

**800-AR – ATTACHMENT A  
RECORDS RETENTION SCHEDULE**

**Disposal Codes**

Disposal codes are used to direct the final disposition of records. Records must be disposed of according to the assigned code listed on the schedule. Assigned disposal codes are as follows:

1. **Routine Handling** – No special precautions are necessary upon disposal. The records should be recycled or disposed of in accordance with standard district procedures.
2. **Special Handling** – The destruction of records containing privileged, confidential, exempt or sensitive information that requires special handling by shredding, burning, erasing or any other method that reduces information to an illegible condition.
3. **Archival Retention** – Records requiring permanent retention or records that have sufficient archival or historic value must be preserved in perpetuity.
4. **Delete** – For use with electronic records. When electronic records have met their retention period, they will be deleted.

Record Description	Minimum Retention Period (in years)	Disposal Code
<b>Administrative Records</b>		
Comprehensive/Strategic Plans	1 copy permanent	3
Feasibility Studies	3	1,4
PSSA/Keystone Exam Results	Permanent	3
Public Record Requests	1 from date received or until all appeals have been exhausted <sup>1</sup>	1,4
<b>Benefits/Insurance Records<sup>2</sup></b>		
Claims	6 after settlement	2,4
COBRA Records	6 <sup>3</sup>	2,4
Enrollment Forms	term of benefits plus 6	2,4
Policies/Plans/Contracts	6 after expiration	1,4
<b>Child Labor Records</b>		
Applications for Work Permits	2 after graduation	2,4
Employment Report from Employers	2 <sup>4</sup>	2,4
<b>Complaints/Challenges</b>		
Investigation Records	6 after final resolution	2,4
Made By District Employee(s)	6 after final resolution <sup>5</sup>	2,4
Regarding District Employee(s)	6 after employment ends	2,4
Regarding Instructional Materials or District Programs	6 after final resolution	1,4
<b>District Organization Records</b>		
District Boundaries/Attendance Areas	Permanent	3
Photographs/Movies of Historical Value	Permanent	3
<b>Employment Contracts</b>		
Administrative Compensation Plan	1 copy permanent	3
Collective Bargaining Agreements	1 copy permanent	3
Individual Employment Contracts/Board Resolutions	4 after employment ends	1,4

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Record Description	Minimum Retention Period (in years)	Disposal Code
<b>Facility Use Records</b>		
Applications	6	1,4
Fee Schedule(s)	Current	1,4
<b>Financial Records<sup>6</sup></b>		
Accounts Payable	6	1,4
Accounts Receivable	6	1,4
Adopted Annual Budget	10	1,4
Annual Financial Reports	Permanent	3
Annual Audit Reports	Permanent	3
Bank Statements	6	1,4
Check Registers	6	1,4
Deposit Slips	6	1,4
General Ledger	6	3
Grant Records (Successful)	6 after close of grant, or period required by grant if longer	1,4
Investment Records	6 after cancellation	1,4
Purchase Orders/Invoices	6	1,4
Tax Collection Records	6	1,4
<b>Food Service Program Records<sup>7</sup></b>		
Accounts/Records/Reports	6 or until completion of active audit	1,4
<b>Free and Reduced Lunch Program Records<sup>8</sup></b>		
Accounts/Audits	6	1,4
Application for Participation <sup>9</sup>	10	2,4
Program Requirements	6	1,4
<b>Grievances/Arbitrations</b>		
Complaint	Permanent	3
District Response	Permanent	3
Final Ruling/Decision of Arbitrator	Permanent	3
<b>Litigation Files</b>		
Decision/Ruling	7 after final conclusion of litigation	1,4
Pleadings, Motions, Briefs, Other Filings	7 after final conclusion of litigation	1,4
Settlements	7 after settlement	2,4
<b>Medical Records</b>		
Medical Documentation (Employee Leave, Accommodations)	6 after employment ends	2,4
Medical Records/Information (Employee)	6 after employment ends <sup>10</sup>	2,4
Medical Records/Information (Employee Exposure to Toxic/Harmful Substances)	30 after employment ends <sup>11</sup>	2,4
Pre-Employment Medical Examination <sup>12</sup>	6 after employment ends <sup>13</sup>	2,4
<b>Payroll Records<sup>14</sup></b>		
Deduction Authorizations	6	2,4
Direct Deposit Forms	6	2,4
Employee Earnings Statements (Pay Stubs)	6 <sup>15</sup>	2,4
Time Cards/Sheets	6 <sup>16</sup>	1,4
Wage and Tax Statements (W-2 Forms)	6 <sup>17</sup>	2,4
Withholding Allowance Certificates (W-4 Forms)	6 after superseded OR employment ends <sup>18</sup>	2,4
<b>Personnel Records<sup>19</sup></b>		
Acknowledgement of Receipt (Handbooks/Policies)	6 after superseded OR employment ends	1,4
Advertised Job Openings/Postings	4 after position filled <sup>20</sup>	1,4
Arrest/Conviction Report Forms (PDE-6004)	6 after employment ends	2,4

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Record Description	Minimum Retention Period (in years)	Disposal Code
Attendance Records	6 after employment ends	1,4
Change(s) in Status (Promotion/Demotion/Transfer/Furlough/Recall)	6 after employment ends <sup>21</sup>	2,4
Child Abuse Clearance Statement	6 after employment ends	2,4
Child Abuse Recognition and Reporting Training	6 after superseded OR employment ends	2,4
Continuing Education/Professional Development/Training <sup>22</sup>	6 after employment ends	2,4
Credentials (Certificates/Licenses)	6 after employment ends	1,4
Criminal History Records (State and Federal)	6 after employment ends	2,4
Discipline Records	6 after employment ends	2,4
Employment Application/Resume (Hired)	6 after employment ends	2,4
Employment Application/Resume and All Other Application Materials for Candidates Not Hired	4 after position filled <sup>23</sup>	2,4
Employment Eligibility Verification (Form I-9 and Documentation)	6 after employment ends <sup>24</sup>	2,4
Employment History Verifications	6 after employment ends	2,4
Equal Employment Opportunity Reports and Demographics	3 <sup>25</sup>	1,4
Evaluations/Classroom Teacher Rating/Data	6 after employment ends <sup>26</sup>	2,4
Evaluations/Performance Assessments/Non-Teachers	6 after employment ends	2,4
Job Description	6 after employment ends	1,4
Leave Records (FMLA) <sup>27</sup>	6 after employment ends <sup>28</sup>	2,4
Leave Records (Other)	6 after employment ends	2,4
Network/System User Agreement(s)	6 after employment ends	1,4
Offer of Employment (Accepted)	6 after employment ends	1,4
Pre-Employment Reference Checks <sup>29</sup>	6 after employment ends	2,4
Resignations	6 after employment ends	1,4
<b>Property Records</b>		
Building Blueprints	Permanent	3
Construction Contracts	12 after completion <sup>30</sup>	1,4
Deeds and Related Records	Permanent	3
Equipment Inventories	6, 10 for any equipment purchased with Category 2 E-rate funds <sup>31</sup>	1,4
Fixed Asset List	Permanent	3
Inventory Transfer/Disposal Records	6 after transfer/disposition, 10 for any equipment purchased with Category 2 E-rate funds <sup>32</sup>	1,4
Leases (Real Estate)	Permanent	3
Leases (Equipment/Vehicles)	6 after expiration	1,4
Pesticide Application Record	3 <sup>33</sup>	1,4
Real Property Purchase or Sale	Permanent	3
<b>Purchasing Records (Goods and Services)</b>		
Advertisements	6 after completion	1,4
Bid Documents (Accepted)	6 after completion	1,4
Bid Documents (Declined)	6 after completion	1,4
Executed Contracts	6 after completion	2,4
Financial Information of Bidders	6 after completion	2,4
Specifications	6 after completion	1,4
Written or Telephonic Price Quotations	6 after completion <sup>34</sup>	1,4
<b>Safety Records</b>		
Accident Reports	6 <sup>35</sup>	2,4
Emergency Preparedness Plan and Supporting Documents <sup>36</sup>	2 after revised <sup>37</sup>	1,4
Material Safety Data Sheets (MSDS)	30 <sup>38</sup>	1,4
Memorandum of Understanding with Local Law Enforcement	2 after revised	1,4
Reports of Suspected Child Abuse	1 after the year in which the student turns age 50	2,4

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Record Description	Minimum Retention Period (in years)	Disposal Code
Safe School Act Reports - Annual Report	Permanent <sup>39</sup>	3
Security Tapes and Images (Pulled from routine tape rotation)	Until resolution of incident or transfer to student's educational records	2,4
Visitor Log	5	1,4
<b>School Board Records</b>		
Board Meeting Agendas	1	1,4
Board Minutes (Approved)	Permanent <sup>40</sup>	3
Board Policies and Procedures (Current)	Permanent	3
Board Policies and Procedures (Old)	Permanent	3
Ethics Statement of Financial Interest	5 <sup>41</sup>	1,4
Notes, Recordings and/or Any Other Materials Used to Prepare Official Minutes	Until official minutes are approved	1,4
Oath of Office (Signed by Board Member) <sup>42</sup>	Term of office	1
Official Recordings of Board Meetings	2	1,4
<b>Student Records – See Board Policy and Regulation 216</b>		
<b>Transportation Records (Drug/Alcohol Testing)<sup>43</sup></b>		
Negative or Below Limit Test Results	1	2,4
Positive or Above Limit Test Results	5	2,4
Records Related to Collection Process	2	2,4
Records Related to Education and Training	2 after employment ends	2,4
Refusal to Take Required Test	5	2,4
<b>Transportation Records (General)<sup>44</sup></b>		
Accident and Incident Reports	3	2,4
Claims for Reimbursement <sup>45</sup>	6	2,4
Distances from Student Homes to Established Bus Stops	Current and last revision	2,4
List of Bus Routes/Schedules/Loading Zones/Bus Stops	Current and last revision (at least 1 year)	2,4
Record of Students Transported to and from School	6 from end of school year	2,4
<b>Universal Service Records (E-Rate Program)<sup>46</sup></b>		
Applications/Discount Verifications/Correspondence	10 after service year	2,4
Bids/Quotations (accepted/declined); Correspondence; Financial Information of Bidders; Specifications/RFPs; Bid Evaluations	10 after service year	2,4
Executed Contracts	10 after service year	2,4
Filtering Documentation	10 after service year	2,4
Proof of Payment – Submitted and Received	10 after service year	2,4
Purchase Orders/Installation Records/Invoices	10 after service year	2,4
Staff Training and Education of Students in Online Behavior	10 after service year	1,4
<b>Volunteer Records</b>		
Application/Acknowledgement Forms	6 after service ends	2,4
Affidavit for Waiver of Federal Criminal History Check	6 after service ends	2,4
Arrest/Conviction Report Forms	6 after service ends	2,4
Criminal History Records (State)	6 after service ends	2,4
Criminal History Records (Federal – If Required)	6 after service ends	2,4
<b>Workers' Compensation Records</b>		
	7 after claim closed	2,4

<sup>1</sup> 65 P.S. Sec. 67.502(b)(2)(iii) requires that an electronic or paper copy of the written request and all documents submitted with the request be maintained either 1) until the request has been fulfilled; 2) if the request is denied, for thirty (30) days; or 3) if an appeal is filed, until a final determination is made or the appeal is deemed denied. Since appeals may be made to court after a final determination, requests and related documents should be kept until all appeals have been exhausted. Keeping requests for 1 year from the date the request was received, or until all appeals have been exhausted, would satisfy most time periods in the Act and preserve evidence of repeated requests for the same records (burdensome). 67.506(a).

<sup>2</sup> 29 CFR Sec. 1627.3(b)(2) requires employers to keep “benefit plans” for the term of the plan plus at least 1 year after termination.

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<sup>3</sup> Retention period not specified in COBRA but recommended that records be retained in accordance with ERISA, See 29 U.S.C. Sec. 1027.

<sup>4</sup> 43 P.S. Sec. 58.1(d) requires school districts to keep the required employment report/information for 2 years.

<sup>5</sup> 29 CFR Sec. 1602.14 and 1627.3(b)(3) require retention of relevant records until final disposition.

<sup>6</sup> SC 518 requires permanent retention of annual auditor's reports and annual financial reports. SC 518 also requires districts to maintain all other financial records for at least 6 years.

<sup>7</sup> SC 1337(e) requires food service records to be maintained not in excess of 5 years; however, compliance with PA Dept. of Education, Division of Federal Programs monitoring under the Uniform Grant Guidance requires records to be maintained for 6 years, so retention period was updated to reflect federal monitoring requirements.

<sup>8</sup> 7 CFR Sec. 210.9 requires free and reduced lunch accounts and records to be maintained for a minimum of 3 years. If a federal audit is being conducted, records must be kept until the audit is completed.

<sup>9</sup> 47 CFR Sec. 54.516 requires a school district who uses free/reduced-price meal applications as the basis for their federal Universal Service funding under the E-Rate program to retain these applications for 10 years.

<sup>10</sup> 29 CFR Sec. 1627.3 (b)(1)(v) requires the results of any physical examination to be kept for at least 1 year from the date of the personnel action to which the records relate when the exam results are considered in connection with any personnel action. If an enforcement action is under way, the required records shall be maintained until final disposition..

<sup>11</sup> 29 CFR Sec. 1910.1020(d)(1)(ii) requires the retention of "employee exposure records" for at least 30 years. Terms are defined in 29 CFR Sec. 1910.1020(c)(5), (6). See 29 CFR Sec. 1910.1020(b) for applicability.

<sup>12</sup> 42 U.S.C. Sec. 12112(d)(3)(B), 29 CFR Sec. 1630.14(c)(1) requires that this information be collected on separate forms, kept in separate files and be treated as confidential medical records.

<sup>13</sup> 29 CFR Sec. 1627.3 (b)(1)(v) requires the results of any physical examination to be kept for at least 1 year from the date of the personnel action to which the records relate when the exam results are considered in connection with any personnel action. If an enforcement action is under way, the required records shall be maintained until final disposition.

<sup>14</sup> 29 CFR Sec. 516.5, 516.6, 1620.32 and 1627.3(a) require retention of specified payroll records/information for at least 1-3 years. SC 518 requires retention of financial records for at least 6 years.

<sup>15</sup> 29 CFR Sec. 516.6(c)(1) requires retention of records of additions to or deductions from wages paid for at least 2 years.

<sup>16</sup> 29 CFR Sec. 516.6(a)(1) requires retention of time cards/sheet for at least 2 years when used to determine pay period earnings or wages.

<sup>17</sup> 26 CFR 31.6001.1(e)(2) requires the retention of tax records for at least 4 years after the due date of the tax for the return period that the records relate to, or the date the tax is paid, whichever is later.

<sup>18</sup> 26 CFR 31.6001.1(e)(2) requires the retention of tax records for at least 4 years after the due date of the tax for the return period that the records relate to, or the date the tax is paid, whichever is later.

<sup>19</sup> 29 CFR Sec. 1602.14 requires employers to keep any personnel or employment records for at least 1 year from the date of making the record or the personnel action involved, whichever is later. If a claim is filed or action is under way, the relevant records shall be maintained until final disposition.

<sup>20</sup> 29 CFR Sec. 1627.3 (b)(1)(vi) lists records to be kept for 1 year. If an enforcement action is under way, the required records shall be maintained until final disposition.

<sup>21</sup> 29 CFR Sec. 1627.3 (b)(1)(i) lists records to be kept for 1 year. If an enforcement action is under way, the required records shall be maintained until final disposition. Statute of limitations under 42 U.S.C. 1981 is 4 years.

<sup>22</sup> 7 CFR 210.15 requires that records on professional development/training for professional standards for school nutrition program directors, managers and personnel must be maintained for a period of 3 years.

<sup>23</sup> 29 CFR Sec. 1627.3 (b)(1)(i) lists records to be kept for 1 year. If an enforcement action is under way, the required records shall be maintained until final disposition. Statute of limitations under 42 U.S.C. 1981 is 4 years.

<sup>24</sup> 8 U.S.C. Sec. 1324a(b)(3) and 8 CFR Sec. 274a.2(b)(2)(i)(A) requires retention for 3 years after the date of the hire or 1 year after the date the individual's employment is terminated, whichever is later.

<sup>25</sup> 29 CFR Sec. 1602.39, 1602.41 requires form EEO-5 and records necessary to complete EEO-5 to be maintained for 3 years. 1602.40 lists personnel records that must be kept for 2 years.

<sup>26</sup> SC 1123(f)(3) requires teacher performance ratings of "needs improvement" to be retained for 10 years. 22 PA Code Sec. 19.1 requires school entities to establish a "permanent record system" for ratings

<sup>27</sup> 29 CFR Sec. 825.500(g) requires medical records and documents created for FMLA purposes be maintained as confidential medical records in separate files from the usual personnel files.

<sup>28</sup> 29 CFR Sec. 825.500(b) requires specified FMLA records to be kept for no less than 3 years.

<sup>29</sup> 43 P.S. Sec. 1321 defines "personnel file" to exclude "letters of reference".

<sup>30</sup> 42 Pa. C.S.A. Sec. 5536 states that civil actions regarding construction projects must be commenced within 12 years after completion of the construction.

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<sup>31</sup> 47 CFR Sec. 54.516 requires school districts who receive federal Universal Service funding through the E-Rate program to retain asset and inventory records of equipment purchased as part of Category 2 services for 10 years after purchase.

<sup>32</sup> 47 CFR Sec. 54.516 requires school districts who receive federal Universal Service funding through the E-Rate program to retain asset and inventory records of equipment purchased as part of Category 2 services for 10 years after purchase.

<sup>33</sup> SC 772.2(b)(2) requires each school to maintain detailed records of all chemical pest control treatments for at least 3 years.

<sup>34</sup> SC 751 and 807.1 require the retention of written price quotations and written records of telephonic price quotations for 3 years; for federal purchasing under Uniform Grant Guidance, PA Dept. of Education, Division of Federal Programs monitoring requires 6 years.

<sup>35</sup> 29 CFR Sec. 1904.33(a) requires the retention of the OSHA incident report forms for 5 years following the end of the calendar year that the records cover.

<sup>36</sup> Supporting documents would be the materials listed in 22 Pa Code 10.24(g)(1-11.)

<sup>37</sup> 35 Pa. C.S.A. Sec. 7701(g) requires plan to be reviewed annually and updated as necessary.

<sup>38</sup> 29 CFR Sec. 1910.1020(c)(5) defines “employee exposure records” to include material safety data sheets (MSDS) indicating that the material may pose a hazard to human health. See 29 CFR Sec. 1910.1020(d)(1)(ii) for exceptions and alternate records.

<sup>39</sup> Refers to the annual report required by SC 1303-A(b). Historical data is maintained by the state. SC 1307-A also requires school entities to maintain records of all applicable incidents but does not list retention period(s).

<sup>40</sup> SC 518 requires permanent retention of the “minute book” of each district.

<sup>41</sup> 65 Pa. C.S.A. Sec. 1107(9) requires the retention of financial interest statements for 5 years from date of receipt.

<sup>42</sup> SC 321 requires members to subscribe (in writing) to the oath of office.

<sup>43</sup> 49 CFR 382.401 lists applicable retention periods. 49 CFR 382.405 puts limits on release of records.

<sup>44</sup> 22 Pa. Code Sec. 23.4 lists records required to be kept by local Boards.

<sup>45</sup> 22 Pa. Code Sec. 23.32.

<sup>46</sup> 47 CFR Sec. 54.516 requires school districts who receive federal Universal Service funding through the E-Rate program to retain all related documentation for at least 10 years after the last day of service delivered in a particular funding year.