Contents

Table of Contents .................................................................................................................. 1
Records Center Background .................................................................................................. 2
Records Keeping Expectations .............................................................................................. 3
How to Acquire Filing Boxes ............................................................................................... 6
How to Acquire Pupil Pockets .............................................................................................. 6
Packing Records .................................................................................................................. 7
Preparing the Data Collection Form .................................................................................. 9
Preparing the Transfer & Destruction Form ....................................................................... 11
Records Center Storage Procedure for Special Education .................................................. 14
Records Center Storage Procedure for Blue Cards .............................................................. 15
Records Center Storage Procedure for Student Medical records ....................................... 16
Records Center Storage Procedure for Administrative/Employee Records ....................... 16
Record Center Storage Procedure for Schools Closing Permanently ................................ 17
Scheduling an Onsite Records Pickup ................................................................................ 19
Obtaining Records from the Record Center Warehouse ...................................................... 19
Frequently Asked Questions .............................................................................................. 20
Student Records and Records Center Contact List .......................................................... 21
The School District of Philadelphia
Records Center Information

Records Center Background:

The School District of Philadelphia’s Records Center, in conjunction with school and departmental record retention schedules, manages the records storage system, for all schools and administrative offices within The School District of Philadelphia.

The Records Center provides an economical and efficient system of handling the large volume of records generated by the School District of Philadelphia. They manage all School District records that are stored at an offsite warehouse which allow for more usable and free space in schools and administrative offices.

Records Center Mission:

The Records Storage Center is responsible for managing the current records archive storage system and ensuring that the School District meets federal, state, and local legal requirements for records storage. The office works with all schools and administrative offices within The School District of Philadelphia to transfer records to long-term storage, and to coordinate the destruction of records beyond their retention schedule.

Records Center Location:

The School District of Philadelphia Education Center
440 North Broad Street, Suite 111
Philadelphia, PA 19130

Email: Records Management@philasd.org
Telephone Number: 215-400-4780
Fax Number: 215-400-4782

Jill Riddick, Manager Student Records

Darnell Deans, Director Student Enrollment & Placement
Did You Know?

Records Management receives approximately 800 requests per week for records from past and current students, various state agencies and law firms. We also retrieve records for various School District Offices.

- Requests are usually related to:
  
  - Employers calling to verify graduation
  - Former students applying to colleges or other opportunities to further their education
  - Former students filing disability requests
  - Persons applying for government aid requiring proof of residency or birth
  - Subpoenas involving judicial circumstances.
  - Compliance with various audits.

The School District of Philadelphia requires the services of a commercial records storage facility for storing, retrieving, updating, storage management, and approved destruction of the School District of Philadelphia student, employee and administrative records. The majority of the records are enclosed in standard letter/legal file boxes.

Following the procedures set forth in this guide, will ensure offices and future students the ability to quickly and efficiently access records they may have to refer to throughout their lives and careers. Physical records that have not been forwarded to the Record Center cannot be retrieved. As one can imagine, it could be frustrating to be in a situation where a facet of your life depends on the retrieval of your School District records, and they cannot be located. Your assistance is essential to ensure all student records are properly prepared and sent to storage at the appropriate time.

Expectations of Schools and Administrative Offices

As an employee of The School District of Philadelphia, you will likely create and/or become responsible for a large variety and volume of records. The Records Center is a resource provided by the School District to aid in keeping track of, storing and retrieving records that may be necessary and pertinent to current students, former students, faculty, administrative staff and various government agencies. See your Administrator for information on records and data relevant to the needs of your school or office.
Site-Based Records Coordinator

Every School District location or office should have a person designated as the Records Coordinator. A major responsibility of the Record Coordinator is to smoothly facilitate any transition that may occur in job responsibilities.

Coordinator. A site-based Records Coordinator should:

- Keep track of every document and record that is to be collected by the Records Center
- Keep documentation of Records Center transactions in a centralized location.
- Be responsible for the completeness of all records & determining whether an item is a record.
- Be responsible for the coordination of the transporting of files.
- Be familiar with the procedures for utilizing the Records Center Warehouse.
- Be familiar with the process of how to handle any requests that may arise.
- Be Responsible for ordering the proper boxes and pupil pockets.
- Be Responsible for providing your Principal or Assistant Principal with an electronic version of final records data collection and transfer & destruction forms.
Student Records

Pupil Pockets
Student records are to be kept and filed in an EH-19 Pocket for Pupils Records. (Excluding special education) 
EH-19’s can be ordered through Advantage with a Stock Requisition using Commodity code 61602445042

Ensuring the Completeness of Student Records
Collect all school files that may be with counselors, teachers, nurses and others who may have access to student records, to ensure that all relevant documents pertaining to the former students are placed in the Pupil Pocket.

Which Records to Pack

*Records that should be packed and sent to the Records Center are Pupil Pockets of students who have graduated or dropped one year prior to the current date.*
- Application to attend school
- Medical Records (MEH-3)
- EH-6 (or on-line equivalent)
- Class Records (EH-7)
- Attendance /Roll Sheet (CEH-14)
- Grades (including final year, High School Transcript if applicable)
- Disciplinary Records (EH-31 - Serious Incident Report)
- Copy of Birth Certificate
- Copy of Custodial Delegation Notice
- Standardized Test Scores, including SAT if available

*If your only record is on the SIS, please print a copy and include it in the pupil pocket. The Record Center is mandated to physically keep records for up to 99 years.*
How Long to Keep Student Records On-Site

Elementary, Jr. High & Middle Schools
Records for students that withdraw prior to successfully completing the highest grade at the school are to be kept at the school until the student would reach the age of 21. Records for students that successfully complete the highest grade at the school are to be sent to the next Philadelphia Public School that the student will be attending.

No original pocket should be sent to Charter, Alternative, Private or Out of District Schools only a copy.

Middle Schools that receive a pocket from an elementary school, but the student does not show up, or shows in our system as attending a Charter or Out of District School, should enter and then exit the student in our system. The pocket would then be held on-site at the school until the student reaches the age of 21 or until another Philadelphia Public School requests the pocket if the student re-enters the District. This allows other schools within the District to locate the pocket and create a tracking for when the pocket is archived.

High Schools
Records for students that graduate or withdraw prior to successfully completing high school are to be held at the school for 1-year before preparing the records for archive.

High Schools that receive a pocket from a middle school, but the student does not show up, or shows in our system as attending a Charter or Out of District School, should enter and then exit the student in our system. The pocket would then be held on-site at the school for 1-year. This allows other schools within the District to locate the pocket and create a tracking for when the pocket is archived.

Alternative Schools, Charter Schools, Non-Public or Out of District Schools
Student Record original pockets are Not to be sent to Alternative Schools, Charter Schools, Non-Public Schools or schools that are outside of the District. Only a copy of the pupil pocket would be sent. Pony does not stop at any of these out-of-District locations and would need to be sent via US Mail, fax or email.
Elementary, Jr. High and Middle Schools would keep the pocket on-site until the student reaches the age of 21. High Schools would keep the pocket on-site for 1-year before preparing for archiving.

Please check the system prior to preparing drop pockets for storage to ensure that the student has not re-enrolled at a school within District.
How to Acquire Filing Boxes or New Pupil Pockets

- The Records Center uses specific sized and style boxes to facilitate standardization in filing. Using the wrong size or style storage box or submitting student records in anything other than a pupil pocket may result in records being rejected by our warehouse.

Storage boxes and pupil pockets can be ordered from the Facilities Warehouse via the ERP Finance Oracle System. Please contact erphelp@philasd.org for assistance with using Oracle.
Packing Records

- After receiving the storage boxes ordered through Advantage, employees can begin packing the storage boxes with the appropriate records.

- A Data Collection Form **must be** completed – All pupil pockets contained in each box must be listed on a Data Collection Sheet (S-166B rev 2/27/2013), they should be listed in alphabetical order by student’s last name. A sample form is provided on the next page.

- A fillable Data Collection Form (S-166A) can be found at following link from Sitemap at “Records Management” http://webgui.phila.k12.pa.us/offices/s/student-placement/records-management/records-center

- Your entire range of Pupil Pockets should be packed in alphabetical order by student’s last name. So your 1st box may contain last names with A’s & B’s, the 2nd box would then have C’s, 3rd box D’s and so forth.

- Two columns of records should be created within the box, starting from the column on the left using alphabetical order. (See Figure 1 below).

- Please be sure to pack the boxes in such a way that they will not bulge or tear.

*Please DO NOT over pack the boxes! Leave at least 1 ½” of space to facilitate later*
Packing Records (Cont’d)

How to pack Boxes- Pupil Pockets

Last pocket (Baker, A) example

First Pocket (Aaron, H) – example
Packing Records (Cont’d)

Marking the Box

Box 1 (example) No labels needed
Preparing the Data Collection Form

Data Collection forms are found on the Student Records website under Records Management.

http://webgui.phila.k12.pa.us/offices/s/student-placement/records-management/records-center

Keeping your boxes in their alphabetical order. Number your boxes with temporary numbers. Your first box will be box 1. You can mark each box with a number i.e. T-1, T-2 etc.

Fill out the top portion of the data collection sheet with your school name, 4-digit school location number, the records liaison or secretary that is preparing the records and the name of your school’s principal.

Starting with your first box (T-1), type 1 in the temporary box number column. When you start box 2, 3, 4, etc., you will provide that number. This temporarily identifies which box the student pockets on the sheets are in.

Leave the DocuSafe Box # column blank. We will provide the information needed for that column when we come to your school for the final checking of your boxes and pick up.

List your 4-digit school number

List your school name

Type the last name, First Name, any middle initial and Date of birth of each pupil pocket that is contained in your first box.

Please Note:
Please complete and save a form for each box.
School number should be in a 4 digit format
ALL dates must be in a MM/DD/YYYY format
You will keep the form in it’s Excel format.
Do not print and scan the form
We are not able to accept any handwritten forms.
**Preparing the Transfer and Destruction Form**

Transfer and Destruction forms can be found on the Student Records website under Records Management.


Fill out the top portion of the data collection sheet with your school name, 4-digit school location number, the records liaison or secretary that is preparing the records and the name of your school’s principal.

**Record Series / Title**
This field identifies what you are storing, for High Schools that are turning in records based on “school year”, graduation or withdrawal dates, so it might read;
Pupil Pockets- grad/drop SY2014
Elementary or Middles Schools would be by “birth year” based on the year the student turned 21. An example would be;
Pupil Pockets – Over 21 – BY 1996

**Item Number**
Item number identifies the school type
141 – Elementary School
142- Jr. High or Middle School
143- High School

**DocuSafe Barcode** – Please leave this column blank. We will provide That information when we come on-site

**School number** – Enter 4-digit school number

**Range Description** – Identifies the contents of the box. For example Box-1 might contain Files for students starting with the last name A. Your first pocket in the box might be for Anderson, J and your last pocket in that box might be for Aquin, D. So an example of your range description would be;
Anderson J, - Aquin, D
Preparing the Transfer and Destruction Form (Cont’d)

From Date – Identifies the beginning of the year you are submitting. If they are in date of birth order, an example would for students born in 1993 would be “01/01/1993” in the “From Date” column. If you are a high school submitting drop/grads, an example for students that graduated in June of 2015 would be, 07/01/2014 as the “From Date”

To Date – Identifies the ending year of the files you are submitting. If they are in date of birth order, example of the “to” date for students born in 1993 would be, “12/30/1993. For a high school submitting drop/grads based in school year and example for students that dropped or graduated in June of 2015 would be 06/30/2015

Destruction Date – Identifies the date that the documents can be shredded and destroyed. Student records must be physically stored for 99 years. If you are storing records for students using birth year. A destruction date example for students born in 1993 would be 12/30/2092. 99 years from 1993. If storing files for drop/grads. A destruction date example for 2015 school year drop/grads would be, 06/30/2114. 99 years from the end of the 2015 school year
Preparing Special Education Folders for Storage

Collect all special education files from counselors, teachers, nurses and others who may have access to these records, to ensure that all relevant documents pertaining to the student are in the Confidential Special Education File. Check Sign-out log housed in the area where files are kept (in locked cabinet).

Which Records to Pack

SPECIAL EDUCATION CONFIDENTIAL FILE ORGANIZATION:
Special Education files are placed in binders with 6 sections. Documents are hole-punched and attached in each section with the most current documents on top. Organization is as follows:

Section 1: CSAP (Comprehensive Student Assistance Program)/initial referral data;
   – ACCESS letter
   – Sign-out sheet

Section 2: Communications with parent:
   – NOREPs (Notice of Recommended Educational Placement)
   – Invitations to IEP (Individualized Education Program) Conferences
   – PTEs (Permission to Evaluate)
   – PTREs (Permission to Re-evaluate)

Section 3: Documents from sources outside the school district

Section 4: Free for additional documents
   – Progress Reports
   – Attendance Sheets
   – Suspensions

Section 5: ERs (Evaluation Report)
   – Reevaluations
   – Psychological reports
   – Staff and Parent Input related to evaluations

Section 6: IEPs, Manifestation Determinations, transcript copy (if applicable)

Packing and Organizing Records

For Special Education files, records should be packed in alphabetical order by last name. *Please DO NOT over pack the boxes! Leave at least 1 ¼” of space to facilitate later servicing and interfile of records.*

**DO NOT send records for students who have graduated/dropped this Fiscal Year, Special Education Records must be kept at the School for Seven Years after Grad Drop Date.**
**Records Center Storage Procedure for Blue Cards**

**Blue Cards**

- Organize all Blue Cards alphabetically. Last name, First name
- These blue cards should be filed in their own box. **Do not add with pockets or folders.**
- Only a Transfer & Destruction form will be completed when preparing blue cards. **Do not index them with a data collection sheet.**
- The item number will be the same as your record type. 141 for elementary, 142 for Jr. High/Middle or 143 for High Schools.
- Record Series/Title would be “Blue Cards”
- The Range Description will be “Blue Cards” along with the date range. i.e. Blue Cards BY 1950-1974 (BY= Birth Year)
- “From” and “To” dates will be based on the range of date of birth. i.e. students born anywhere “From” 01/01/1950, “To” 12/31/1994
- The destruction date will be 99 years from the “to” date
- Please call the Record Center for additional information 215-400-4780.

**BLUE CARDS DO NOT EVER GET SHREDDED OR DESTROYED. THEY ARE USED AS AN OFFICIAL RECORD OF A STUDENT’S ATTENDANCE. ESPECIALLY WHEN PUPIL POCKETS, OR THE COMPUTER NETWORK ARE NOT AVAILABLE.**

**Records Center Storage Procedure – Student Health Records**

Student records/Nurse Notes should be kept together in their pupil pocket and follow all FERPA, HIPPA, Local, State or Federal guidelines, (only Special Education Files are kept separate from the pupil pocket).

Nurses may have copies of medical records in their office, but not original documents.

If a nurse needs to keep records for the schools/students use, they must make a copy, and keep all original records in the student’s original pupil pocket. (When records are not married back together, crucial student information cannot be retrieved)
**Schools Closing or Transitioning to Become a Charter School**

In the event that a school is closing, there are several steps that must be taken to ensure that all records are properly filed away and stored. It is imperative that all steps are followed carefully because these records will be referenced for many years to come.

**Collect and Organize All Available Records**

Once a final decision is made regarding your schools closure or transition to become a Charter School. The site coordinator should search the entire school and collect any and all records found. Student Records will contact your school to start a dialogue about the time line for records pick-up.

Organize and consolidate the found documents and files following the procedures listed in this handbook for their respective type. Using the Data Collection and transfer and destruction sheets, begin preparing the records to be stored.

**Records for Active Students who are Transitioning to New Schools**

**Records for students that are transitioning on to a School District of Philadelphia school**

Please PONY their current records to the new Philadelphia Public school they are attending. Please place the name of the Philadelphia Public School that they will be attending and that schools number on the pony envelope or box (If multiple student pockets are being sent to 1-school).

Please ensure the box or envelope/s are securely sealed.

**For students that will transition to a Charter School, Alternative Program, Out of the District or other non-public school**

Please make a copy of their student file or special education records and send them via US Mail. Do not mail or send to any Charter, Alternative Schools/Programs, Out of the District or any other non-Philadelphia Public school the original pupil pocket. This office will pick up the original pockets/records.

Do Not PONY documents to Charter Schools, Alternative Programs or schools, Out of the District or any other non-public school/s.

Never send an original pocket to an Alternative, Charter or out of District School.
Schools Closing or Transitioning to Become a Charter School (Cont’d)

Records For Students That Have Graduated Or Withdrawn
Records for students that have graduated 12th grade, students that have withdrawn from your school or students that have Not provided information regarding the name of the school they will transition in to after your schools closure. Will be organized and boxed in the manner described for records storage preparation.

DO NOT remove any contents from the Files or Pupil Pockets
Please contact The Office of Records Management with any questions, recordsmanagement@philasd.org

Records Center Storage Procedure for Administrative or Employee Records

This process is for Administrative offices only. If you are storing student records. Please see the references in this handbook regarding the procedure for Student Records.

Determine what records you need to store.
Please contact your department head to confirm what documents your office needs to have stored in archives.

Place the records/documents in records boxes.
See page XX for records box ordering instruction.
It is imperative that you use only authorized records boxes, as they are constructed to withstand our vendors storage practices.
We do not accept records in bankers boxes, copy paper boxes or any other unauthorized box.

Prepare a Transfer & Destruction From
The Transfer and Destruction form can be found on the Records Management webpage.
http://webgui.phila.k12.pa.us/offices/s/student-placement/records-management/records-center

Due to the variations of administrative record types. The data on the Transfer and Destruction form may vary.
Contact Student records with any questions.
**How to Schedule a Records Pick-up**

After completing the Excel Worksheet Data Collection and/or Transfer and Destruction forms for your department. Please email the Excel worksheets to:

records-request@philasd.org

Once the forms are received. We will review your forms and will contact you with any needed changes and attempt to schedule a date for records pick up.

Please Note: On the date of pick up you or a records contact will need to be available to make any needed final corrections to the excel worksheet/s and to add the vendors box number to the sheets that we will provide on the day of pick up.

You will need have access to a computer

**How to Request Records**

To Request records:

1. Locate your final copies of the data collection or transfer & destruction forms that you have on file that correspond with the documents or student file/s that you wish to retrieve from archive.
2. Make note of the “Docusafe Barcode” number/s of the record you would like to retrieve. Contact the Records center and provide the Docusafe barcode number/s.
3. For additional information and guidance or to request student records held in electronic systems. Please contact The Office of Records Management.
4. Please allow 3-5 business days for receipt of the records box or response from Records Management

**How to Request Access to Electronic Records Systems**

Please contact the Office of Information Technology to determine eligibility to access records via District electronic systems.

**How to Request Changes to Data in Electronic Records Systems**

Please contact the Office of Employee Records, The Office of Information Technology or The Office of Records Management for guidance.
Distinguishing District Records from Supplemental Personal Records of Employees

Personal papers are documentary materials belonging to an individual that are not used to conduct agency business. They relate solely to an individual's personal and private affairs or are used exclusively for that individual's convenience. They may refer to or comment on the subject matter of agency business, provided they are not used to conduct that business. In contrast to both records and non-record materials, personal papers are not items that would generally be stored or entered into District electronic systems. Certain documentary materials are clearly personal and may readily be identified and claimed as such. Please contact The Offices of General Counsel, Information Technology and/or Records Management to determine if documents fall into this category.

Litigation Hold

A legal hold (also known as a litigation hold) is a notification sent from a legal entity to instruct that records not be deleted electronically and/or that paper documents that may be relevant to a new or imminent legal case not be discarded.

If you receive notice of a litigation hold from The School Districts of Philadelphia’s Office of General Counsel. Please follow instruction provided by their office.

If you receive notice of a litigation hold from an outside entity. Please contact The School Districts of Philadelphia’s Office of General Counsel for guidance through the process prior to any release of records or response to the entity.
FAQ’s

1. Once completed all forms must be submitted via email to the Office of Records Management in the original excel format. Please do not print or scan and email the forms. We cannot accept PDF’s.

2. Each box should be listed on a separate data collection sheet. For example, box 1 contents should be listed on page 1. The contents of Box 2 should be listed on a new page 2. The contents of box 3 should be listed on a page 3. If the contents require more then 1-page. The next box would then start on a new page.

3. If you are an office within the Education Center, please list your office name as the “school” name and your manager’s name as the Principal’s name.

4. Student Records/Pupil pockets are to be kept 99 years. The destruction date would be 99 years from the graduation/drop year.

5. Please list all date fields in MM/DD/YYYY format.

6. Please leave the “Docusafe Barcode” field blank on all forms. This number will be provided once the Office of Records Management comes on site to check your boxes and forms for accuracy.

7. Records can only be prepared for storage in the student record boxes that can be ordered and received through the School District warehouse office. See page 6.

8. Please do not affix any labels or forms on the outside of the boxes. Outside labeling is no longer required by the school or offices. The Office of Records Management will provide any/all labeling at the time of inspection of your records and pick up.

9. Please note there is a separate data collection form for Special Education records.

10. Please also note that a transfer and destruction form must be completed in addition to the data collection form. In the case of student records, the data collection form provides the specific contents of each box to be archived. The transfer and destruction form provides the “range” of the boxes contents in each box. In order to maintain accuracy, both forms are necessary and vital.

Please contact the Office of Records Management with any questions or concerns.
How to Contact Student Records – Records Center

The School District of Philadelphia office of Student Records is located at,

The School District of Philadelphia Education Center  
440 North Broad Street, Suite 111  
Philadelphia, PA 19130

The most efficient way to contact Student Record is via email at:

recordsmanagement@philasd.org or
records-request@philasd.org

You may also reach out to us by phone at:

215-400-4780

The School District of Philadelphia Education Center  
440 North Broad Street, Suite 111  
Philadelphia, PA 19130

Telephone Number: 215-400-4780  
Fax Number: 215-400-4782

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