

SCHEDULE NUMBER	DESCRIPTION OF SCHEDULE	RETENTION TIMELINE
	<b>Subarticle 1. Administrative</b>	
12-901.1	School District Board Meeting Tapes (*only if paper copies of the minutes have been produced)	2 years (only if tapes have been transcribed)
12-901.2	School Board Meeting Agenda Packets	Permanent
12-901.3	School District Board Meeting Minutes	Permanent
12-901.4	Committee Meeting Minutes	Permanent
12-901.5	Deeds	Permanent
12-901.6	Basic Education Data System Survey (*until superseded and/or of no further administration value)	Until superseded and/or of no further administrative value, then destroy
12-901.7	Federal Project Files	5 years after completion of activity for which funds were used, then destroy
12-901.8	General Correspondence and Subject Files	1) Policy and Program Records: Permanent. Microfilm optional; 2) General Administrative Records: 5 years, then destroy; 3) General Housekeeping Files: Until no longer needed for reference, then destroy.
12-901.9	Blueprints and Maps of School Buildings	Permanent
12-901.10	South Carolina High School League Student Eligibility Files	1) League Director/Handbook: Until superseded, then destroy; 2) Other Records: 5 years, then destroy
12-901.11	Media Center Records	Until no longer needed for reference
	<b>Subarticle 2. Finance</b>	
12-902.1	General Ledgers (Superintendent's Ledgers)	Permanent
12-902.2	Chart of Accounts	5 years
12-902.3	Audit Reports	Permanent
12-902.4	Annual Budgets	Permanent
12-902.5	Record of General Obligation Bonds	Permanent
12-902.6	Capital Project Records	Permanent
12-902.7	Grant Files	1) Applications, Grant Contract Agreements, and Annual and Final Grant Project Report for Significant Projects: Permanent, Microfilm optional; 2) Other Records: 6 years after completion of grant project, then destroy.
12-902.8	Fixed Assets Inventory	Until superseded
12-902.9	Balance Sheet	5 years
12-902.10	Monthly Financial Reports	5 years
12-902.11	Interim Pupil Activity Audit Report	5 years
12-902.12	Budget Status by Location	3 years
12-902.13	Budget Transfers	2 years
12-902.14	Journal Entries	3 years
12-902.15	Expenditure Report	2 years
12-902.16	Banking Records	5 years
12-902.17	Paid Invoices	5 years
12-902.18	Purchase Orders	3 years
12-902.19	Accounts Payable Check Registers	3 years
12-902.20	Receipts (Receipt Books)	3 years
12-902.21	Bid File	3 years
12-902.22	Certified Staff Listing	Until superseded
12-902.23	Ticket Sales for School Events	3 years
12-902.24	Uncollected Fees Documentation	3 years

SCHEDULE NUMBER	DESCRIPTION OF SCHEDULE	RETENTION TIMELINE
12-902.25	Requisitions	3 years
12-902.26	General Budget Preparation Records	3 years
12-902.27	Work Orders	3 years
	<b>Subarticle 3. Food Services</b>	
12-903.1	School Lunch Applications	3 years
12-903.2	Food Service Report	3 years
	<b>Subarticle 4. Payroll</b>	
12-904.1	Payroll Register	1) Year End Payroll Registers: 60 years, then destroy; 2) Other Payroll Registers: 1 year, then destroy.
12-904.2	Employee Earnings Records	1) When Payroll Register is Missing: 60 years, then destroy; 2) When Payroll Register is in Existence: 3 years, then destroy.
12-904.3	Payroll Audit Reports — Employee	1) When Payroll Register is Missing: 60 years, then destroy; 2) When Payroll Register is in Existence: 3 years, then destroy.
12-904.4	Supplemental Audit Report — Employee	3 years
12-904.5	Payroll Audit Report — Account	3 years
12-904.6	Supplemental Audit Report — Account	3 years
12-904.7	Payroll Retirement Files	60 years
12-904.8	Payroll Check Registers	5 years
12-904.9	Employee Withholding Certificates	Until superseded
12-904.10	W-2 Summarizations	5 years
12-904.11	Voluntary Deductions Summarizations	3 years
12-904.12	Direct Deposit Register	3 years
	<b>Subarticle 5. Personnel</b>	
12-905.1	State and Local Government Information Reports (EEO-5)	Permanent
12-905.2	Teacher Register/Certification	Permanent
12-905.3	Application File (Not Hired)	2 years after rejection
12-905.4	Personnel Files (Active and Inactive)	5 years after termination of employment
12-905.5	Bus Driver Employment	5 years after termination of employment
12-905.6	Substitute Teacher File (Hired and Not Hired)	1) Records of Applicants Hired: 5 years after termination of employment, then destroy; 2) Records of Applicants Not Hired: 2 years after date of rejection, then destroy.
12-905.7	Assessment of Performance in Teaching (APT)	2 years
12-905.8	Teacher Incentive Program	5 years
12-905.9	Benefits Information	3 years after expiration of policy or replacement by a new policy, then destroy, unless claims are pending.
12-905.10	Notice of Elections	3 years after expiration of policy or replacement by a new policy, then destroy, unless claims are pending.
12-905.11	Time Sheets	3 years

SCHEDULE NUMBER	DESCRIPTION OF SCHEDULE	RETENTION TIMELINE
12-905.12	Worker's Compensation Records	1) Employer's First Report of Injury: 5 years after case settlement, then transfer to employee files; 2) Other Records: 5 years after case settlement, then destroy.
12-905.13	Hepatitis "B" Program/Blood Pathogens Training Files	30 years after termination of employment
	<b>Subarticle 6. Student Records</b>	
12-906.1	Cumulative Pupil Record File (Student Records)	1) Record Cards, Health and Legal Records: 75 years after student's separation from school, then destroy.
12-906.2	Special Education Records (Local School District Program Scholastic Records for Handicapped Students)	See Schedule
12-906.3	Student Test Results	Until no longer needed for administrative purposes, then destroy.
12-906.4	Individual Record Sheets	1) When Cumulative Pupil Record Files are Missing: 75 years, then destroy; 2) When Cumulative Pupil Record Files are Present: 2 years after end of the school term for which grades were recorded, then destroy.
12-906.5	Pupil Record Cards	1) When Cumulative Pupil Record Files are Missing: 75 years, then destroy; 2) When Cumulative Pupil Record Files are Present: 2 years after end of the school term for which grades were recorded, then destroy.
12-906.6	Teacher's Grade Books	1) When Cumulative Pupil Record Files are Missing: 75 years, then destroy; 2) When Cumulative Pupil Record Files are Present: 2 years after end of the school term for which grades were recorded, then destroy.
12-906.7	Adult Education Pupil Records File	1) When Cumulative Pupil Record Files are Missing: 75 years, then destroy; 2) When Cumulative Pupil Record Files are Present: 2 years after end of the school term for which grades were recorded, then destroy.
12-906.8	Student Schedules	Until no longer needed
12-906.9	Homebound Files	5 years after fiscal year they pertain to
12-906.10	Pupil Accounting and Support Documentation	3 years
12-906.11	Student Discipline, Suspension, and Expulsion Records	1) When suspended and subsequently expelled permanently: Transfer to Cumulative Pupil Record File and retain according to part 1 of the retention; 2) When suspended and subsequently expelled for remainder of the school year OR when suspension is deemed the only corrective action: 1 year after student's permanent separation from school, then destroy.
12-906.12	Teacher Lesson Plans	Until no longer needed
12-906.13	Student Truancy Records	Until student reaches age of majority
12-906.14	Teacher's Student Attendance Record	1 year
12-906.15	Student Registration Materials	1) Registration Form: 3 years, then destroy. 2) Other Records: Until no longer needed for administrative purposes, then destroy.
12-906.16	Reserve Officer Training Corps (ROTC) Records	5 years after student separation from school

SCHEDULE NUMBER	DESCRIPTION OF SCHEDULE	RETENTION TIMELINE
	<b>General Retention Schedules Approved for Horry County School District Records</b>	
<b>C8-ED-08</b>	Agendas – District Office	Retain for one year, then destroy
<b>C8-ED-04</b>	Minutes – District Office	(a) Retain in the office 25 years, then transfer to a repository approved as suitable for the permanent retention of this series by the SCDAH. Microfilm for security. The master negative film must be stored in the State Records Center vault as the school district office security copy for emergency reproduction purposes; (b) Restrictions: none.
<b>2047.13224</b>	Surveys – Accountability	Until no longer needed for reference
<b>2047.13225</b>	Student Answer Sheets and Student Answer Booklets – Accountability	Until no longer needed for reference
<b>2047.13375</b>	Needs Assessment – Accountability	5 years
<b>2047.13376</b>	Education Accountability Act Documentation – Accountability	10 years after superseded
<b>2047.13377</b>	Superintendent’s Parent Cabinet Minutes and Files – Accountability	Permanent
<b>2047.13378</b>	Board Linkage Meetings – Accountability	Permanent
<b>2047.13379</b>	Reconnecting Community and Schools – Accountability	Until no longer needed for reference
<b>2047.13380</b>	Strategic Planning – Accountability	Until of no further administrative value
<b>2047.13381</b>	Gold and Silver Awards Program – Accountability	5 years
<b>2047.13382</b>	News Articles and Press Releases – Accountability	1) Historic and/or legal news articles: PERMANENT, microfilm optional; 2) All other information: 3 years, then destroy.
<b>2047.13383</b>	Publications – Accountability	Permanent
<b>2047.13384</b>	Universal Services Discounts – Accountability	5 years
<b>2047.13385</b>	SC State Funding Documentation – Support and Accountability	1) Reports and supporting documentation in schools: 5 years, then destroy. 2) Reports in District Office: Until no longer needed for reference, then destroy; 3) Yearly Software Backups in District Office: 5 years, then destroy.
<b>2047.13932</b>	Student Handbooks/School Level Parent-Student Handbooks/ District Level – Administration	1) School Level Handbooks: one copy of each school's handbook, Permanent. All other copies: until of no further reference value, then destroy; 2) District Level Handbooks: One copy of handbook for each year, Permanent. All other copies: until of no further reference value, then destroy.
<b>2047.13965</b>	Parent-Student-Teacher Compact – Administration	Retain for current school year, then destroy
<b>2047.14359</b>	Field Trip Permission Forms for Students – All Schools	Current school year plus 1 year
<b>2047.14623</b>	Fire and Emergency Drill Reports – Support Services	2 years
<b>2047.14639</b>	Student Medicaid Documentation Records – Health Services-Medicaid	3 years
<b>2047.14673</b>	Request for Addition or Retirement of Human Capitol Management Number (HCM) – Fiscal Services-Budget Dept.	3 years
<b>2047.14724</b>	Student Discipline Records – All Schools	1 year after student's separation from the school in which the incident occurred, then destroy.
<b>2047.15012</b>	National Teachers Examination Scores (Defunct)	Destroy
<b>2047.15014</b>	Food Production Records, Enhanced Food Based Schedule	3 years
<b>2047.15015</b>	Employee Leave Request/Absence Report	3 years

SCHEDULE NUMBER	DESCRIPTION OF SCHEDULE	RETENTION TIMELINE
2047.15017	Employee Travel Records	3 years
2047.15061	Discipline Hearing Tapes - Student Affairs	2 years
2047.15092	Sign In/Out Logs	Current school year plus 1 year
2047.15093	Employee Additional Payment Request	3 years
2047.15266	Employment Eligibility Verification (I-9 Form)	3 years after date hired or 1 yr. after termination of employment, whichever is later, then destroy.
2047.15280	Family or Medical Leave Act Files	3 years
2047.15399	Human Resources/Payroll Information Form (Defunct)	3 years
2047.15442	Job Training Partnership Act Records (Defunct)	Destroy
2047.15447	Professional Certified Staff Listing	5 years
2047.15451	Application for Additional Sick Leave Days	3 years
2047.15533	Staff Development and In-Service Training Files	5 years
2047.15714	Log and Summary of Work-Related Injuries and Illnesses	5 years
2047.15783	Vehicle Mileage and Maintenance Record	3 years
2047.15803	Field Trip Request and Permit for Use of School Bus	3 years
2047.15804	Daily Pre-Trip Inspection, Repair, Maintenance Report	3 years
2047.15805	Pupil Accident/incident Insurance Claim Information	3 years
2047.15806	Route Description	3 years
2047.15807	School Bus Collision/Incident Report	5 years
2047.15808	Special Needs Route Description and Student Inventory	3 years
2047.16072	Sales and Use Tax	6 years
2047.16073	Test Administrator Records	1) Student Make -up Roster: Until test results are received, then destroy. 2) Special Circumstances Requests: 1 year, then destroy. 3) Security Checklists: 1 year, then destroy. 4) Agreement to Maintain Test Security and Confidentiality: 3 years, then destroy. 5) Security Affidavit Form for Alternative Response Options: 3 years, then destroy.
2047.16177	English for Speakers of Other Languages (ESOL) Files	3 years after the current school year, then destroy.
2047.16290	Student Health Records (School Nurse and Athletic Trainer Records)	15 years after separation from school, then destroy.
2047.16405	Unemployment Verification	5 years, then destroy.
2047.16406	Personnel Data Form - Recommend to Hire	3 years, then destroy.
2047.16400	Teacher of the Year Records	5 years, then destroy.
2047.16401	Volunteer Applications	2 years after termination of volunteer, then destroy.
2047.16521	Insurance Policies Files	5 years, then destroy.
2047.16522	Contracts	3 years after expiration of contract then destroy.
2047.16708	Videography Files, DVD's	Until no longer needed for reference, then destroy.
2047.17272	McKinney-Vento Act Identification Forms	4 years, then destroy
2047.17479	Employee Medical Test Results and Information (TB Test Results)	3 years, then destroy
2047.17492	Section 504/ADA Accommodation Plans (504 Plans)	5 years after plan becomes inactive, or 5 years after student separates from school, whether by transfer or graduation, then destroy

SCHEDULE NUMBER	DESCRIPTION OF SCHEDULE	RETENTION TIMELINE
2047.17570	Bus Recording and Driver's Notes	3 years, then destroy