



**Board of School Trustees
Mansfield Independent School District**

TITLE: Consideration and Approval
of Destruction of Records

DATE: 1/20/2026

ACTION

BACKGROUND:

Each year district documents and records are destroyed in accordance with the Texas State Library and Archive Commission guidelines. (See Exhibit 1) The destruction of the material will be carried out by bonded document destruction companies. A list of the documents to be destroyed is attached

CONSIDERATIONS:

The attached list of documents will be destroyed after January 20th, 2026.

RECOMMENDATION:

The Superintendent recommends the destruction of the attached documents and records after January 20, 2026.

Documentation of Premature Loss or Destruction of Records

Name of Local Government:	Mansfield ISD	Office/Dept.:	Distribution Center
Address	1920 N. Main St	Phone:	817-299-6099
City:	Mansfield	Zip:	76063
RMO Name and Title:	Dr Kimberly Cantu/Superintendent	Date:	1/20/2026
RMO Signature:		<input checked="" type="checkbox"/>	Supplemental documentation (photos, news clippings, reports, etc.) attached.

Record Number Matches corresponding series on schedules adopted by the government or internal amendments, if applicable.	Record Series Title Matches corresponding series on schedules adopted by the government or internal amendments, if applicable. Provide description if title does not convey the nature and purpose of the records.	Inclusive Dates Starting and ending dates of the impacted records under each records series. (MM/YY)	Quantity Appx. volume of records: ft., in., # of boxes, MB or GB, etc.	Campus/Dept
R18197	PEIMS – Special programs	2019-2020	1	Frontier HS
R14450-R14451	Scholarship & TCC student schedules	2019-2020	2	Guidance & Counselors
R15286	PEIMS reports	2019-2020	1	Howard MS
R15215	Attendance	2019-2020	1	Jandrucko
R18198-R18200	Inactive Student records	2011-2015, 2018-2020	3	Nancy Neal ES
R18198-R18200	Inactive Student Records	2011-2020	3	Nancy Neal
R14452-R14457, R15671-R15675	Grade books, PEIMS reports, student files, JJ forms, EOY	2018-2020	11	Phoenix
R17619-R17622	Shred Boxes	2019-2020	4	Purchasing
R18204-R182235	PEIMS Attendance, reports, assessments, inactive student records	2010-2020	32	Martha Reid ES
R13483	Protocols: Encarnacio - Flynn	2019-2020	1	Special Services
R15438	PEIMS reports	2019-2020	1	Timberview HS
R14447-R14449, R14739	Eligible riders, Field trips, Purchasing, budget, Finance	2019-2020	4	Transportation