RECORDS PROCESSING PROCEDURE
(REC-P001)
Clarksville-Montgomery County School System

1.0 SCOPE:

1.1 This procedures outlines receiving of records in Central Records.

2.0 RESPONSIBILITY:

2.1 Lead Records Specialist

3.0 APPROVAL AUTHORITY:

3.1 Chief of Staff

4.0 DEFINITIONS:

4.1 Cumulative Folder: Student's permanent record.

4.2 Transcript: Student's permanent record of courses taken, grades received, directory information and test scores.

5.0 PROCEDURE:

5.1 Each school sends completed cumulative folders of student records to Central Records according to (GUI-P002), Counseling Department Processing Records for Storage Procedure.

    5.1.1 Cumulative folders are forwarded upon graduation.

    5.1.2 Record of high school students who drop out of school or transfer out-of-state are held at the school for one year and then forwarded to Central Records. The same records of elementary school student are held for two years before they are forwarded.

    5.1.3 Records of deceased student(s) need to be collected and sent to Central Records as soon as death is verified.

5.2 Records Specialist verifies records received with enclosed student listings.

5.3 Each record is inspected to ensure proper documents are included in cumulative folder according to (GUI-P002), Counseling Department Processing Records for Storage Procedure.

    5.3.1 Schools are notified of missing record requirements or cumulative folders.

5.4 Action is initiated to receive missing record requirements or locate missing records identified in the verification process.

5.5 Cumulative folders are filed in record room upon completion of verification.

6.0 ASSOCIATED DOCUMENTS:

6.1 Cumulative Folder

6.2 Transcripts

6.3 Guidance Department Processing Records for Storage (GUI-P002)

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Cumulative Folder, Transcript	Record Room	Indefinitely	Permanent	Secured Record Room

8.0 REVISION HISTORY:

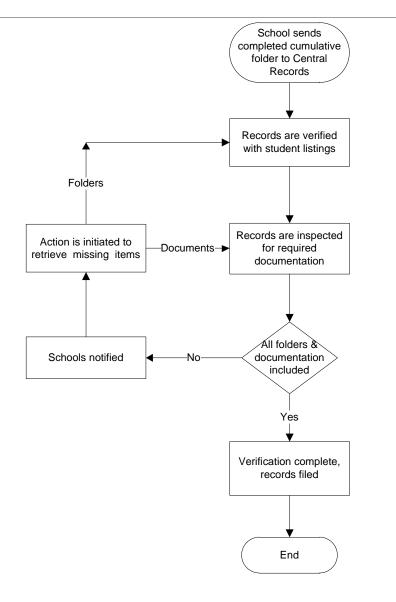| Date:	Rev.	Description of Revision:
10/08/03		Initial Release
1/23/04	A	Add 5.1.1, 5.3.1, Delete 6.3
4/13/06	B	Total revision of procedure and flowchart, add Attachment A
4/22/09	C	Update 2.0 & 3.0
9/26/23	D	Updated to reflect changes to titles and approval authority from Chief Communications Officer to Chief of Staff.

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

RECORDS PROCESSING PROCEDURE
(REC-P001)
Clarksville-Montgomery County School System

* * * E n d   o f   p r o c e d u r e * * *