

Every File the District Will Be Asked For

Eight kinds of matter, each with its own owner, its own clock and its own file plan — built the same way every time, so the complete file exists before anyone asks for it.

MATTER TYPES

FIELD GUIDE

EDITION

The eight file plans

Who owns it · what clock is running · what the file is built from

TABS SHOWN WITH SAMPLE CONTENTS

Liability claim

Owner: Risk Management · **Opens on:** government claim, demand letter or lawsuit

THE CLOCK
6 mo to present an injury claim · 45 days for board action · 6 mo to sue after rejection (Gov. Code §§ 911.2, 912.4, 945.6)

- 01 Claim & Notices**
Claim form date-stamped, insufficiency, late-claim, board action, rejection
- 02 Incident & Investigation**
Incident report, staff present, attendance roster, witnesses, investigation
- 03 Correspondence**
Claimant and attorney letters, emails with headers, call log
- 04 Tender & Coverage**
JPA notice, tender letters, COIs, reservation of rights, reserves
- 05 Legal & Pleadings**
Complaint, discovery, subpoenas, depositions, litigation hold
- 06 Damages & Medical**
Medical bills, liens, repair estimates, wage loss
- 07 Evidence**
Photos and videos, chain of custody, schedules, policies in effect
- 08 Resolution**
Settlement, release, minor's compromise, payment, closing memo

Retention: tort claims long-term; minors' claims past majority; significant litigation permanent.

Workers' compensation

Owner: Risk / Benefits with the TPA · **Opens on:** employee injury report

THE CLOCK
DWC-1 to employee within 1 working day · employer report to the administrator within 5 days · Cal/OSHA 5020 where reportable

- 01 Claim & Notices**
DWC-1 both sides dated, first report, 5020, benefit notices, reserve
- 02 Incident & Investigation**
Supervisor investigation, witnesses, safety inspection, job description
- 03 Correspondence**
Employee, TPA, adjuster, union and return-to-work discussions
- 04 Coverage & TPA**
Claim assignment, reserve changes, loss runs, pool reporting
- 05 Legal**
Application for adjudication, WCAB filings, subpoenas, counsel reports
- 06 Medical & Indemnity**
PR-2 / PR-4, QME and IME, UR and IMR, PD rating, billing and liens
- 07 Evidence**
Training records, time records, equipment and PPE, photos
- 08 Resolution**
Compromise & Release, stipulations, return-to-work plan, lien resolution

Retention: closed claims years after closure; toxic and asbestos exposure records decades.

UCP complaint

Owner: Compliance / Educational Services · **Opens on:** written UCP complaint

THE CLOCK
Written decision generally within 60 days of receipt unless extended in writing · appeal to CDE within 30 days

- 01 Complaint & Notices**
Complaint date-stamped, acknowledgment, investigator assignment, decision
- 02 Investigation**
Investigation plan, interviews, documents requested, evidence index, findings
- 03 Correspondence**
Complainant, site and department, counsel communications
- 04 Appeal & Agency**
CDE appeal packet, agency findings, corrective action orders
- 05 Evidence**
Policies in effect, program records and rosters, staffing and schedules
- 06 Resolution**
Decision and remedies, corrective action plan, verification, closing memo

Retention: complaint files and decisions per district policy; CDE may review the record on appeal.

Williams complaint

Owner: Site principal with district oversight · **Opens on:** materials, facilities or vacancy complaint

THE CLOCK
Resolved at the site within 30 working days · response to complainant within 10 working days on request · quarterly report to board and county

- 01 Complaint & Notices**
Williams complaint form, acknowledgment, resolution timeline notice
- 02 Site Response**
Investigation notes, work order or purchase record, photos before and after
- 03 Reporting**
Quarterly report, roll-up by site and category, county follow-up
- 04 Evidence**
Textbook sufficiency resolution, FIT inspection reports, vacancy records

Retention: complaints, responses and quarterly reports retained as district records.

Title IX matter

Owner: Title IX Coordinator · **Opens on:** report or formal complaint

THE CLOCK
Supportive measures promptly on notice · investigation and determination within the district's stated reasonably prompt timeframe · appeal per policy

- 01 Intake & Notices**
Report or complaint, notice of allegations, supportive measures, removals
- 02 Investigation**
Plan, party and witness interviews, evidence review, investigative report
- 03 Determination & Appeal**
Determination with rationale, sanctions and remedies, appeal outcome
- 04 Program Records**
Coordinator and investigator training, published procedures, annual summary
- 05 Evidence**
Communications and device records, schedules and rosters, camera footage

Retention: matter records and training materials for the period required by regulation and policy.

SPED due process

Owner: Special Education with counsel · **Opens on:** due process complaint filed with OAH

THE CLOCK
Resolution session within 15 days · 30-day resolution period · decision generally within 45 days after it, absent continuances

- 01 Filing & Notices**
Due process complaint, response, sufficiency challenge, scheduling orders
- 02 Student Record**
IEPs and amendments, assessments, prior written notices, service logs
- 03 Resolution & Mediation**
Resolution session notes, mediation correspondence, settlement terms
- 04 Hearing**
Exhibits and witness lists, expert reports, transcripts, decision
- 05 Implementation**
Compensatory services log, reimbursements, compliance verification

Retention: student and hearing records under FERPA, Ed. Code and district policy.

Public records request

Owner: Records officer with counsel · **Opens on:** written or verbal request

THE CLOCK
Determination within 10 calendar days · up to 14 more in unusual circumstances with written notice · prompt production once determined disclosable

- 01 Request & Notices**
Request as received, clarification, determination letter, extension notice
- 02 Search**
Search plan by custodian and system, search log with terms, certifications
- 03 Review**
Responsive set, exemption and redaction log, counsel notes, third-party notice
- 04 Production**
Production set as released, cover letter and index, fee record, closure

Retention: request files, search logs and production sets as proof the district met its obligations.

Contracts, COIs & safety

Owner: Risk with Purchasing and Facilities · **Standing programs,** not a single incident

THE CLOCK
COIs tracked to expiration and renewed before lapse · OSHA 300A posted Feb 1 – Apr 30 · inspections and drills on their own schedules

- Insurance programs**
Property, liability, auto, cyber, crime, student accident, JPA and pool, SOVs
- Certificates of insurance**
Vendors, facility renters, boosters, field trips, additional insured, expirations
- Safety, OSHA & loss control**
300 / 300A / 301, IIPP, JHAs, SDS, AHERA, inspections, training rosters
- Emergency operations**
EOPs and site safety plans, drill logs, after-action reports, mutual aid MOUs
- Contracts & background**
OCIP/CCIP wrap-ups, bonds, MOUs, fingerprint clearances, volunteer screening

Retention: OSHA logs five years; certificates term plus a tail; exposure records decades.

Every matter runs the same six stages

The stage decides what gets created; the rule decides how long it stays.

01
Incident

Injury and incident reports, witness statements, photos and video, police reports.

02
Intake / report

Claim or complaint filed, matter opened, categorized, numbered, reserve set.

03
Investigation

Statements, site inspections, medical and wage records, training records pulled.

04
Claims & coverage

Carrier, TPA or JPA engaged; reserves, loss runs, counsel, litigation hold.

05
Resolution

Settle, defend, decide or close; releases, awards, payments, corrective action.

06
Retention

Retention class applied at filing; holds block disposal; destruction logged.

Can your files answer these?

The moments when a district finds out how it is organized

Friday, 4:45 p.m.

A subpoena arrives for a 2019 field-trip injury. Everyone who worked that claim has left the district.

Day 60

A UCP complaint came in today. When is the decision due, and who is watching it while the investigator is on leave?

The footage is gone

The bus recorded over it. When did anyone actually ask for the video?

Loss run by Thursday

The JPA wants five policy years broken out by site.

Two files, one incident

A workers' comp claim and a liability claim from the same event. Do they agree with each other?

Cal/OSHA at the counter

Five years of 300A postings and the IIPP, today.

“All records relating to...”

A records request touches a matter that also has a Title IX file. What is produced, what is withheld, and can you show your work?

The claimant was eight

This file has to survive until they are in their late twenties, and past three staff turnovers.

Tonight's board meeting

How many claims are open, and what are they?

Your successor's first week

Could they work every open matter from the files alone?

ONE EVENT, FOUR MATTERS

Incident · Lincoln Elementary · 02-27-26

Liability
Risk · Gov. Code clock

Workers' comp
Risk · TPA clock

Title IX
Compliance · prompt

UCP
Ed Services · 60 days

Linked, not merged. Four owners, four clocks, four sets of access rules — and one shared evidence library. Video, photos, rosters, schedules, inspection logs and the policies in effect that day are stored once with chain of custody, so no two files hold different versions of the same fact. A hold on one freezes them all.

RETRIEVABLE SIX WAYS

By record type
17 classified categories

By site / school
Per-campus retrieval

By claimant / employee
Person-centric files

By policy year
Time-series loss runs

By claim number
Universal identifier

By litigation matter
Active & closed cases

One file, six ways in. Nothing is duplicated to make it findable, and nothing moves to be counted.

HANDLE WITH CARE

- Privileged — counsel and risk only; review before release
- Medical — restricted; keep signed authorizations
- Student record — FERPA and Ed. Code apply
- Personnel — link to the employee file, don't copy it

FRAMEWORKS THESE RECORDS ANSWER TO

Federal: OSHA 29 CFR 1904 · FERPA · IDEA · Title IX · ADA · HIPAA-adjacent
State: CA Ed. Code · Gov. Code claims · Cal/OSHA · CPRA · TSLAC (TX) · WA SOS · Michigan RMS · GA / SC / RI archives
Litigation: statute of limitations · legal hold · discovery readiness

General reference only, not legal advice. Confirm deadlines, disclosure and retention with district counsel. Sample matters are fictional.

EdFiles builds every one of these file plans in for you: matters opened and categorized at intake, documents filed to the right tab, access controls on sensitive records, deadlines on the file instead of in someone's inbox, and retention that respects litigation holds.

EdFiles.com
support@edfiles.com