

**WILSON AREA  
SCHOOL DISTRICT**

**SECTION: COMMUNITY RELATIONS**

**TITLE: RECORD RETENTION**

1. Purpose	It is the policy of the Wilson Area School District that its records, including both paper and electronic, be retained only as long as determined necessary to meet legal, audit and management requirements. In each case, the official retention periods shall be as short as possible in order to minimize the use of valuable space, promote efficiency, assist in the day-to-day operations of the District, and reduce the cost of storage for unneeded records inventory.
2. Authority	The within Record Retention Policy and Schedule has been formulated and approved by the Board of School Directors.
3. Delegation of Responsibility	This Record Retention Policy and Schedule shall be under the day-to-day supervision of the Superintendent and/or Business Manager, who may delegate responsibilities to others while maintaining the ultimate authority to enforce the Policy and Schedule.
4. Guidelines	<ol style="list-style-type: none"><li data-bbox="667 1276 1276 1497">1. Training — Employees will be provided a copy of the Records Retention Policy and Schedule and periodically receive training on how it should be applied. Litigation hold requirements must be a predominant topic in the training sessions.</li><li data-bbox="667 1539 1300 1900">2. Litigation Hold — When the District has been given notice that a legal action is either pending or imminent or a government investigation will occur, destruction of records (documents) must be suspended immediately. Notice could occur before the filing of a Complaint, and assumes that the District is previously aware of an incident or event that is subject to a suit.</li></ol>

The Superintendent must be made aware of events or incidents that are likely to lead to legal action. Counsel must be notified immediately. Counsel will be responsible for evaluating the defenses available to the Superintendent, identifying the records (documents) that may be relevant to a legal action and responding to the suspension of the retention and destruction policies and schedule.

3. Interpretation — The Superintendent and Business Manager will be responsible for interpreting any portions of this Policy statement or the District Records Retention Schedule as they may apply to specific situations. Any communication involving specific records retention requirements should be checked against the District's required ethical conduct.
4. Exceptions — Requests for exceptions from this Policy should be submitted to the Superintendent. In order to obtain an exception from this Policy, there must be a program that will assure compliance with the basic objectives stated above, at least as effectively as the District's Records Retention Schedule.
5. Review — The Superintendent and Business Manager must review this Policy and the Records Retention Schedule annually. The Superintendent must make appropriate changes to the Records Retention Policy and Schedule as a result of changes or additions to the law.
6. Audit — The Superintendent and Business Manager are responsible for auditing the existence and content of the written records retention program and schedule. The Superintendent is responsible for auditing the actual implementation of the Policy and Schedule.

The District may hire an outside party to conduct an audit on compliance with this Record Retention Policy and Schedule and prepare a written audit report.

7. Storage — Designating appropriate storage is an important consideration. Documents must not only be preserved they must be reasonably accessible. A storage system should permit the necessary records to be easily located, managed, searched, retrieved, and produced.

Storage is a critical consideration in responding to subpoenas, discovery requests, investigations, regulatory requests, educational and business needs. Accessibility can also facilitate the document destruction component of the records retention program.

Security of the records is critical for confidential records, particularly records pertaining to some transactions, financial and tax records; employee records such as personnel files, medical records, compensation records and insurance forms; student records; and government records designated as confidential and having restricted accessibility and protected privacy.

Preservation is an important storage consideration. A proper environment conducive to maintaining the integrity of the records is critical. This includes, but is not limited to, secure software, electronic security protections, acid-free folders, climate control, antimagnetic interference, and fire protection. Off-site storage of vital records is permitted. Anti-virus, anti-spyware, anti-spam, and other software should be maintained and updated regularly.

8. Disaster Recovery — The Document Retention Program seeks to identify and

preserve documents for disaster recovery where the informational value to the District is so great, and the consequence of loss is potentially so severe to the continuity of the District, that special protection is warranted. Records that qualify as disaster recovery records are:

- a. Legal, financial, tax and organizational status records
- b. Obligations to employees, vendors and students
- c. Ownership of assets and inventory
- d. Intellectual property and achievements not recognized elsewhere; and information on critical decision making

9. Archival Records — Records that have value beyond their original purpose because they document significant business activities, or services should be safeguarded as a permanent resource. The following considerations should apply to the preservation of records:

- a. An archival collection should be prepared that includes, among other things, the minute books, each annual auditor's report, each annual financial report, trademarks, copyrights, deeds, financial records, and photographs.
- b. Special consideration should be made to evaluate whether in-school or outside protection is best.
- c. Loaned or gifted archival materials to other sources should be maintained.

10. Records Retention Due to Pending Litigation — The District records that need to be retained due to pending litigation or government investigations must be reviewed frequently. Contact must be made with the Superintendent and/or Business Manager to verify possession of the most current list of records that should be considered protected (i.e. not to be destroyed) due to pending litigation or in litigation or

subject to government investigation. Be aware that the court considers all recorded information as a record regardless of the medium of storage of the information. All records that relate to pending litigation or regulatory proceedings must be retained during the pending litigation and/or proceeding.

11. Destruction — Proper disposal or destruction of paper and electronic records is required. Records must be destroyed by shredding, erasing or otherwise modifying the information of the record to make the record unreadable, undecipherable or non-reconstructable through generally visible means.
12. For any record not covered by the Records Retention Schedule, the Superintendent or Business Manager shall determine how long the record shall be kept and recommend any necessary revisions to the retention schedule.

# Wilson Area School District

## Records Retention Schedule

### Table of Contents

Employment Records.....	PAGE 7
Student Records.....	PAGE 10
Business/Administration Records.....	PAGE 12
School Board Records.....	PAGE 14
Facilities/Construction Records.....	PAGE 14
Electronic Records.....	PAGE 14
Environmental Records.....	PAGE 15
Student Activities/Athletics Records.....	PAGE 16
Transportation/Bus Records.....	PAGE 16
Food Services/School Lunch Records.....	PAGE 17
Library Records.....	PAGE 18

## EMPLOYMENT RECORDS

Type of Record	Retention Period
<b>General Employee File</b> , including records regarding: <ul style="list-style-type: none"> <li>● Hiring</li> <li>● Assignment</li> <li>● Promotion</li> <li>● Demotion</li> <li>● Transfer</li> <li>● Layoff</li> <li>● Termination</li> <li>● Rates of Pay/Pay Scales</li> <li>● Terms of Compensation</li> <li>● Selection for/Completion of Training</li> <li>● Requests for Reasonable Accommodation and Reasonable Accommodation Proposed and/or Provided</li> <li>● Results of physical examinations</li> <li>● Applications</li> <li>● Resumes</li> <li>● Involuntary termination</li> <li>● Awards/commendations</li> </ul>	2 years
<b>Job Advertisements/Postings</b>	2 years
<b>Discrimination Complaints, Compliance Evaluations and Enforcement Actions, including Relevant Personnel Records</b>	Until Final Disposition
<b>Affirmative Action Program</b>	1 year
<b>Payroll Records</b> <ul style="list-style-type: none"> <li>● Name</li> <li>● Address</li> <li>● SSN</li> <li>● Occupation</li> <li>● Hours worked each day and week</li> <li>● Wages paid</li> <li>● Payday records</li> <li>● Straight time and overtime</li> <li>● Payroll deductions</li> </ul>	3 years
<b>Recall</b>	1 year
<b>Job Orders Submitted to Employment Agencies or Unions for Recruitment</b>	1 year
<b>Employment-related Testing (Non-Medical)</b>	2 years
<b>Employee Benefits Programs</b> <ul style="list-style-type: none"> <li>● Insurance</li> <li>● Pensions</li> <li>● Seniority Systems</li> <li>● Merit Systems</li> <li>● Rating Systems</li> </ul>	Full period Plan is in effect for employees through one year from termination
<b>COBRA information, including Notice to Employee, Spouse and Dependent</b>	6 years
<b>EEO-5</b>	3 years
<b>EEO-2</b>	1 year

Type of Record	Retention Period
<b>FLSA</b> <ul style="list-style-type: none"> <li>• Certificate of Age</li> </ul> <b>FLSA – Normal Course of Business</b> <ul style="list-style-type: none"> <li>• Payment of wages</li> <li>• Job evaluations</li> <li>• Job descriptions</li> <li>• Merit and Seniority systems</li> <li>• Collective Bargaining Agreements</li> <li>• Description of practices described</li> <li>• Basis for payment of wages</li> <li>• Differential of opposite sex</li> </ul>	While Employed  3 years from date of last entry
<b>FLSA – Supplemental Records</b> <ul style="list-style-type: none"> <li>• Employment records</li> <li>• Earnings records</li> <li>• Wage rate tables</li> <li>• Work time schedules</li> <li>• Order, shipping and billing records</li> <li>• Additions to/deductions from wages paid</li> <li>• Descriptions explaining pay differentials between sexes</li> </ul>	2 years
<b>FMLA Leave Records</b> <ul style="list-style-type: none"> <li>• Records re: compensation paid</li> <li>• Dates/hours of leave</li> <li>• FMLA notices given to employees</li> <li>• Employee Leave Requests</li> <li>• Benefit documents, including info. about paid/unpaid leave status and premiums</li> <li>• FMLA disputes/complaints</li> </ul>	3 years
<b>INS I-9</b>	3 years from termination
<b>Loss/Injury Investigations, including polygraph exams and documentation</b>	3 years
<b>Social Security Act Records</b>	4 years
<b>EEOC Charge of Discrimination</b>	Through final disposition
<b>EEOC Apprenticeship Programs</b>	2 years
<b>Vietnam Era Veterans’ Act Records</b>	2 years
<b>Employment Record of a Minor</b>	3 years
<b>Prevailing Wage Records</b>	2 years
<b>PA Human Relations Act Records</b>	120 Days
<b>Employment Records Relating to PHRC Complaints</b>	Until Final Disposition
<b>PA Tax Reform Code Report</b>	3 years
<b>PA Unemployment Compensation Records</b>	4 years after contributions paid
<b>Wage-Deduction Employee Consent Forms</b>	3 years from last deduction
<b>Accident and Illness Prevention Program</b>	3 most current complete fiscal yrs.
<b>PA Workers Right-to-Know Law</b> <ul style="list-style-type: none"> <li>• Employee Exposure to Chemical Substances</li> <li>• Annual Training Program</li> </ul>	3 years Until superseded



<p><b>HIPAA Records, including:</b></p> <ul style="list-style-type: none"> <li>● HIPAA Notice of Privacy Practices</li> <li>● HIPAA Authorization forms</li> <li>● HIPAA Business Associate Agreement and/or Addendum</li> <li>● HIPAA Privacy Officer Designation</li> <li>● HIPAA Security Regulations required documentation</li> </ul>	<p>At least 6 years</p>
<p><b>Hazardous Condition Exposures / Investigations</b></p> <ul style="list-style-type: none"> <li>● Hazardous condition exposures</li> <li>● Medical tests and screening for potential exposures</li> <li>● Employee medical records re: potential hazardous exposure</li> <li>● Allegations of employee exposure</li> <li>● Heavy equipment operation records</li> </ul>	<p>30 years</p>
<p><b>Toxic Substance Control Act</b></p> <ul style="list-style-type: none"> <li>● Records of Significant Adverse Reactions</li> </ul>	<p>30 years</p>
<p><b>Applications from unsuccessful candidates</b></p>	<p>120 days</p>
<p><b>Employee Recruitment Records</b></p>	<p>2 years</p>
<p><b>Workers' Compensation Records, including:</b></p> <ul style="list-style-type: none"> <li>● Claims</li> <li>● Investigations</li> <li>● Decisions / Findings / Orders</li> </ul>	<p>3 years after employee's death</p>
<p><b>Individual Pay Period Records, including:</b></p> <ul style="list-style-type: none"> <li>● Deductions and other earning registers</li> <li>● Direct deposit records</li> <li>● Distribution reports</li> <li>● Wage garnishment records</li> </ul>	<p>2-3 years, depending upon type of record</p>

## STUDENT RECORDS

Type of Record	Retention Period
<b>Basic Student Information</b> <ul style="list-style-type: none"> <li>● Student's name</li> <li>● Address of parents/guardian</li> <li>● Phone number</li> <li>● Birth date</li> <li>● General attendance data</li> <li>● Transcript (if graduated from WASD)</li> <li>● Record of credits/grades</li> <li>● Standardized test results (e.g., SAT, ACT, PSAT)</li> </ul>	100 Years
<b>General Student Information</b> <ul style="list-style-type: none"> <li>● Enrollment records (registration form, home language survey, ethnicity form, proof of residency, birth certificate, affidavit of guardianship, declaration of residency, Act 26 form)</li> <li>● Withdrawal transfer card</li> <li>● Transfer records received</li> <li>● Release of records (FERPA/HIPAA)</li> <li>● Guidance records (e.g., counselor notes, letters)</li> <li>● CIT application</li> <li>● Custody papers</li> <li>● Court orders</li> <li>● PFAs</li> <li>● Access log</li> <li>● Credit Denial records</li> <li>● Graduation Project certificate</li> <li>● PSSA student record</li> <li>● AP test student record</li> <li>● ASVAB student record</li> <li>● SAP End of Year Summary Sheets</li> <li>● Discipline Record</li> <li>● Health/Immunization records</li> </ul>	<p><b>WASD Graduate:</b> Maintain 2 years after graduation</p> <p><b>Withdrawn Student:</b> Maintain until student's 25<sup>th</sup> birthday</p>
<b>Special Education and Section 504 Student Records</b> <ul style="list-style-type: none"> <li>● Referral/Child Find documents</li> <li>● Eligibility Evaluations</li> <li>● Re-evaluations and independent evaluations</li> <li>● IEPs</li> <li>● 504 Plans</li> <li>● Medical or psychological documents, reports, etc.</li> <li>● PTEs, PTREs, NOREPs, and all other legally required forms</li> <li>● Progress Monitoring records</li> </ul>	Maintain until student's 25 <sup>th</sup> birthday
<b>Homebound Excusal Records</b>	Destroyed at end of school year or when it's determined to be at the end of its usefulness.
<b>Homebound Excusal Records</b>	<p><b>WASD Graduate:</b> Maintain 2 Years After Graduation</p> <p><b>Withdrawn Student:</b> Maintain until student's 25<sup>th</sup> birthday</p>
<b>ESL Records</b>	<p><b>WASD Graduate:</b> Maintain 2 Years After Graduation</p> <p><b>Withdrawn Student:</b> Maintain until student's 25<sup>th</sup> birthday</p>

<b>Homeschooling Records</b>	<b>WASD Graduate:</b> Maintain 2 Years After Graduation <b>Withdrawn Student:</b> Maintain until student's 25 <sup>th</sup> birthday
------------------------------	---

### BUSINESS/ADMINISTRATION RECORDS

Type of Record	Retention Period
<b>IRS 1099</b>	7 years
<b>Contracts and Agreements</b> , including: <ul style="list-style-type: none"> <li>● Agreements relating to compensation</li> <li>● Contracts relating to employment</li> </ul>	7 years unless under seal, then 20 years
<b>All documented releases from liability</b> , including: <ul style="list-style-type: none"> <li>● Releases submitted by an employee</li> <li>● Releases submitted by contractor</li> <li>● Releases submitted by volunteers</li> <li>● Other</li> </ul>	7 years unless under seal, then 20 years
<b>Personal or Environmental Monitoring of Exposure to Hazardous Materials</b>	30 years
<b>School District Annual Auditor's Report</b>	Permanent
<b>School District Annual Financial Report</b>	Permanent
<b>Performance Audits</b>	Permanent
<b>Safe Schools Act Reports</b>	Permanent
<b>Bond Issue Files</b>	10 years after expiration of bond
<b>Paying Agent Bond Documents</b>	7 years after expiration of bond
<b>Adopted Annual Budget</b>	10 years
<b>Budget Background Records</b> <ul style="list-style-type: none"> <li>● Budget Information Files</li> </ul>	4 years
<b>General Ledger showing receipts and disbursements of each department or school</b>	Permanent
<b>Financial Documents</b> , including: <ul style="list-style-type: none"> <li>● Accounts Payable</li> <li>● Accounts Receivable</li> <li>● Check Copy Records</li> <li>● Check Registers</li> <li>● Daily Cash Reports</li> <li>● Deposit Slips</li> <li>● Account Books</li> <li>● Bank Statements</li> <li>● Orders</li> <li>● Bills</li> <li>● Invoices</li> <li>● Receipts</li> <li>● Purchase Orders</li> </ul>	7 years
<b>Travel Records</b> , including: <ul style="list-style-type: none"> <li>● Travel Reimbursement Records</li> <li>● Private Vehicle Usage Records</li> </ul>	7 years
<b>Deeds and Related Documents</b>	Permanent
<b>Inventory Records</b> , including: <ul style="list-style-type: none"> <li>● Disposition Records (Inventory Disposal)</li> <li>● Equipment Inventories Files</li> </ul>	7 years
<b>Fixed Asset List</b>	Permanent
<b>Leases</b>	7 years

Type of Record	Retention Period
<b>Grant Files</b> , including: <ul style="list-style-type: none"> <li>● Grant applications</li> <li>● Proposals</li> <li>● Narratives</li> <li>● Evaluations</li> <li>● Annual Reports</li> </ul>	7 years
<b>Insurance Policies</b>	7 years
<b>Insurance Claims</b>	6 years after resolution of claim
<b>Legal Cases</b> , entire file, including: <ul style="list-style-type: none"> <li>● Notice of Claim</li> <li>● Attorney and investigator activity logs</li> <li>● Complaints, Motions, Briefs and other court filings</li> <li>● Court orders</li> <li>● Case notes</li> <li>● Settlements, etc.</li> </ul>	7 years
<b>Feasibility Studies</b>	7 years
<b>Public Notices / Announcements</b>	4 years
<b>School Calendar</b>	7 years
<b>School Claims for Reimbursement</b> , including claims for: <ul style="list-style-type: none"> <li>● Tuition reimbursement (including foreign students)</li> <li>● Transportation</li> <li>● Requests and settlements</li> <li>● Claims against other cities and towns for providing educational services for students whose parents are not residents of the District</li> <li>● Other claims for reimbursement to the school and supporting documentation</li> </ul>	7 years
<b>Claims for Reimbursement from the School</b> , including: <ul style="list-style-type: none"> <li>● Compensatory education fund claims</li> <li>● Claims from outside agencies to whom the District contracted out for student special services</li> <li>● Claims by other service providers (alt. ed. Programs, Vo-techs, etc.) for agreed-upon student services</li> </ul>	7 years

### SCHOOL BOARD RECORDS

Type of Record	Retention Period
School Board Minutes	Permanent
Agendas of Committees, including agendas of district committees and task forces	Permanent
Board Policies	Permanent
All Procurement Records	7 years

### FACILITIES/CONSTRUCTION RECORDS

Type of Record	Retention Period
Construction Contracts	Refer to Contract Language
School Facility Plans / Blueprints	Permanent
Work Orders	4 Years
Building / Land Use Request Records	4 Years
Cleaning / Maintenance Supply Inventory	4 Years
Property / Building / Facility Inspection Records	4 Years

### ELECTRONIC RECORDS

Type of Record	Retention Period
Electronic Versions of Any Record Mentioned in this Records Schedule	Same retention period
Contracts and Licenses	7 years from expiration of contract/license (unless otherwise specified in contract/license)
Virtual Private Network Activity	None - in cases where employment action was taken, 7 years from date of termination
Employee Recruitment Records	1 year
E-mail Messages	1 year
Telephone Logs	6 months
Online Grade Access Program <ul style="list-style-type: none"> <li>Copy of All Pages/Links</li> </ul>	Currently student records
Electronic Versions of Any Record Mentioned in this Records Schedule	Same retention period

## ENVIRONMENTAL RECORDS

Type of Record	Retention Period
<b>Receipts/Manifests Associated with the Transfer of Toxic Chemicals to Off-Site Locations</b>	Permanent
<b>Toxic Chemical / Hazardous Waste Documentation</b> <ul style="list-style-type: none"> <li>● Manifests for transportation of toxic chemicals and waste to off-site locations – 15 Years</li> <li>● Biennial Reports or Exception Reports</li> <li>● Records of any test results, waste analysis, or other determinations relevant to hazardous waste determination</li> <li>● Land Disposal Notices, certifications, demonstrations, Waste-Analyses Data, and other documentation</li> </ul>	Permanent
<b>Underground Storage Tanks (USTs)</b> <ul style="list-style-type: none"> <li>● Expert analyses of site-corrosion potential</li> <li>● Documentation of USTs system repairs</li> <li>● Recent compliance with release-detection requirements, and</li> <li>● Results of the site investigation conducted at permanent closure</li> </ul>	Permanent
<b>Underground Storage Tanks (USTs)</b> <ul style="list-style-type: none"> <li>● UST Documents</li> <li>● UST Release-Detection Records, including: <ul style="list-style-type: none"> <li>○ Written performance tests pertaining to Release Detection System</li> <li>○ Sampling, testing and monitoring Results</li> <li>○ All Tank-Tightness Testing results</li> <li>○ Written documentation of all calibration, maintenance &amp; repair of Release-Detection Equipment</li> </ul> </li> <li>● Records of all financial mechanisms used to demonstrate financial responsibility for regulated USTs</li> </ul>	Permanent
<b>PA Hazardous Site Cleanup Act</b> <ul style="list-style-type: none"> <li>● Records pertaining to hazardous substances</li> </ul>	20 years if unlawful conduct or release discovered 20 years if costs are incurred to recover response costs
<b>Records of All Chemical Pest Control Treatments, Except for:</b> <ul style="list-style-type: none"> <li>● Disinfectant and Antimicrobial Products</li> <li>● Self-contained baits placed in areas not accessible by students</li> <li>● Gel-type baits placed in cracks, crevices or voids</li> <li>● Swimming Pool maintenance chemicals</li> </ul>	At least 3 years
<b>Residual Waste Records, including:</b> <ul style="list-style-type: none"> <li>● Types and amounts of waste generated</li> <li>● Other required information specified in the Residual Waste Management Act</li> </ul>	5 years after the waste was generated
<b>Toxic Substances and Pollution:</b> <ul style="list-style-type: none"> <li>● Inspection Reports</li> <li>● Management of Lead-Based Paints Records</li> <li>● Any/all permits or reports/results from any pollutant discharge/elimination</li> </ul>	3 years with possible extension during litigation
<b>Air Quality Records</b>	3 years
<b>Water Quality Records</b>	3 years

### STUDENT ACTIVITIES/ATHLETICS RECORDS

Type of Record	Retention Period
<b>Dues paid record, receipts, fund requisitions, fund transfers, etc.</b>	7 years
<b>Ticket / fundraiser sales Financial Reports</b>	2 years
<b>Cancelled checks</b>	7 years
<b>Eligibility lists</b>	2 years
<b>Athletic Dept. Records, including:</b> <ul style="list-style-type: none"> <li>● Schedules of meets</li> <li>● Schedule confirmation forms signed by principal</li> <li>● Eligibility lists</li> <li>● Game narratives and score sheets</li> <li>● Summary of yearly activities</li> <li>● Correspondence</li> <li>● Team rules</li> </ul>	2 years
<b>Coaches' Evaluations</b>	2 years after resignation
<b>Inventory / Supply Records</b>	2 years
<b>Game Officials: Referees and Umpires, including:</b> <ul style="list-style-type: none"> <li>● List of available individuals</li> <li>● Schedules, calendars</li> <li>● Agreements</li> <li>● Notes</li> <li>● Correspondence</li> </ul>	2 years
<b>Activity / Athletic Transportation Records</b>	2 years



### TRANSPORTATION/BUS RECORDS

Type of Record	Retention Period
<b>State School Bus Inspections</b>	4 years
<b>Driver Inspection Checklists</b>	2 years
<b>School Bus Repair and Maintenance Records</b>	2 years
<b>School Bus Driver Records</b> <ul style="list-style-type: none"> <li>● Certifications</li> <li>● Licenses</li> <li>● Physical Exam</li> <li>● Clearances</li> <li>● Driving Records</li> </ul>	4 years
<b>Bus schedules and route records</b>	4 years
<b>Passenger Documentation</b> , including: <ul style="list-style-type: none"> <li>● Initial permission and request for change of pick-up / drop-off locations</li> <li>● Permission forms</li> <li>● All other records and lists</li> </ul>	2 years
<b>School Bus Student Disciplinary Incident Reports</b>	2 years
<b>School Bus Accident Reports</b>	7 years
<b>Travel and Private Vehicle Expense Records</b> <ul style="list-style-type: none"> <li>● Reimbursement Records, including hotel, tolls, mileage, meals, etc.</li> </ul>	7 years
<b>Information Regarding Bus Recalls</b>	2 years

### FOOD SERVICES/SCHOOL LUNCH RECORDS

Type of Record	Retention Period
<b>Free and Reduced Lunch</b> <ul style="list-style-type: none"> <li>● Applications and approval/denial determinations</li> <li>● Notices of public release to local press</li> <li>● Guidelines for eligibility</li> <li>● Authorized collection procedures</li> <li>● Correspondence</li> <li>● Policy statements and attachments</li> </ul>	7 years
<b>Food Inspection and Investigation Records</b>	3 years
<b>Records of Distribution of USDA Donated Food</b>	7 years
<b>Food Service Inventory Reports</b>	7 years
<b>Cafeteria Cash Register Tapes, etc.</b>	7 years
<b>Licenses</b>	3 years
<b>Food Service Operation Records</b>	3 years
<b>Refrigerator / Freezer Temperature Log</b>	3 years

**LIBRARY RECORDS**

<b>Type of Record</b>	<b>Retention Period</b>
<b>Donation and Endowment Records</b>	Significant contributions should be maintained permanently. Review for historical value.
<b>Formal complaints, responses and final decisions regarding programming, materials selection, availability</b>	Complaints concerning censorship issues (including filtering) should be reviewed for historical value
<b>School District Historical Documentation, including:</b> <ul style="list-style-type: none"> <li>● Yearbooks</li> <li>● Photographs</li> <li>● Newspaper archives</li> <li>● Event programs</li> <li>● Newspaper clippings</li> <li>● School Newspapers</li> <li>● Newsletters</li> <li>● Events materials</li> </ul>	Permanent