



STUDENT RECORDS AND FILES

Recognized Best Practices

Regulatory Framework

The Michigan Freedom of Information Act ([MCL 15.231 – 15.246](#)) defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

[MCL 399.809-812](#) allows the Archives of Michigan to collect and permanently preserve historical records created by Michigan government agencies. It requires that all Michigan government records must be listed on an approved Retention and Disposal Schedule, and that records cannot be destroyed without the authorization of an approved schedule.

[MCL 750.491](#) declares that official Michigan government records are public property. It establishes misdemeanor penalties for destroying a record without the authorization of an approved Retention and Disposal Schedule.

The State of Michigan Records Management Services has established the Records Retention and Disposal Schedule for Michigan Public Schools approved December 7, 2010, that can be found below.

What is a CA-60?

A CA-60 is a file for student academic records. These files are maintained on each student and follow the student from enrollment through graduation, transfer, or withdrawal. It may include personal information as well as the following items among other things:

- Photo for each school year
- Complete Transcripts
- List of credits earned and evidence of graduation, if applicable
- Approved personal curriculums
- Withdrawal documents
- GED test result
- Drop/Withdrawal/Transfer Information

The CA-60 must be kept 60 years after the student graduates. According to the State of Michigan Records Management Services Records Retention and Disposal Schedule for Michigan Public Schools, special education student files may be included in the CA-60 or they may be kept separately.

What should a school do with student records for students who have transferred in or out?

According to [MCL 380.1135](#), within 14 days after enrolling a transfer student, the school shall request in writing directly from the student's previous school a copy of his or her school record. Any school that receives a request to forward a copy of a transferring student record to the new school shall comply within 30 days after receipt of the request unless the record has been tagged under [MCL 380.1134](#), for a missing student.

What does a school do with student records when they are changing educational service providers?

Maintaining student records is the responsibility of the charter public school. If a charter public school board decides to replace an educational service provider, the board must take steps to ensure the student records are maintained and available at the school.

What does a school do with student records when it is closing?

Maintaining student records is the responsibility of the charter public school. When a charter public school is scheduled to close, the board must take steps to ensure the CA-60s for students are transferred to the student's new school. Any files remaining after closing should be housed in the local school district or intermediate school district. If no local agencies are willing to take these records, the records should be provided to the Michigan Department of Education Public School Academy Unit (MDE PSA Unit). For additional guidance, contact the [MDE PSA Unit](#).

Reflective Questions

How can you support your charter public schools to help ensure compliance? Do your schools have a record retention schedule?

What do you do to help protect students records for a closing charter public school?

Resources

[Records Retention and Disposal Schedule for Michigan Public Schools](#)