

Records Retention Schedule Reference Guide

Note: this is a summary of the State of Oregon Archives Division General Records Retention Schedule.

For the full text of the Oregon Administrative Rules, consult: http://www.sos.state.or.us/archives/rules/OARS_100/OAR_166/166_400.html

Administrative			
Record Type	Description	Minimum Retention	ORS
Activity and Room Scheduling		1 year	166-400-0010(1)
General Activity Records		2 years	166-400-0010(2)
Annual Reports		Permanent	166-400-0010(3)
Association and Organization Membership Records		3 years after school year in which records were created	166-400-0010(4)
Audit Records		10 years	166-400-0010(5)
Bond Records	After maturity	5 years	166-400-0010(6)
Calendars & Scheduling		1 year	166-400-0010(7)
Child Care Facility License	If expired or renewed	1 year after expiration or renewal	166-400-0010(8)
	If revoked	3 years after revoked	
Committee & Board Meeting Records	Minutes & Agendas	Permanent	166-400-0010(9)
	Exhibits/Other Minutes/Records	5 years after school year created in	
	Sound recordings (if transcribed or abstracted)	1 year after minutes approved	
Committee & Board Member Records		5 years after term expires	166-400-0010(10)
Conference & Workshop Records	Significant program records	5 years after school year created in	166-400-0010(11)
	Other records	2 years after school year created	

		in	
Contracts	Building	10 years after substantial completion	166-400-0010(12)
	Other	6 years after expiration	
		File with associated program or administrative records.	166-400-0010(13)
Correspondence			
Eighth Grade Exam Reports	No longer being created	Permanent	166-400-0010(14)
Fax Reports	Billing Purposes	3 years	166-400-0010(15)
	All others	1 year	
Food/Nutrition Service Program		3 years (audit findings keep until resolved)	166-400-0010(16)
Health Log Records		6 years after school year created in - destroy	166-400-0010(17)
Immunizations (Administrative)		1 year	166-400-0010(18)
Legal Case Records		10 years after final disposition	166-400-0010(19)
Legal Opinion and Advice	Legislative Bills and Statutes	6 years	166-400-0010(20)
	Administrative Rule Preparation Records	10 years after appeal of rule	
	All Other Records	Permanent	
Legislative Tracking Records		2 years	166-400-0010(21)
Lobbyist Records	Expenditure reports:	4 years	166-400-0010(22)
	All Other Records	5 years after last activity	
Mitigation Program Records	Adopted Plans	Permanent	166-400-0010(23)
Notary Public Log Books		7 years after commission expiration	166-400-0010(24)
Oregon School Register Records		Permanent	166-400-0010(25)
Organization Records		4 years after superseded or obsolete	166-400-0010(26)
PTO Records	Minutes/Constitutions/By-Laws/Committee Records	10 years after school year created in	166-400-0010(27)
	All other records	3 years after school year created in	
	Annual board adopted policy and district-wide administrative rules; official copy	Permanent	166-400-0010(28)
Policy and Planning Records	Planning documents	10 years	
	Working papers and draft	1 year after school year created in	

	material		
Policy Statements and Directives		10 years after superseded or obsolete	166-400-0010(29)
Procedure Manuals	Routine clerical manuals	2 years after superseded or obsolete	166-400-0010(30)
	Manuals relating to specific construction and/or engineering projects	10 years after substantial completion	
	One copy of all other manuals	Permanent	
Professional Membership Records		3 years	166-400-0010(31)
Public Notice Records		3 years	166-400-0010(32)
Reports and Studies	Annual reports and studies with historical value or policy implications	Permanent	166-400-0010(33)
	Other reports or studies	5 years or as required by government or agency	
	Working papers and draft materials	1 year after school year created in	
Requests and Complaints		2 years after last action	166-400-0010(34)
Routing and Job Control Records		1 year	166-400-0010(35)
School Census Records	Requirement ended in 1971 – report no longer being created	Permanent	166-400-0010(36)
School, District or ESD History Records		Permanent	166-400-0010(37)
Special Education Census Records		5 years after school year created in	166-400-0010(38)
Special Event & Celebration Records	Records documenting significant aspects of event:	Permanent	166-400-0010(39)
	All other records	2 years after event	
		Until end of school year	166-400-0010(40)
Staff Meeting Records			
Standardization Records		6 years after school year created in	166-400-0010(41)
Student Information and Demographic Records	Years Ending 0 and 5	Permanent	166-400-0010(42)
	All other years	5 years	
Student Organizations (Clubs) Records	Constitution and By-Laws	Until superseded or obsolete	166-400-0010(43)

Superintendent of Schools Records	No longer being created	Permanent	166-400-0010(44)
Surveys, Polls and Questionnaires	Summary reports and abstracts	3 years	166-400-0010(45)
	All Other Records	Until summary report is completed or 3 years, whichever is sooner	
Test Administration Records		3 years after school year created in	166-400-0010(46)
Work Order Records	Work completed by county personnel	1 year	166-400-0010(47)
	Work completed by outside vendors	3 years	
Work Schedule & Assignment Records		5 years	166-400-0010(48)
Year 2000 (Y2K) Planning Records		Destroy	166-400-0010(49)

Curriculum & Instruction

Record Type	Description	Minimum Retention	ORS
Course Descriptions		10 years after school year created in	166-400-0015(1)
Curriculum Development		3 years after superseded or obsolete	166-400-0015(2)
Instructional Materials Selection & Adoption Records		6 years after school year created in	166-400-0015(3)
Teacher Daily Instructional Plans		1 year after school year created in	166-400-0015(4)
Talented and Gifted Program (TAG) Records		5 years after school year created in	166-400-0015(5)

Property and Equipment

Record Type	Description	Minimum Retention	ORS
Architectural Drawings, Blueprints and Maps		Life of the structure	166-400-0020(1)
Asbestos Management	Management Plan	2 years after superseded or obsolete	166-400-0020(2)
	Records of measurements pertaining to employee exposure to asbestos	30 years after employee separation	
	All other records	5 years after building or property disposed of	
Building & Grounds Repair, Remodeling and Construction Records	Floor plans, layouts, specifications, final inspection reports and permits for completed structures	Life of the structure	166-400-0020(3)
	Other permits	2 years after revoked or expired	
	Contracts and agreements documenting building construction, alterations or repair	10 years after completion	
	All other records	4 years	
Capital Construction Project Records	Contracts and agreements documenting building construction, alterations or repair	10 years after completion	166-400-0020(4)
	All other records	Life of the structure	
Damaged/Stolen Property Records		4 years	166-400-0020(5)
Equipment Loan Records	Overdue Records	Until equipment is returned or debts reconciled or deemed uncollectible	166-400-0020(6)
	All other records	2 years after school year in which equipment is returned	
	Loan agreements	6 years	
Equipment Records		2 years after disposal of equipment	166-400-0020(7)
Facility Use Records	Approved Applications	3 years after school year created in	166-400-0020(8)
	Denied Applications	1 year after school year created in	

Hazardous Materials Management Records	MSDS	Until superseded or obsolete	166-400-0020(9)
	All other records	6 years after school year created in	
Inventory Records		2 years after superseded or obsolete	166-400-0020(10)
Property Disposition Records		3 years after disposition of property	166-400-0020(11)
Property Records		3 years after property is no longer owned	166-400-0020(12)
Underground Storage Management Records		25 years after removal	166-400-0020(13)
Utilities Systems Operating and Maintenance Records	Permits	5 years	166-400-0020(14)
	All other records	Until equipment is no longer in service	
Work Order Records		3 years after school year created in	166-400-0020(15)

Financial

Record Type	Description	Minimum Retention	ORS
A/P	Documentation of Federal funds expenditures	5 years after final or annual report accepted	166-400-0025(1)
	All other records	4 years	
A/R	Documentation of recovery of federal supplied funds	3 years after final or annual report accepted	166-400-0025(2)
	All other records	3 years after collected or deemed uncollectible	
Audit Reports	Official copy	Permanent	166-400-0025(3)
	Grant fund records	5 years after final or annual report accepted	
	Other records	4 years	
Bank Transaction Records	Grant fund transactions	5 years after final or annual report accepted	166-400-0025(4)
	Other records	3 years	
Bond Records		3 years after final payment	166-400-0025(5)
Budget Preparation Records		2 years	166-400-0025(6)
Budget Records	Adopted budget, official copy	20 years	166-400-0025(7)
	Other records	3 years	
Check Conversion Records	Original paper copy	30 days (destroy)	166-400-0025(8)
	ACH transaction or IRD	6 years (destroy)	
Competitive Bids	Accepted bids	10 years after substantial completion	166-400-0025(9)
	Other accepted bids	6 years after awarded or cancelled	
	Rejected bids and bid exemptions	2 years after awarded or cancelled	
Credit and Debit card receipts		36 months after transaction (destroy)	166-400-0025(10)
Credit Slips		3 years after credit expired or redeemed	166-400-0025(11)

Employee Bond Records		6 years after expiration	166-400-0025(12)
Financial Reports	Annual report, official copy	Permanent	166-400-0025(13)
	Working papers and draft material	1 year after acceptance of Annual Report	
	All other financial reports	3 years	
GL	Year-end ledgers	10 years	166-400-0025(14)
	All others	3 years	
Gift and Contribution Records	Conditional gifts	6 years	166-400-0025(15)
	All other records	3 years	
Grant Records	Final reports from significant grants	Permanent	166-400-0025(16)
	Records documenting purchase and/or disposal of real property	10 years after substantial completion, or 3 years after final disposition, or as specified in agreement, whichever is longer	
	Other records	3 years after annual or final expenditure report submitted and approved, or as specified in the agreement, whichever is longer	
	Unsuccessful grant applications	1 year after rejection or withdrawal	
Investment Records		3 years after investment maturity	166-400-0025(17)
Lease Records		6 years after expiration	166-400-0025(18)
Petty Cash Fund Records		3 years	166-400-0025(19)
Purchasing Records	Expenditure of Federal funds	5 years after final or annual expenditure report accepted	166-400-0025(20)
	All other records	3 years	
Revenue Records	Federal and State revenue	5 years after final or annual expenditure report accepted	166-400-0025(21)
	All other records	3 years	
Signature Authorization Records		6 years after authorization superseded or expired	166-400-0025(22)
Student Organization Financial Records		3 years after school year created in	166-400-0025(23)
Subsidiary Ledgers, Journals and Registers	Year-end payroll register	75 years	166-400-0025(24)
	Trust fund ledgers	3 years after fund closed	

	All others subsidiary ledgers, journals, and registers	3 years	
Travel Expense Records		3 years	166-400-0025(25)
Unclaimed Property Report		3 years after the property is remitted to the Department of State Lands	166-400-0025(26)
Vendor Records		Until superseded or obsolete	166-400-0025(27)

Information and Records Management

Record Type	Description	Minimum Retention	ORS
Computer System Maintenance	Records related to system or component repair or service	Life of the system or component	166-400-0030(1)
	Records related to regular or essential records backups	1 year after superseded or obsolete	
Computer Software System Program Documentation	Migration Plans	Until superseded or obsolete	166-400-0030(2)
	All other records	1 year after superseded or obsolete	
Computer System Security Records		3 years after superseded or obsolete	166-400-0030(3)
Computer System Wiring Records		Current plus previous version	166-400-0030(4)
Federal Communications Commission (FCC) Licenses Filing System Records		5 years after school year in which license expires	166-400-0030(5)
		3 years after superseded or abolished	166-400-0030(6)
Forms Development Records		Until superseded or obsolete	166-400-0030(7)
Information Service Subscription Records		3 years	166-400-0030(8)
Information System Planning & Development Records	Implemented systems	Life of the system	166-400-0030(9)
	Unimplemented systems	3 years	
Microfilm & Image Quality Control Records		Same as related microfilm or digital image	166-400-0030(10)
Public Records Disclosure Request Records	Approved requests	5 years	166-400-0030(11)
	Denied requests	2 years after last action	
Records Management Records	Destruction records	Permanent	166-400-0030(12)
	All other records	5 years after superseded	
Software Management Records		2 years after software disposed of or upgraded	166-400-0030(13)
Telecommunications System Management	Repair or service orders	4 years	166-400-0030(14)
	All other records	1 year after superseded or obsolete	
User Support Records		1 year	166-400-0030(15)

Library and Media Records

Record Type	Description	Minimum Retention	ORS
Acquisition and Deaccession Records	Registers	Until superseded or obsolete	166-400-0035 (1)
	All other records	3 years after school year created in	
Audio-Visual Materials and Equipment Loan Records	Extension and cancellation records	1 month	166-400-0035(2)
	Equipment inventories	3 years after superseded or obsolete	
	All other records	3 years after school year created in	
Circulation Records	Overdue records	Until equipment is returned or debts reconciled or deemed uncollectible	166-400-0035(3)
	All other records	1 year after school year in which equipment is returned	
Copyright and Duplication Records		6 years after agreement expires	166-400-0035(4)
Library and Media Inventory Records		3 years after superseded	166-400-0035(5)
Library Catalog Records		Until superseded or disposal of material	166-400-0035(6)
Supplemental Material Selection and Adoption Records		7 years after school year created in	166-400-0035(7)

School Administration

Record Type	Description	Minimum Retention	ORS
Communication Logs		1 year	166-400-0040(1)
District Boundary Records		Permanent	166-400-0040(2)
District Clerk's Records		Permanent	166-400-0040(3)
Interscholastic Athletic Activity Program Records		5 years after school year created in	166-400-0040(4)
Key & Keycard Records	Access and entry logs	3 years	166-400-0040(5)
	Other records	2 years after key is turned in	
Mailing Lists		Until superseded or obsolete	166-400-0040(6)
Parking Records	Citations	3 years after resolved	166-400-0040(7)
	Other records	3 years	
Postal Records		3 years after school year created in	166-400-0040(8)
Press Releases	Policy & Historic	Permanent	166-400-0040(9)
	Routine	2 years	
Publications	Significant publications, official copy	Permanent	166-400-0040(10)
	Preparation records	Until published	
	All others	2 years	
In-House Scheduling		2 years after school year created in	166-400-0040(11)
Security Records		3 years after school year created in	166-400-0040(12)
Student Handbooks	Official Copy	Permanent	166-400-0040(13)
	All other copies	Until superseded or obsolete	
Visitor Logs		1 year	166-400-0040(14)

Payroll

Record Type	Description	Minimum Retention	ORS
Deduction Authorization Records		5 years after superseded, terminated or employee separates	166-400-0045(1)
Deduction Registers	State and Federal Tax Registers	5 years	166-400-0045(2)
	All Other Registers	3 years	
Employee Payroll Records	PERS enrollment form, official copy	75 years after hire date	166-400-0045(3)
	All other records	3 years after employee separation	
Employee Time & Attendance		4 years	166-400-0045(4)
Federal & State Tax Records		4 years	166-400-0045(5)
Garnishment Records		3 years after resolution	166-400-0045(6)
Leave Applications		3 years	166-400-0045(7)
Leave Balance Reports	Year-end reports	75 years after hire date	166-400-0045(8)
	All other reports	4 years	
Payroll Administrative Reports		3 years	166-400-0045(9)
Payroll Register Records	Year-end register	75 years	166-400-0045(10)
	Leave accrual and monthly registers	10 years	
	All other registers	3 years	
Unemployment Compensation Claim		3 years	166-400-0045(11)
Unemployment Reports		3 years	166-400-0045(12)
Wage & Tax Statement Annual		5 years	166-400-0045(13)
Withholding Allowance Certificates		5 years after superseded or employee separates	166-400-0045(14)

Personnel Records

Record Type	Description	Minimum Retention	ORS
Affirmative Action Records	Plans, updates, and policy statements	Permanent	166-400-0050(1)
	All other records	3 years	
Benefits Continuation Records		3 years after employee separation of eligibility expired	166-400-0050(2)
Collective Bargaining Records	Contracts	75 years after contract expires	166-400-0050(3)
	All other records	6 years after contract expires	
Comparable Worth Study Records	Final study or report	Permanent	166-400-0050(4)
	All other records	5 years	
Compensation Plan Records	Compensation plans	20 years	166-400-0050(5)
	Pay range tables, merit matrixes	Until superseded	
	All other records	3 years	
Criminal Background Checks	Background Check Logs	Until superseded or obsolete	166-400-0050(6)
	Fingerprint cards	Until return of card or receipt of investigation findings	
	All other records	90 days (destroy)	
Disciplinary Action Records	Investigations resulting in termination	10 years after employee separates	166-400-0050(7)
	Investigations resulting in disciplinary action or exoneration	3 years after resolution	
	Unfounded investigations	3 years	
Drug Testing Records	Positive test results	5 years	166-400-0050(8)
	Negative test results	1 year	
Employee Benefits Records	PERS enrollment records, official copy	75 years after date of hire	166-400-0050(9)
	All other records	3 years after employee separation or eligibility expired	
Employee Medical Records	Hazard exposure records	30 years after separation	166-400-0050(10)
	All other records	6 years after separation	
Employee Personnel Records	Applications (most recent and 1 st successful), teacher licensure, personnel actions, oaths of office address/phone disclosures and most recent emergency	75 years after date of hire	166-400-0050(11)

	notification form		
	Grievance, complaint and disciplinary records	3 years	
	All other records	3 years after separation	
Employee Eligibility		3 years or 1 year after employee separation, whichever is longer	166-400-0050(12)
Employee Recognition Records		6 years	166-400-0050(13)
Employee Suggestion Award Records	Adopted suggestions	2 years	166-400-0050(14)
	Suggestions not adopted	1 year	
Equal Employment Opportunity	Plans, updates, and policy statements	Permanent	166-400-0050(15)
	Complaint records and documentation	3 years after final decision issued	
	All other records	3 years	
Grievance Records		3 years	166-400-0050(16)
Hazard Exposure Records		30 years after separation	166-400-0050(17)
Layoff, Dismissal, and Non-Renewal		3 years after final disposition	166-400-0050(18)
Personnel Research	Final study or report	Permanent	166-400-0050(19)
	All other records	5 years	
Photo ID Records		Until superseded or obsolete	166-400-0050(20)
Position Description and Classification		3 years after superseded or obsolete	166-400-0050(21)
Recruitment and Selection Records	Announcement records, position description and records documenting creation of test and rating scale	10 years	166-400-0050(22)
	Unsolicited applications and resumes	3 months if not returned to solicitor	
	Unsuccessful applications and other records	3 years after position filled or recruitment cancelled	
Teacher Registration and Licensure Records	Licensed personnel reports	2 years after school year created in	166-400-0050(23)
	Substitute teacher records	1 year after school year created in	
	All other records	75 years after hire date	
Training Program Records		3 years after school year created in	166-400-0050(24)
Volunteer Program Records	Volunteer worker hours	3 years after separation	166-400-0050(25)
	All other records	5 years	
Wellness Program Records		3 years after school year created	166-400-0050(26)

in

Personnel Records

Record Type	Description	Minimum Retention	ORS
Accident & Injury Reports	Hazard Exposure Records	30 years after separation	166-400-0055(1)
	Other records	If no claim filed, 3 years	
Contractor Liability Insurance	Other records	If claim filed, 3 years	166-400-0055(2)
	If related to county or special district improvement project	10 years after substantial completion	
Contractor Performance Bonds	All other records	6 years after expiration	166-400-0055(3)
	If related to county or special district improvement project	10 years after substantial completion	
Disaster Preparedness Plan Records	All other records	6 years after expiration	166-400-0055(4)
		Until superseded or obsolete	
Emergency Response and Safety Plans and Procedures	Fire drill reports	1 year after school year created in	166-400-0055(5)
	All other records	1 year after superseded or obsolete	
Hazard Communications Program Records		75 years after superseded or obsolete	166-400-0055(6)
Hazard Substance Employer Survey Records		Until superseded or obsolete	166-400-0055(7)
Insurance Claim Records		5 years after final disposition	166-400-0055(8)
Insurance Policy Records	Property, liability or other group insurance	75 years after expiration if no claims pending	166-400-0055(9)
	All other insurance	6 years after expiration if no claims pending	
Liability Claims Records	If action taken	10 years after case closed, dismissed or date of last action taken	166-400-0055(10)
	If no action taken	3 years	
Liability Waivers Records		3 years after school year is which records were created	166-400-0055(11)
Master MSDS Records		Until superseded or obsolete	166-400-0055(12)
Occupational Injury and Illness Records		6 years	166-400-0055(13)
Risk Factor Evaluation Records		4 years	166-400-0055(14)
Property Damage Records	If litigated	10 years after final disposition	166-400-0055(15)
	If not litigated	3 years after date of last action	
Safety Committee Records		3 years	166-400-0055(16)

Safety Inspection and Compliance Records		10 years	166-400-0055(17)
Accident Insurance Fund Claim Records	Injury reports	1 year	166-400-0055(18)
	All other records	6 years after settlement of claim	
Tort Liability Claim Records	Statistical reports	5 years	166-400-0055(19)
	Other records, if action taken	10 years after final disposition	
	Other records, if no action taken	3 years	
Vehicle Accident Records	If litigated	10 years after final disposition	166-400-0055(20)
	If not litigated	3 years	
Worker's Compensation Claim Records	Records describing injuries and illnesses	Refer to Employee Medical Records	166-400-0055(21)
	All other records	6 years after claim closed or final action	
Worker's Compensation Reports	OSHA logs and summaries, official copy	5 years after end of year to which they relate	166-400-0055(22)
	All other records	3 years	

Student Education Records

Record Type	Description	Minimum Retention	ORS
Alternative School Referral Records		3 years after school year in which records were created	166-400-0060(1)
Student Athletic Activity Records		5 years after school year in which records were created	166-400-0060(2)
Attendance Records		3 years after school year in which records were created	166-400-0060(3)
Behavioral Records	Major	Until student turns 21	166-400-0060(4)
Behavioral Records	Minor	Until end of school year	166-400-0060(5)
Child Abuse Reports		3 years after school year in which records were created	166-400-0060(6)
Child Care Facility Residency Records		3 years after school year in which records were created	166-400-0060(7)
Certificate of Advanced Mastery (CAM) Records		Until student reaches age 21 or graduates, whichever is longer	166-400-0060(8)
Certificate of Initial Mastery (CIM) Records		Until student reaches age 21 or graduates, whichever is longer	166-400-0060(9)
Grade Reports, Administrative Records		3 years after school year in which records were created	166-400-0060(14)
Grievance Records		3 years after resolution	166-400-0060(15)
Education Counseling Records		3 years after school year in which records were created	166-400-0060(16)
High School Dual Program Student Records		3 years after school year in which records were created	166-400-0060(17)
Home Schooling Records (Refer to Oregon Student Record)		75 years after school year in which records were created	166-400-0060(18)
Inter-District Transfer Agreement Records		6 years after expiration	166-400-0060(19)
Non-Resident Student Records		3 years after school year in which records were created	166-400-0060(21)
Parent-Teacher Conference Records		3 years after school year in which records were created	166-400-0060(22)
Parental/Custodial Delegation Records		Until student reaches age 21 or graduated, whichever is longer	166-400-0060(23)

Personal/Locker Search Records		3 years after school year in which records were created	166-400-0060(24)
Psychological Guidance & Counseling Records		Until student turns 21 or 5 years after last action	166-400-0060(25)
Registration Records	Completed Registration	3 years after school year in which records were created	166-400-0060(26)
	Incomplete/Withdrawn Registration	3 years after school year in which records were created	
Report Card Records	In recorded on Oregon Student Record	6 years after school year in which records were created	166-400-0060(27)
	If not on Oregon Student Record	75 years	
Special Education Student Records	Records documenting speech pathology and physical therapy services	Until student turns 21 or 5 years after last action	166-400-0060(28)
	ESD copies, ID program at district level	Transfer records to home district at end of participation	
Student Health Records	Readable photocopies required for State and Federal compliance from when a student transfers out of district	5 years after end of school years in which record was created	
		Until student turns 21 or graduates, whichever is longer	166-400-0060(29)
Student Health Screening Records		Until student turns 21 or graduates, whichever is longer	Until student turns 21 or graduates, whichever is longer
Student Immunization Records	Certificate of Immunization Status (CIS)	Until student turns 21 or graduates, whichever is longer	166-400-0060(31)

	Immunization Status Records – Susceptible (Tracking Cards)	Until student attendance ends	
Oregon Student Record	Original	75 years	166-400-0060(32)
	Readable photocopy from former agency when student transfers out of district	1 year	
Transfer Application Records		3 years after school year in which records were created	166-400-0060(33)
Truancy Records		3 years after school year in which records were created	166-400-0060(34)
Tutoring Records		3 years after school year in which records were created	166-400-0060(35)
Withdrawal Records		3 years after school year in which records were created	166-400-0060(36)

Transportation Records

Record Type	Description	Minimum Retention	ORS
Bus Driver Records		4 years after school year created in	166-400-0065(1)
Bus Incident and Vandalism Reports		1 year after school year created in	166-400-0065(2)
Bus Schedule and Route Records	Annual bus route reports	5 years after school year created in	166-400-0065(3)
	All other records	1 year after school year created in	
Bus Service Records	Quarterly Reports	10 years after school year created in	166-400-0065(4)
	Release Forms	3 years after school year created in	
	All other records	1 year after school year created in	
		2 years	166-400-0065(5)
Fuel Log			
Transportation Complaint Records		3 years after school year in which complaint resolved	166-400-0065(6)
Transportation Safety Records	Hazard reports:	1 year after school year in which hazard eliminated	166-400-0065(7)
	All other records:	1 year after school year created in	
Vehicle Maintenance Records	Annual Reports	5 years after school year created	166-400-0065(8)
	All other records	3 years after disposal of vehicle	
Vehicle Records (title, registration, warranties)	Title Application Materials	Until title received	166-400-0065(9)
	Titles	Until vehicle disposed of	
	All other records	3 years after disposal of vehicle	
Vehicle Usage Records		3 years	166-400-0065(10)