Achievement Testing (Mandatory)** (DAN SD51-06A-18) p.38  
*Rationale: Clarified that proctoring records are covered by this records series.*
  3. **Student Assessments (School/District Optional) – Testing and Results** (DAN SD2014-024) p.42  
*Rationale: Clarified that proctoring records are covered by this records series.*
- Six (6) records series have had their revision numbers corrected as they were incorrect in version 8.3:
  1. **Administration of Federal and State Categorical Grant Programs** (DAN SD51-06A-02) p.25
  2. **Authorization For/Release of Student Records – Prior Consent or Documentation Required** (DAN SD2012-068) p.62
  3. **Course Description Catalog** (DAN SD51-06A-19) p.26
  4. **School Master Schedule** (DAN SD51-20-03) p.30
  5. **Student Assignment – Special Service Programs (Transitional Bilingual Instruction)** (DAN SD2014-027) p.50
  6. **Student Assignment – Transfer Requests (Not Granted)** (DAN SD2012-067) p.51
- Minor improvements were made to the subject index.

**Essential Designation Changes**

- None

### **Archival Designation Changes**

- None

### **Series Being Revoked**

- None

***No Change in Number of Records Series (125 series)***