



RECORDS RETENTION AND DISPOSITION SCHEDULE

Education, Department of. Center For School Assessment.

Agency: Center For School Assessment		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	92-71	ISTEP SCORES Pursuant to IC 20-32-5, ISTEP=Indiana Statewide Testing for Educational Purposes. Starting in 1988, public school students in grades 2,3,6,8, and 9 have been given these tests. Accredited, non-public schools may administer the tests. Public school corporations submit open test score compilations to the Department of Education. The local school corporation retains individual student scores as a confidential record. The results format is represented by a letter-sized computer printout filed alphabetically for all 92 counties. Within the county, scores are arranged by the school corporation, individual school and March and July testing dates.	MICROFILM according to 60 IAC 2, two (2) years after the testing year. TRANSFER original (archival) roll to the INDIANA ARCHIVES for permanent archival retention. DESTROY hard copies after verification of the microfilm for completeness and legibility. TRANSFER duplicate film to the agency and DESTROY ten (10) years after the testing year.