

# **General Retention Schedule for School District Records**

## **12-901. Introduction and General Matters; Application of Schedules.**

The following general schedules contain minimum records retention periods for the official copy of the records. These retentions and dispositions apply regardless of physical format, i.e. paper, microfilm, electronic storage, digital imaging, etc. Convenience, informational or duplicate copies are not governed by this regulation and may be destroyed when no longer needed for reference. To destroy records in accordance with this regulation, school districts must complete and submit a Report on Records Destroyed form to the Department of Archives and History after eligible records have been destroyed. These forms are available from the Department's Division of Archives and Records Management. Before disposing of public records under these general schedules, school districts should insure that the records have no further audit, legal, or fiscal value.

These general schedules supersede all schedules approved previously for the same records series. However, school districts may opt out of these general schedules and request the continuing use of existing schedules or the establishment of specific retention schedules for their records when appropriate, necessary, or in order to avoid conflict with other laws or regulations.

## **Subarticle 1. Administrative**

### **12-901.1. School District Board Meeting Tapes**

A. Description: Cassette tape recordings of school district board meetings used in preparing the school district board minutes. Information includes date of meeting, meeting time, meeting place, board members present, order of business, business discussed and decisions made.

B. Retention: 2 years, then destroy/re-use, provided paper copies of the minutes have been produced.

### **12-901.2. School Board Meeting Agenda Packets**

A. Description: Record of items submitted for the school board's consideration. Information includes date, time, and locale; order and description of proposed business.

B. Retention: Permanent. Microfilm optional.

### **12-901.3. School District Board Meeting Minutes**

A. Description: Proceedings of the monthly meetings of the School District Board. Information includes date of meeting, meeting time, meeting place, board members present, order of business, business discussed, and decisions made.

B. Retention: Permanent. Microfilm for security.

### **12-901.4. Committee Meeting Minutes**

A. Description: Minutes taken at meetings of committees that report to the school board on areas of specialized study. Types of committees include but are not limited to finance, budget, personnel, fund raising, facilities, disciplinary hearings, and curriculum and instruction.

B. Retention: Permanent. Microfilm for security.

### **12-901.5. Deeds**

A. Description: Documents deeds to school property. Information includes grantor; grantee; location; description of land; monetary consideration; encumbrances; signature of grantor, notary, and witnesses; and date recorded.

B. Retention: Permanent. Microfilm optional.

### **12-901.6. Basic Education Data System Survey**

A. Description: Employee personnel questionnaire to all principals and staff of elementary and middle schools, generated by the South Carolina Department of Education. Information includes school identification number, school name, school address, grade span, employee social security number, years of experience, certificate number, age, educational level, and salary.

B. Retention: Until superseded and/or of no further administrative value, then destroy.

### **12-901.7. Federal Project Files**

A. Description: Records federal money spent as approved by the State Department of Education. Types of documents include grant application, project approval letter, and budget reports.

B. Retention: 5 years after completion of activity for which funds were used, then destroy.

### **12-901.8. General Correspondence And Subject Files**

A. Description: Copies of incoming and outgoing correspondence to and from the office with students, parents, businesses and other government offices and citizens; reports, technical papers, studies, reference materials, and other records created or received in the general administration of a program or in the management of the office. For the purposes of retention scheduling, the files are broken down as follows:

(1) Policy and Program Records: These records document the formulation and adoption of policies and procedures and the implementation or management of the programs or functions of the office or department. Included are such records as correspondence with citizens and government officials regarding policy or procedures development or program administration; annual or ad hoc narrative or statistical reports on program activities, achievements or plans; organizational charts and mission statements; studies regarding department or office operations; circular letters, directives or similar papers addressed to subordinate units or staff concerning policies, procedures or programs; and records related to significant events in which the department or office participated. Records may include photographs, published material, audio tapes, or other record forms.

(2) General Administrative Records: These records are of a general facilitative nature created or received in the course of administering programs. Included are such records as correspondence of a routine or repetitive type, such as requests for information; reference materials, sometimes of a technical nature, used, but not created by, the office; daily, weekly or monthly office activity reports which are summarized in annual reports or which relate to routine activities; personnel data on office staff which are duplicated in Personnel Office files; daily or weekly work assignments for office staff; suspense or follow-up files which duplicate copies of papers filed elsewhere; circular letters, directives or similar papers received from other offices; and rough drafts or notes created in compiling reports or studies.

(3) General Housekeeping Files: These records are of a general "housekeeping" nature created

or maintained by an office which do not relate directly to the primary program responsibility of the office. Included are such records as charitable fund raising drive materials; custodial services requests; emergency evacuation procedures; notices of holidays; parking assignment lists; telephone installation requests; and lists showing the distribution of keys.

**B. Retention:**

- (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**

**A. Description:** Records documenting the physical structure of school buildings and related equipment. Information includes site plans, geological/topographical maps of site areas, and maps of city services.

**B. Retention:** Permanent. Microfilm for security.

**12-901.10. South Carolina High School League Student Eligibility Files**

**A. Description:** Documents student eligibility to participate in sanctioned athletic events. Information includes League Handbook, birth certificate, parent permission/physical form, certificate of eligibility, interscholastic completion eligibility reporting form, high school league passes form, form A for transfer student, request for hardship eligibility, copies of student permanent record cards, report cards and league directory information.

**B. Retention:**

- (1) League Directory/Handbook: Until superseded, then destroy.
- (2) Other Records: 5 years, then destroy.

**12-901.11. Media Center Records**

**A. Description:** Records used in the operation of the media center program. Information includes shelf list, list of materials available in media center, computer information on school/books/user/return date, security bars and codes, center instructional schedules, equipment schedules, fee documentation, and end of year inventory reports.

**B. Retention:** Until no longer needed for reference, then destroy.

**Subarticle 2. Finance**

### **12-902.1. General Ledgers (Superintendent's Ledgers)**

A. Description: One or more series of computer and non-computer generated financial ledgers providing final year-to-date accounting summary and a permanent audit trail for all fiscal receipt and disbursement transactions affecting any and all school district funds and accounts, including receipts and expenditures from all revenue sources. Records covered under this schedule include annual accounting code and system table documentation required to access general ledger information.

B. Retention:

- (1) Computer Generated Ledgers: Permanent. Microfilm.
- (2) Non-Computer Generated Ledgers: Permanent. Microfilm optional.

### **12-902.2. Chart of Accounts**

A. Description: Format created by the Department of Education and sent to the school district for the purpose of providing a cost accounting system to satisfy legal and stewardship requirements connected with handling public funds. Information includes balance sheet accounts, revenue accounts and expenditure accounts. This information is retained permanently in the Superintendent's Ledgers as accounting code data to access ledger information.

B. Retention: 5 years, then destroy.

### **12-902.3. Audit Reports**

A. Description: Printed reports documenting the annual audit of school district funds. These reports, prepared by an outside accounting firm, are categorized by the various school district offices and further classified by accounts to which they relate. This series also includes semiannual and special audits. Information includes balance sheet, summary of revenue and expenditures, cash balances, and statement of account by type.

B. Retention: Permanent. Microfilm optional.

### **12-902.4. Annual Budgets**

A. Description: Printed copies of annual budgets showing projected receipts and expenditures from various offices. Approved budget appropriations are listed for each department.

B. Retention: Permanent. Microfilm optional.

### **12-902.5. Record of General Obligation Bonds**

A. Description: Informational volumes concerning the issuance of general obligation bonds issued by the district. Information includes legislation authorizing the issuance of bonds, certificate of the Clerk of Court, certificate of incumbency, notice of bond issuance, debt structure, tax information, and financial information on the district.

B. Retention: Permanent. Microfilm optional.

### **12-902.6. Capital Project Records**

A. Description: Record of capital projects undertaken by the school district. Information includes project number, fund number, name of project, description of work, estimated starting and finishing date, estimated costs, total, signature of originator, approval, and date.

B. Retention: Permanent. Microfilm optional.

#### **12-902.7. Grant Files**

A. Description: Background application information and action taken on federal and state grants awarded to the school district. Information includes filing guidelines, grant applications, contracts, correspondence, reimbursement requests, progress reports, and final reports.

B. Retention:

(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**

A. Description: This series provides an inventory of fixed assets (office equipment and furniture, motor vehicles) for each department. Information includes school, district, item number, item description, and funding source.

B. Retention: Until superseded, then destroy.

#### **12-902.9. Balance Sheet**

A. Description: Monthly summary of accounting data, assets, liabilities, and net worth. Information includes account number, assets, reserve and fund balances, liabilities, totals, and net worth.

B. Retention: 5 years, then destroy.

#### **12-902.10. Monthly Financial Reports**

A. Description: A monthly record of the school district finances. Information includes accounting numbers, account names, budgeted amounts, inventory, monthly accounting, accounting to date, and balance.

B. Retention: 5 years, then destroy.

#### **12-902.11. Interim Pupil Activity Audit Report**

A. Description: Audit documenting student money collected by the school district and applied to the funding of various school-related programs such as pictures, book fairs, fund raising, class activities, alumni assistance, and club (French, music, etc.) dues. Type of information includes receipt number, original amount, charged amount, and difference. Also includes bank reconciliation statements and correspondence.

B. Retention: 5 years, then destroy.

#### **12-902.12. Budget Status By Location**

A. Description: Record to inform each school of budget status. Information includes budget for expenditures, year-to-date expenditures, and budget balances.

B. Retention: 3 years, then destroy.

#### **12-902.13. Budget Transfers**

A. Description: Forms documenting the transfer of funds from one account to another within the same department or school. Information includes account number, description, debit amount, and credit amount.

B. Retention: 2 years, then destroy.

#### **12-902.14. Journal Entries**

A. Description: Record series used for reviewing and adjusting various accounts before transferring information to the general ledger. Information includes name of department, account number, description, voucher number, date, reference number, debit, credit, and date.

B. Retention: 3 years, then destroy. (Examples: **Journal Entries, Adjustment Vouchers**)

#### **12-902.15. Expenditure Report**

A. Description: Monthly status of expenditures for each department, office and school. Information includes date, account number, purchase order number, vendor code, transaction code, and totals.

B. Retention: 2 years, then destroy.

#### **12-902.16. Banking Records**

A. Description: Cancelled checks and deposit slips written by the school district along with the statements issued by the bank. Information includes checks: date, to whom paid, amount, check number, authorized signature of finance officer; bank statements: list of checks for one month period, dates, beginning balance, ending balance; and deposit slips: date, amounts of deposits, and total deposit.

B. Retention: 5 years, then destroy. (Examples: **Returned Checks, Revenue Summaries, deposit slips, Imprest checks**)

#### **12-902.17. Paid Invoices**

A. Description: Filed copies of invoices submitted by various vendors supplying goods and services to the school district. These invoices are filed together with copies of the school district checks and/or claim forms containing descriptions of the items purchased. Information includes invoice: vendor name, address, date of purchase, purchase order (if any), invoice number, item(s) or service(s) purchased, amounts, total; check copy: vendor name, address, date of check, amount, check number; and claim form: date, account number(s), description of item(s), amount(s), approval signature(s).

B. Retention: 5 years, then destroy.

#### **12-902.18. Purchase Orders**

A. Description: These records serve as office copies of purchase order for goods and services

paid for by the school district or for goods and services yet to be delivered to the school district. Information includes vendor name and address, shipping information, quantity ordered, unit of issue, description of goods/services ordered, general ledger account number, unit price, extended price, purchasing agent's signature, individual who signs for receipt of goods/services and date received, and notations regarding any shortages in shipment.

B. Retention: 3 years, then destroy.

#### **12-902.19. Accounts Payable Check Registers**

A. Description: Documents check payments to vendors/contractors for services/materials sold to the school district. Information includes name, date, check number, and amount.

B. Retention: 3 years, then destroy.

#### **12-902.20. Receipts (Receipt Books)**

A. Description: Copies of receipts issued for funds received. Information includes date, receipt number, from whom received, amount, purpose, and signature of person who received the funds.

B. Retention: 3 years, then destroy.

#### **12-902.21. Bid File**

A. Description: This series provides a record of each bid submitted by vendors selling goods and/or services to the school district. Information includes request for quotation, bid spread sheet, bid award letter, advertisements, bid invitations, specifications, bids, bid tabulation, purchase orders, and correspondence.

B. Retention: 3 years, then destroy.

#### **12-902.22. Certified Staff Listing**

A. Description: List of certified teachers employed by the school district. Information includes social security number, teacher name, race, sex, year certified, group, class, grade, days actually employed, federal funds, total annual salary, and school number.

B. Retention: Until superseded, then destroy.

#### **12-902.23. Ticket Sales for School Events**

A. Description: Records documenting the audit practices of the school in keeping records of ticket sales, income and other pertinent records related to athletic events, activity cards, school productions, or extracurricular events which charge admission. Information includes list of activity cards sold, tickets to be destroyed, season ticket holders (number of seats), statement of receipts, disbursements, game ticket forms, athletic ticket sales form showing advanced location sales.

B. Retention: 3 years, then destroy.

#### **12-902.24. Uncollected Fees Documentation**

A. Description: List of students owing fees to the school. Information includes fees owed for lost or damaged textbooks, library books and materials, locks and equipment.

B. Retention: 3 years, then destroy.

**12-902.25. Requisitions**

A. Description: Record of requests for purchase orders from the purchasing agent to order materials with district monies. Information includes records of request, attached order, name of school, address of vendor, district budget number to which the amount is charged, quantity, description, catalog number, specifications, unit price, total, authorization signature of principal, and district office personnel.

B. Retention: 3 years, then destroy.

**12-902.26. General Budget Preparation Records**

A. Description: Budget preparation materials for next fiscal school year. Information includes revenue listings provided by the South Carolina Department of Education, future projections, new budget account number, memos, and correspondence.

B. Retention: 3 years, then destroy.

**12-902.27. Work Orders**

A. Description: Copies of work orders for services requested and subsequent services rendered. Information includes service requested, location, cause of problem, signature of department, and by whom request made.

B. Retention: 3 years, then destroy.

**Subarticle 3. Food Services**



### **12-903.1. School Lunch Applications**

A. Description: Applications for free and reduced priced meals, filled out by sponsor of students applying for free and reduced meal program. Information includes student's name, other household members names, sponsor's name and address, monthly income statement, and signature of sponsor.

B. Retention: 3 years, then destroy.

### **12-903.2. Food Service Report**

A. Description: Record of receipts and expenditures from the school district food service. This report is generated monthly and submitted to the South Carolina Department of Education. Information includes food service balance sheet, beginning balance, revenue generated, operating balance, inventory, and break out data.

B. Retention: 3 years, then destroy.

## **Subarticle 4. Payroll**

#### **12-904.1. Payroll Register**

A. Description: Documents wages paid to school district employees for services rendered. Information includes name of employee, social security number, date of check, hourly or salaried amount, overtime, number of hours worked, volunteered and other deductions.

B. Retention:

- (1) Year End Payroll Registers: 60 years, then destroy.
- (2) Other Payroll Registers: 1 year, then destroy.

#### **12-904.2. Employee Earnings Records**

A. Description: Separate posting sheets for each school district employee which contain record of earnings per pay period. Information includes name of employee, employee's address, social security number, base pay, period ending, time worked, FICA tax, federal tax, state tax, retirement, insurance, other deductions, net pay, check number, quarterly totals, and accumulated totals.

B. Retention:

- (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**

A. Description: Documents individual employees gross pay for each pay period and their yearly gross pay. Information includes date of report, employee name, social security number, date paid, check number, gross pay, total gross for the year.

B. Retention:

- (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**

A. Description: Record of accrued employee gross salaries on each school district employee and is needed to show the amount of accrued salaries after the fiscal year has been completed. Information includes account numbers, date of report, date of transaction for accrual and total amount accrued.

B. Retention: 3 years, then destroy.

#### **12-904.5. Payroll Audit Report – Account**

A. Description: Record of individual gross pay for each pay period and their yearly gross pay. Information includes date of report, employee name, social security number, date paid, check number, gross pay, and total gross for the year.

B. Retention: 3 years, then destroy.

#### **12-904.6. Supplemental Audit Report – Account**

A. Description: This record is created by the school district payroll department to reflect accrued

employee gross by account number and is needed to show the amount of accrued salaries after the fiscal year has been completed. Information includes account number, date of report, date of transaction for accrual and total amount accrued.

B. Retention: 3 years, then destroy.

#### **12-904.7. Payroll Retirement Files**

A. Description: Records the contributions made by employees of the school district to the South Carolina Retirement System. Information includes employee's name, social security number, gross salary distribution, and retirement contribution.

B. Retention: 60 years, then destroy.

#### **12-904.8. Payroll Check Registers**

A. Description: Records payroll checks issued to school district employees and documents tax and insurance deductions and retirement contributions by the employee. Information includes name of employee, social security number, account number, date paid, check number, gross salary, retirement, FICA, federal taxes, state taxes, net salary, insurance deduction, credit union deduction, and year to date gross, retirement, FICA, federal and state tax.

B. Retention: 5 years, then destroy.

#### **12-904.9. Employee Withholding Certificates**

A. Description: These certificates document the number of exemptions to be withheld for each employee. Information includes employee's name, social security numbers, address, number of exemptions, and employee's signature.

B. Retention: Until superseded, then destroy.

#### **12-904.10. W-2 Summarizations**

A. Description: Employer's copy of employee's total earnings and withholdings for the calendar year to be reported to the Internal Revenue Service. Information includes employee name, social security number, gross earnings, non-taxable deductions, retirement, federal tax, state tax, FICA wages and FICA tax.

B. Retention: 5 years, then destroy.

#### **12-904.11. Voluntary Deductions Summarizations**

A. Description: Created to show voluntary deductions, such as contributions to charitable organizations and deferred compensation, to the payroll on an annual basis. Information includes name and amount deducted and name and social security number of person for whom the deduction is made.

B. Retention: 3 years, then destroy.

#### **12-904.12. Direct Deposit Register**

A. Description: Record of employees on direct deposit, as well as a record that the direct deposit was made. Information includes bank number, account number, transaction code, deposit amount,

employee number, employee name, bank count, bank total, final count, and final total.  
B. Retention: 3 years, then destroy.

## Subarticle 5. Personnel

12-905.1. State and Local Government Information Reports (EEO-5)

A. Description: Annual report monitoring internal programs for insuring equal employment opportunities. Information includes number of employees by job categories, by race, by sex, by salary and number of part-time and newly-hired employees during the fiscal year.

B. Retention: Permanent. Microfilm optional.

#### **12-905.2. Teacher Register/Certification**

A. Description: Record of educational qualifications of all teachers in the district. Information includes name of teacher, certificate number, grade, date issued, date recorded, and date of expiration.

B. Retention: Permanent. Microfilm optional.

#### **12-905.3. Application File (Not Hired)**

A. Description: Application forms submitted by persons applying for jobs with the school district who were not hired. Information includes name, address, education and work experience.

B. Retention: 2 years after rejection, then destroy.

#### **12-905.4. Personnel Files (Active and Inactive)**

A. Description: Forms and materials relating to employees of the school district. Files include applications, salary data, professional background, contracts, evaluations, and complete employment history.

B. Retention: 5 years after termination of employment, then destroy.

#### **12-905.5. Bus Driver Employment File**

A. Description: File documenting current and recently employed bus drivers in the district. Information includes application of classified employment, Department of Social Services request for wage information, narrative evaluation, copy of school bus driver's certificate, and pay rate memorandum.

B. Retention: 5 years after termination of employment, then destroy.

#### **12-905.6. Substitute Teacher File (Hired and Not Hired)**

A. Description: Applications and related information submitted by persons applying for jobs as substitute teachers for both persons who were hired and those not hired. Information includes application for classified employment, correspondence, South Carolina Retirement System enrollment form, W-4, school selection, criminal record checks from SLED, reference form for classified employment, copy of notification of application received, copy of notification of workshop for prospective substitute teachers, and proficiency exam taken by applicant.

B. Retention:

(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)**

A. Description: Formal observation of first year teachers required by the South Carolina Department of Education and conducted by trained observers. Information includes APT

Conference Sheet, APT Schedule Sheet, APT Observation Sheet, sample teacher activity sheets, and correspondence.

B. Retention: 2 years, then destroy.

#### **12-905.8. Teacher Incentive Program**

A. Description: Documents the teacher incentive program started as a result of the Education Improvement Act. Information includes agreements to meet certain criteria, signed understanding statements of money to be allotted, schedule of their student achievement, names of all students from chosen classes, actual student achievement proposals, written goals, and workshop presentations.

B. Retention: 5 years, then destroy.

#### **12-905.9. Benefits Information**

A. Description: Record of employee insurance coverage. Information includes notice of election, enrollment election form, correspondence, approval letters, authorization for payroll deduction, premium correspondence, and claim correspondence.

B. Retention: 3 years after expiration of policy or replacement by a new policy, then destroy, unless claims are pending.

#### **12-905.10. Notice of Elections**

A. Description: Forms filled out by school district employees stating insurance coverage preferences. Information includes employee's signature and election forms for health insurance.

B. Retention: 3 years after expiration of policy or replacement by new policy, then destroy, unless claims are pending.

#### **12-905.11. Time Sheets**

A. Description: Record of number of hours worked by each employee. Information includes name, number of hours worked, and location of employee.

B. Retention: 3 years, then destroy.

#### **12-905.12. Worker's Compensation Records**

A. Description: Consists of case files containing records and reports generated as the result of employment related accidents involving school district employees. Information includes Reports of Accidents Involving Only Medical Attention; Physician's Report and Itemized Statement; Employer's First Report of Injury and Illness; Agreement as to Compensation; Conditional Waiver of Hearing; 60-Day Report; Status Report and Compensation Receipt; Supplemental Memorandum of Agreement As to Payment of Compensation; correspondence with South Carolina Worker's Compensation Commission, physicians, attorneys, and employees; statements from physicians; copies of internal invoices; copies of receipts and statements for the purchase of medications; copies of purchase requisitions; copies of health insurance claim forms; copies of patient return reports; disposition forms from physicians; and handwritten notes.

B. Retention:

(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**

A. Description: Record of training in handling blood borne pathogens as mandated by state and district regulations. Identified employees are administered the Hepatitis B vaccine and documentation is given to each individual vaccinated. Information includes identification of person needing vaccine, in-service verification of all employees, vaccination consent forms, date vaccinated, blood drawn forms, participants listing, correspondence, memos, invoices, and check requisitions.

B. Retention: 30 years after termination of employment, then destroy.

**Subarticle 6. Student Records**

**12-906.1. Cumulative Pupil Record File (Student Records)**

A. Description: Cumulative record of student's activities throughout their elementary and secondary educational career. Also recorded are personal and physical data relevant to each individual student. Information on the permanent record card includes name, grade, attendance, courses taken, and standardized test scores. In addition to the permanent record card, the file may contain many other types of material such as photographs, tests (mental and physical), application for admission, health cards (immunization records), general correspondence to/from parents/guardian and school personnel, special medical reports (if the student is physically impaired), guidance counseling records, and legal documents verifying birthdate and name changes. The separation date is always included whether by graduation, withdrawal or expulsion.

B. Retention:

(1) Record Cards, Health, and Legal Records: 75 years after student's separation from school, then destroy.

(2) Other Records: 1 year after student's separation from school, then destroy.

### **12-906.2. Special Education Records (Local School District Program Scholastic Records For Handicapped Students)**

A. Description: Documents a handicapped student's participation and progress in a special education program. Information includes handicapped/psychological needs, placement forms, record of staffing, individual educational programs, confidential education reports, and least restrictive environment verification papers.

B. Retention: Until no longer needed to provide educational services to the student or for the necessary school district purposes such as auditing or monitoring, then notify the parents that they have a right to have these records destroyed. If the parents so request, the records must be destroyed. If the parents do not request destruction, the school district may retain these records permanently or destroy them at their discretion. In all instances of destruction, the parents of the student must be notified forty-five calendar days prior to destruction that they have a right to request and be provided a copy of any personally identifiable data which has been obtained or used while providing educational services for their children. Documentation of the notification of parents must be retained permanently. (Note: This retention does not apply to the permanent record of a student's name, address, telephone number, grades, attendance record, classes attended, grade level completed, and year of completion.)

### **12-906.3. Student Test Results**

A. Description: Computer generated test data on student progress in basic skills. Information includes student name, date of birth, sex, test type, test percentile, battery scores, national percentile, raw scores, scale scores, and local school percentiles.

B. Retention: Until no longer needed for administrative purposes, then destroy. (Examples: **SAT Test Booklets for schools, PACT Writing Assessment for Grades 1 & 2**)

### **12-906.4. Individual Record Sheets**

A. Description: Cumulative record of each student's achievements while attending school in the district. Information includes name of high school, county, pupil's name, residence, name of superintendent, school term, subjects taken each year, grades, total credits for the year, student's address, place of birth, date of birth, family physician, name of parent or guardian, occupation, race, school previously attended, physical record, personal characteristics, attendance, extra activities, and remarks.

B. Retention:

(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**

A. Description: Contains scholastic and personal information on students who attended schools within the district. Information includes name of student, date of birth, name of parent or guardian, residence, school entered from, date entered, age at entrance, subjects taken, and grades.

B. Retention:

(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**

A. Description: Contain student grades for each six or nine week grading period for the school year. These grades are used to compute semester averages as well as the yearly averages for each subject. Based on the results of these grades, students are promoted for the school term.

B. Retention:

(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**

A. Description: Cumulative record of student's activities throughout their adult educational career. Information includes classes taken, test scores with accompanying information (date of examination; name and form of standardized test; name of examiner; signature of principal's approval) and age.

B. Retention:

(1) Record Cards and Legal Records: 75 years after student's separation from school, then destroy.

(2) Other Records: 1 year after student's separation from school, then destroy.

#### **12-906.8. Student Schedules File**

A. Description: Forms completed by school personnel for student scheduling into class. Information includes printouts of student schedules, class lists, student class assignments and completed forms requesting change of schedule.

B. Retention: Until no longer needed for administrative purposes, then destroy.

#### **12-906.9. Homebound Files**

A. Description: Record of homebound instruction provided for students unable to attend school for medical reasons. Information includes reason for homebound, dates of service, teacher performing service, application for homebound instruction, physician authorization, pupil's name, and social security number.

B. Retention: 5 years after end of fiscal year to which the records pertain, then destroy.

#### **12-906.10. Pupil Accounting and Support Documentation**

A. Description: Record of pupil accounting data submitted on a regular basis and in compliance with district and state regulations. Information includes data for Educational Improvement Act; data for 45, 135, and 180 reports; supporting verification documentation; software back-ups; manuals; memorandum; correspondence; rosters; placement forms; attendance cards; scan sheets; daily bulletins; and alternative school documentation.

B. Retention: 3 years, then destroy.

#### **12-906.11. Student Discipline, Suspension, and Expulsion Records**

A. Description: Records documenting inappropriate student behavior and corrective actions taken. Information includes referral and action form, notes, letters to parents, suspension documentation, detention documents, hearing notices, bus driver referrals, statements and conference notes.

B. Retention:

(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**

A. Description: Records relating to teacher's daily instructional plans and activities for each class. Information includes a yearly planning book.

B. Retention: Until no longer needed for reference, then destroy.

#### **12-906.13. Student Truancy Records**

A. Description: Records created to document student's excessive absences and action taken to correct the problem by school personnel. Information includes referral and action forms, letters to parents, attendance profile sheets, correspondence, release forms, copies of initial court petitions, copies of court orders, hearing notices, affidavits and visitation documentation.

B. Retention: Until student reaches age of majority, then destroy.

#### **12-906.14. Teacher's Student Attendance Record**

A. Description: Record of student's daily attendance, absences and tardies. Information includes student name, school year, attendance, tardies, and absences.

B. Retention: 1 year, then destroy.

#### **12-906.15. Student Registration Materials**

A. Description: Record of students registering at a school. Information includes registration form showing name, student identification number, parent's name, physician, address, telephone numbers, proof of age, residence, letters to parents, assignments, letters of placement, schedule requests, and automobile registration.

**B. Retention:**

(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**

A. Description: Summarize military history/citizenship training and other items pertaining to the ROTC program. Information includes student name, history, promotion agreement, rank and testing for awards.

B. Retention: 5 years after student's separation from school, then destroy.

**General Retention Schedules Approved for Horry County School District  
Records**

**C8-ED-03 Agendas- approved 11/29/1990 - District Office**

A. Description: The record series is an outline of items submitted for the school board's consideration. Information includes date, time and place of meetings, items submitted for board's consideration.

B. Retention: (a) Retain in office one year, then destroy. (b) No restrictions.

**C8-ED-04 Minutes - approved 11/29/1990 - District Office**

A. Description: This series consists of the minutes taken at meetings of the board of education and records business discussed and actions taken by the board. Information includes date of meeting, members present, petitions, bids, proposals, and various matters discussed by or brought to the attention of the board.

B. Retention: (a) Retain in the office 25 years, then transfer to a repository approved as suitable for the permanent retention of this series by the SC Dept. of Archives and History. Microfilm for security. The microfilm must comply with the general and specific requirements for microfilmed records of permanent retention value as defined in the "Standards for the Microfilming of Public Records" or the latest revision issued by the SC Dept. of Archives and History. 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.

**2047.13224 Surveys - approved 2/28/2002; revised 1/13/11 - ALL DEPARTMENTS AND SCHOOLS**

A. Description: District surveys used to gather data from students, teachers, parents, and/or community.

B. Retention: Until no longer needed for reference, then destroy.

**2047.13225 Student Answer Sheets and Student Answer Booklets - approved 2/28/2002 - ACCOUNTABILITY**

A. Description: Answer sheets and booklets from district tests administered at the end of each semester to high school student. Information includes student name, student identification number, school, teacher, test questions, and student's response to each question.

B. Retention: Until no longer needed for reference, then destroy.

**2047.13375 Needs Assessment - approved 5/2002 - ACCOUNTABILITY**

A. Description: Parent, student and teacher surveys conducted by the State Department of Education for the purpose of discovering opinions of each group on various school issues (for example, safety). Information includes correspondence and survey results.

B. Retention: 5 years, then destroy.

**2047.13376 Education Accountability Act Documentation - approved 5/2002 - ACCOUNTABILITY**

A. Description: Records information concerning the Education Accountability Act, including information on standards, correspondence, EAA Act, District Performance Goals, and District/School report cards.

B. Retention: 10 years after superseded, then destroy.

**2047.13377 Superintendent's Cabinet Minutes and Files - approved 5/2002; revised 1/13/11 - ACCOUNTABILITY**

A. Description: Records of advisory groups used by the Superintendent for various purposes. Information includes minutes of meetings, list of cabinet members, and correspondence.

B. Retention: PERMANENT.

**2047.13378 Board Linkage Meetings - approved 5/2002 - ACCOUNTABILITY**

A. Description: Record of meetings held in each attendance area for the purpose of receiving feedback from community groups, parents and employees on district vision and goals. Information includes executive summary, correspondence, list of participants, and feedback documents.

B. Retention: Executive Summary: PERMANENT. Microfilm optional. Other materials: 5 years, then destroy.

**2047.13379 Reconnecting Community and Schools - approved 5/2002 - ACCOUNTABILITY**

A. Description: Record of community meetings held to discuss aspirations for school and community, resulting in an agreement that defined the community and school desired and a plan to implement. Information includes correspondence, results from community meetings ("conversation"), publications, and list of participants.

B. Retention: Conversation Summaries: PERMANENT. Microfilm optional. Other information: Until no longer needed for reference, then destroy.

**2047.13380 Strategic Planning - approved 5/2002 - ACCOUNTABILITY**

A. Description: Record of district and school strategic planning. Information includes strategic plans, progress of reports, correspondence, list of planning team and action team members.

B. Retention: Until of no further administrative value, then destroy.

**2047.13381 Gold and Silver Awards Program - approved 5/2002 - ACCOUNTABILITY**

A. Description: Record of program designed to reward employees for excellent performance for maintaining and improving academic progress. Information includes guidelines, correspondence, data on school performance.

B. Retention: 5 years then destroy.

**2047.13382 News Articles and Press Releases - approved 5/2002 - ACCOUNTABILITY**

A. Description: News articles pertaining to the school district along with press releases sent out by the school.

B. Retention: Historic and/or legal news articles: PERMANENT. Microfilm optional. All other information: 3 years, then destroy.

**2047.13383 Publications - approved 5/2002 - ACCOUNTABILITY**

A. Description: Publications published by the district, including annual reports, newsletters, board brochures, and calendars.

B. Retention: PERMANENT. Microfilm optional.

**2047.13384 Universal Service Discounts – approved 5/2002 – ACCOUNTABILITY, TECHNOLOGY**

A. Description: Documents relating to acquiring discounts for telecommunications, Internet, and Internal connecting services as defined by the FCC Telecommunications Act. Information includes applications, confirmation forms, notices, spreadsheets, correspondence and manuals.

B. Retention: 5 years, then destroy.

**2047.13385 SC State Funding Documentation – approved 5/2002 – SUPPORT AND ACCOUNTABILITY SERVICES**

A. Description: Record of South Carolina State Funding Reports that include Pupil Accounting and Student Accountability data. These reports are submitted on a regular basis to the State Department of Education by local district schools and in compliance with district and state regulations. Information includes EFA and EIA data for 45 and 135 day reports, supporting verification documentation, manuals, rosters, placement forms, attendance/scan cards, Alternative school documents, and Homebound forms. Also included are software backups of Student Management Program and data files.

B. Retention: Reports and supporting documentation in schools: 5 years, then destroy. Reports in district office: Until no longer needed for reference, then destroy. Yearly Software Backups in district office: 5 years, then destroy.

**2047.13932 Student Handbooks/School Level Parent-Student Handbooks/District Level – approved 7/12/04 - ADMINISTRATION**

A. Description: Guidelines published annually and distributed to students and parents outlining the district's policy regarding rules, discipline, school year calendar, district programs and other information relevant to the county's school system.

B. Retention: School Level Handbooks: One copy of each school's handbook, Permanent. All other copies: until of no further reference value, then destroy. District Level Handbooks: One copy of handbook for each year, Permanent. All other copies: until of no further reference value, then destroy.

**2047.13965 Parent-Student-Teacher Compact – approved 1/25/05 - ADMINISTRATION**

A. Description: Signed agreement between teachers, parents and students to improve the students' achievements. Information includes expectations of parents, students and teachers along with signatures of each.

B. Retention: Retain for the current school year, then destroy.

**2047.14359 Field Trip Permission Forms for Students – approved 5/1/06 – ALL SCHOOLS AND LEARNING SERVICES (Revised 7/19/2010)**

A. Description: Forms used to request field trips and obtain parent or guardian's permission for students to attend. Information includes Study Trip Planning Summary Form: name of school, student group, location, departure date and time, return date and time, individual student cost, approval signature; and Field Trip Permission Forms: name of student, date of field trip, departure and return times, destination of trip, and parent or guardian's signature.

B. Retention: Current school year plus 1 year, then destroy.

**2047.14623 Fire and Emergency Drill Reports - approved 5/21/07 - SUPPORT SERVICES**

A. Description: Used to record monthly fire drills and other emergency drills in each school. Information includes type of drill, date and time of drill, approximate time for evacuating the building, whether or not the drill was announced, whether or not the drill was necessary and explanation if answered "yes", comments, principal signature, name of school, and date signed.

B. Retention: 2 years, then destroy.

**2047.14639 Student Medicaid Documentation Records - approved 2/23/07 - HEALTH SERVICES - MEDICAID**

A. Description: Created for Medicaid reimbursement for student medical-related activities. Information includes Logs for Nursing, Speech Services, Physical Therapy, Psychological Services, Occupational Therapy, Autism, Wraparound Services, Clinical Day Services, Orientation and Mobility, Summary of Progress; School District Administration Claiming-Random Moment Sample Survey; Medicaid Release of Information; Remittance Advice; and other related documentation.

B. Retention: 3 years, then destroy.

**2047.14673 Request for Addition or Retirement of Human Capital Management Number (HCM) - approved 5/21/07 - FISCAL SERVICES - BUDGET DEPARTMENT**

A. Description: Records are used to add, change, or delete FTEs in the school district. Information includes Request for Addition/Retirement of AIC numbers: new AIC number, new PS number, funding source, position title, school location, contract length, total FTE. Group HPD, employee name (if known), justification/rationale for addition, date requested, director's signature, principal's signature, chief officer's signature, PSOFT number, allocation control number, reason for retirement, date requested, date entered, entered by, director's signature; Screen Snapshot: inv. control number, category codes, creation date, allocation type, basis, from code, funding source, position, grade/subject, descriptor, location, contract days, total FTE, job title, job code, pay table, pay group, position type, defHPD, PS account number, PS job code, new PS position number, comments, PS position number, view budget information view allocation change history, occupancy, social security number, name, FTE, Normal HPD, Actual HPD, comment, contract, TSC, BRD, totals, parent information (includes funding source, position, grade/subject, descriptor, location and contract days; and Allocation Meetings: date of meeting, school, additions, subtractions, comments.

B. Retention: 3 years, then destroy.

**2047.14724 Student Discipline Records (Action Taken Less Than Suspension) Schedule -approved 9/27/07 - ALL SCHOOLS**

A. Description: This series documents inappropriate student behavior and corrective actions taken. Information includes date and time of incident, details of the incident, and written account of action taken.

B. Retention: 1 year after student's separation from the school in which the incident occurred, then destroy.

**2047.15012 National Teachers Examination Scores (Defunct) – Schedule approved 6/23/08 – PERSONNEL**

A. Description: This defunct series (circa 1950 – 1990) was used to gather information for possible teaching candidates in the district. Information includes name of candidate, address, social security number, sex, date of birth, registration number, reporting code, test date, advisory part scores, area examination score, Professional Education Test Score, General Education Test Scores, Weighted Common Exam Total, Composite NTE score and other related data.

B. Retention: Destroy.

**2047.15014 Food Production Records, Enhanced Food Based Schedule – approved 6/23/08 – SUPPORT SERVICES - FOOD SERVICE**

A. Description: This series documents information on menus by school. Information includes date, school, name of manager, menu items, portion sizes, forecasted and actual quantity prepared.

B. Retention: 3 years, then destroy.

**2047.15015 Employee Leave Request/Absence Report – approved 6/23/08 – ALL DEPARTMENTS AND SCHOOLS**

A. Description: This series documents leave absences and substitute payment. Information includes school or location, date, employee called in or did not sign in, employee name, employee ID number, codes, description of leave, date, code and initials, hours, employee signature and date, supervisor's signature and date, leave approve or not approved, substitute name and employee ID number, date, day(2) and or hour(s), date, keyed date, and submitted date.

B. Retention: 3 years, then destroy.

**2047.15017 Employee Travel Records – approved 7/2/08 – ALL DEPARTMENTS AND SCHOOLS**

A. Description: Vouchers prepared for pre-authorization and reimbursement of employee travel. Information includes name, address, social security number, department, estimated amounts, and amount to be reimbursed.

B. Retention: 3 years, then destroy.

**2047.15061 Discipline Hearing Tapes – approved 10/27/08 – STUDENT AFFAIRS**

A. Description: This series consists of audio recordings of disciplinary hearings for student suspension and/or expulsions. Information includes discussions of charge(s), based on investigative reports and witnesses, recommendations, and final decision. These tapes are transcribed only if the decision is appealed.

B. Retention: 2 years, then destroy.

**2047.15092 Sign In/Out Logs – approved 12/8/09 – ALL SCHOOLS AND DEPARTMENTS**



A. Description: This series consists of a record of arrivals and departures of students, volunteers, visitors, and employees from schools and offices. Information includes dates, arrival time, departure time, individual's name, reason for visit, and other related information.

B. Retention: 1 year after the end of the school term, then destroy.

**2047.15093 Employee Additional Payment Request – approved 12/8/08 - ALL SCHOOLS AND DEPARTMENTS**

A. Description: This series documents additional hours worked. Information includes date, school or department, name and employee identification number, category (teacher, support staff, temporary employee or student shadow), day, date, additional hours worked, account number, description of service, employee signature and date, principal's signature and date, date keyed, and date approved.

B. Retention: 3 years, then destroy.

**2047.15266 Employment Eligibility Verification (I-9 Form) – approved 5/6/09 – HUMAN RESOURCES**

A. Description: Forms from the US Department of Homeland Security – US Citizenship and Immigration Service for use in establishing an applicant's identity and eligibility for employment in the United States. Information includes Employee Verification: name, maiden name, address, date of birth, social security number, citizenship status, employee's signature and date; Preparer and/or Translator Certification: preparer's/translator's signature and printed name, address, and date; Employer Review and Verification: document title, issuing authority, document number from List A or B and C; Certification: date of statement that examination of documents is genuine, signature and name of Employer or authorized representative, title, business or organization name, and date; Updating and Reverification: new name (if applicable), date of rehire, document title, document number, expiration date, signature of employer or authorized representative, and date.

B. Retention: 3 years after date hired or 1 year after termination of employment, whichever is later, then destroy.

**2047.15280 Family or Medical Leave Act Files - approved 9/29/09 – ALL DEPARTMENTS AND SCHOOLS**

A. Description: Record of time used under the Family Medical Leave Act. Information includes employee name, department, address, start date of anticipated leave, expected date of return, reason for leave, signature, medical certification statement from health care provider, correspondence to employee regarding Family Medical Leave, basic payroll data, documents about paid/unpaid leave status, and provisions relating to Family Medical Leave.

B. Retention: 3 years, then destroy.

**2047.15399 Human Resources/Payroll Information Form (Defunct) – approved 12/30/09 – HUMAN RESOURCES AND PAYROLL**

A. Description: This defunct series (through 2006) was used as part of the recommendation for individuals for employment in the school district. Information includes school/location, date, employee name and address, social security number, telephone, race, sex, date of birth, add (1<sup>st</sup> day of work and reason), drop (last date of work and reason), change/transfer (effective date and reason), certificate number, class, grade, valid period, areas of certification, position title, type of contract (provisional, annual, continual), FTE number, account number, new position, FTE number, account number, person being replaced, total experience, in district, hours per day, days per year, salary chart classification (group, step, salary) signature of principal and date, signature of human resources employee and date, source of funding – completed by human resources (general fund budget allocation – year, pkg number, new positions, original amount budgeted, status, originally budgeted/person being replaced, account to be transferred from and to), other source funding (name of fund, name of person being replaced, status, new position, account number to be transferred from and to).  
*(This form was also known as the Form 100.)*

B. Retention: 3 years, then destroy.

**2047.15442 Job Training Partnership Act Records (JTPA Files) – approved 3/10/10 – FISCAL SERVICES AND SCHOOLS**

A. Description: This defunct series (1983 – 1998) documents the county’s participation in the Job Training Partnership Act. Information includes student funding information, approved training programs, and contract worksheets.

B. Retention: Destroy.

**2047.15447 Professional Certified Staff Listing – approved 3/19/10 – HUMAN RESOURCES**

A. Description: This record is a list of all certified staff in the school district. Information includes name, location, position, social security number, amount of salary paid with federal funds, fte, and technology proficiency.

B. Retention: 5 years, then destroy.

**2047.15451 Application for Additional Sick Leave Days – approved 3/19/10 – HUMAN RESOURCES**

A. Description: Application for membership into the Sick Leave Bank which authorizes sick leave deductions into the Bank, allowing participation into the program. Information includes Application: employee’s name and address, date of application, social security number, school, expected number of days needed, reason for request, employee’s signature, date received, member status, date Sick Leave Bank policy mailed to applying member; Medical Certification Statement: Name of employee, social security number, date condition began, date condition ended (or expected to), medical facts and diagnosis regarding condition, explanation of extent employee is unable to perform functions of job, condition preventing employee from working on intermittent basis or less than full schedule and duration, whether chronic condition or pregnancy and whether employee is incapacitated and the likely duration and frequency of episodes of incapacity, if treatment is required and estimated number of treatments, if treatments will be provided by another health care service and nature of treatments, ability to work and perform essential job functions, list of functions unable to perform, necessity of

absence from work for treatment, health care provider signature, health care provider's name, license number, date, phone number, patient's signature for medical release and date.

B. Retention: 3 years, then destroy.

**2047.15533 Staff Development and In-Service Training Files - approved 7/19/2010 - ALL DEPARTMENTS AND SCHOOLS**

A. Description: Documents relating to planning, providing and improving training for counselors, teachers, principals, psychologists and other staff employees. Information includes plans, schedules, agendas, program outlines, needs assessment profiles, evaluations, related materials, correspondence, tests, list of participants and reimbursement documentation.

B. Retention: 5 years, then destroy.

**2047.15714 Log and Summary of Work-Related Injuries and Illnesses - approved 4/19/2011 - HEALTH AND SAFETY SERVICES**

A. Description: Records required by the Occupational Safety and health Act and used to record pertinent information concerning work-related deaths, injuries, and illness. Information includes annual average employment, total hours worked, nature of business, month of OSHA inspection, recordable injuries and illness, occupational illness and injury, and title, signature, phone number, date, and comments of person preparing report.

B. Retention: 5 years from the end of the calendar year to which they pertain, then destroy.

**2047.15783 Vehicle Mileage and Maintenance Record - approved 9/8/2011 - MAINTENANCE DEPARTMENT**

A. Form used to record vehicle mileage and maintenance each month. Information includes vehicle number, name of driver, serial number, license number, year, make model, fuel record (date, odometer reading, miles, gallons, mpg), service and maintenance records (date, type of maintenance, odometer reading, and initials).

B. Retention: 3 years, then destroy.

**2047.15803 Field Trip Request and Permit for Use of School Bus - approved 10/13/2011 - ALL SCHOOL BUS OFFICES AND TRANSPORTATION**

A. Description: Form required for approval for field trips and use of school bus. Information includes Field Trip Request Form (day and date, school organization/group, number in group, request made by, departure time, return time, destination, account number, date and time faxed to department, and bus numbers), Permit for Use of School Bus (date to be used, permit number, school, county, destination from and to, activity, begin and end time, number of wheelchairs required, approved by, date, bus number, driver, social security number, odometer reading - begin and end of trip, total miles traveled, at cost per mile, less gas and oil purchased, amount due state, county administrative fee, total permit cost, bus number authorized to exceed 45 miles per hour, director of transportation signature, bus driver salary information, salary account number), and related correspondence.

B. Retention: 3 years, then destroy.

**2047.15804 Daily Pre-Trip Inspection, Repair, Maintenance Report - approved 10/13/2011 - ALL SCHOOL BUS OFFICES AND TRANSPORTATION**

A. Description: Form used for daily inspection of school buses to determine if maintenance or repairs are needed. Information includes twenty-one items to check, notation to repair, comments, and driver's signature.

B. Retention: 3 years, then destroy.

**2047.15805 Pupil Accident/Incident Insurance Claim Information - approved 10/13/2011 - TRANSPORTATION**

A. Description: Form used for any claims due to accidents or incidents involving school buses. Information includes claim number, school bus number, district, county, name of school, phone number and address of school, date of accident, time of accident, location of accident, description of accident/incident, student's whereabouts during the accident/incident, date and signature of school official, student's name, date of birth, gender, social security number, address, parent/guardian name, phone number(s), address, nature of injury, date and signature of parent or guardian or claimant (if not a minor).

B. Retention: 3 years after acknowledgement of settlement, then destroy.

**2047.15806 Route Description - approved 10/13/2011 - TRANSPORTATION**

A. Description: Form required documenting the use of state-owned school buses for routes approved for state funding. Information includes assigned school for bus, amended route description, date prepared, bus number, capacity, trip number, parking location after trip, driver, schools on trip, trip type, description of route, number of stops, route enrollment count, daily count, time, total counts, regular and afternoon trip times and odometer readings, trip totals (minutes and miles), midday trip, time, odometer reading, totals for trip, funding for miles, school days route operated, bus driver's signature and date, District supervisor's signature and date, and bus stop supervisor's signature and date.

B. Retention: 3 years, then destroy.

**2047.15807 School Bus Collision/Incident Report - approved 10/13/2011 - TRANSPORTATION**

A. Description: Form used to report collisions or incidents involving school buses. Information includes claim number, bus number, school year, collision or incident, collision information (including diagram), bus driver information, driver of other vehicle/property information, school bus physically involved information, loading/unloading zone collision/incidents, on board injuries - bus not involved in a collision, authorized signatures and dates.

B. Retention: 5 years, then destroy.

**2047.15808 Special Needs Route Description and Student Inventory - approved 10/13/2011 - TRANSPORTATION**

A. Description: Forms used for transporting special needs students. Information includes Special Needs Route Description (bus number, capacity – seats, wheelchair spaces, driver’s name, trip number, amended route description, district, assigned school, parking location during school day, load, seats, wheelchair, date, special needs morning and/or mid-day information, times, odometer readings, totals for trips (minutes and miles), morning and/or afternoon shuttle bus information, bus driver’s signature, date, Bus supervisor’s signature and date), and Student Inventory (bus stop, student, address, school special needs classification, AM time home, AM time school, PM time school, PM time home, special requirements for students, student’s date of birth, parent or guardian, home phone, and emergency number).

B. Retention: 3 years, then destroy.

**2047.16072 Sales and Use Tax - approved 11/6/2012 - FINANCE**

A. Description: Report documenting the amount of sales tax paid to the state for purchases made. Information includes sales tax, date, vendor, fund check number, invoice number, invoice amount, and amount paid.

B. Retention: 6 years, then destroy.

**2047.16073 Test Administrator Records - approved 11/6/2012 - ACCOUNTABILITY**

A. Description: Forms used by school and district personnel to administer tests pursuant to the South Carolina Statewide Assessment Program. Information includes Agreement to Maintain Tests Security, Student Make-Up Roster, Special Circumstances Requests, Security Affidavit Form, form for Alternative Response Options, and Security Checklists.

B. Retention:

- (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 - approved 3/19/13 - INSTRUCTIONAL SUPPORT SERVICES AND ALL SCHOOLS**

A. Description: Documents the English language program for students with non-English language backgrounds. (This program is based on teaching students language skills, including writing, vocabulary, speaking, and cultural orientation.) Information includes language survey for new students, ESOL Student Drop/Add Data Form, Report of Proficiency Testing, English language development assessment, parental notification of student placement in the program, and other related documentation.

B. Retention: 3 years after current school year, then destroy.

**2047.16290 Student Health Records (School Nurse and Athletic Trainer Records) – approved 5/14/13 – ALL SCHOOLS AND HEALTH AND SAFETY SERVICES**

A. Description: Records created by the school nurse or athletic trainer while providing treatments to the students throughout the school year. These records are maintained separately from the cumulative pupil files and may contain some or all of the following: medication permission forms; medication administration forms; referrals for vision, hearing, dental, or other medical treatment, and replies received; abuse/neglect reports; Medicaid consents, insurance records; release of information forms; Individualized Healthcare Plans (IHP); emergency plans; emergency cards; narrative notes from meetings pertaining to students; physician's clearance to return to school or clearance to play sports; and related correspondence to and from parents, medical providers, and teachers.

B. Retention: 15 years after separation from school, then destroy.

**2047.16405 Unemployment Verification – approved 10/8/13 – HUMAN RESOURCES**

A. Description: Claims filed with the South Carolina Department of Employment and Workforce which are sent to Human Resources to verify unemployment status. Information includes claimant's name, social security number, effective date, weekly benefit amount, maximum potential entitlement, reduction amount, net total benefits, benefit year end, determination and related correspondence and back-up information to support determination.

B. Retention: 5 years, then destroy.

**2047.16406 Personnel Data Form – Recommend to Hire – approved 10/8/13 – HUMAN RESOURCES**

A. Description: Forms used by Human Resources Department to begin the employment process for applicants that are recommended to be hired for a position with the District. Information includes location, position type, position title, FTE, HCM number, Class Code, School/Department, Applicant ID number, number of other applicants and reason why applicant was most qualified to fill vacancy, person submitting recommend to hire, date, assignment days, hours per day, PACE: whether applicant transferred from SC School District, retired or has National Board Certification, degrees, certifications, certification check, person conducting certification check, comments, criminal record check date, name of Executive Director notified by email, Human Resources contact, date, Director approval and date.

B. Retention: 3 years, then destroy.

**2047.16400 Teacher of the Year Records – approved 11/14/13 – HUMAN RESOURCES**

A. Description: Records documenting the administration of the Teacher of the Year Program. This program is to recognize quality teachers in the promotion of educational excellence and

annually names one teacher as recipient of the award. Information includes emails sent to committee members, nominees and principals, agendas from the Teacher of the Year Committee meetings, applications (school nominee applications, top ten applications), rubrics, score sheets, timeline, school level winners, top ten winners, top five winners, interview questions and scores, classroom observations score sheets, budget, contract for banquet, sponsors, information, winner of Teacher of the Year information, award programs, publicity information and related correspondence.

B. Retention: 5 years, then destroy.

**2047.16401 Volunteer Applications – approved 11/14/13 – HUMAN RESOURCES AND ALL SCHOOLS**

A. Description: Applications completed by persons volunteering to work for the school district. These applications are used to conduct background checks on all volunteers before they can be allowed to work with the students. Information includes volunteer name; school(s) of choice; address; city; state; phone; email; gender; date of birth; if ever lived out of state; social security number; any convictions by federal, state or other law enforcement authorities; if pleaded nolo contendere for violation of federal, state, county or municipal law, regulation or ordinance, including fraudulent checks, along with a written description of the offense; volunteer interests; release for background check to be conducted; agreement to abide by confidentiality requirements pertaining to students and staff as mandated by Horry County Schools; volunteer's signature and date; and principal's signature and date.

B. Retention: 2 years after termination of volunteer, then destroy.

**2047.16521 Insurance Policies Files – approved 4/16/14 – PROCUREMENT DEPARTMENT**

A. Description: Insurance policies and related correspondence and memoranda concerning insurance coverage for district property; buildings and personal property; boiler and machinery; data processing equipment; builder's risk; inland marine; general tort liability; medical professional liability; automobile comprehensive, collision, and liability; school bus accident and school activity bus accident. Information includes endorsements from insurance carrier, renewals, changes, copies of policies, correspondence, insurance seminar information and a listing of coverage.

B. Retention: 5 years, then destroy.

**2047.16522 Contracts – approved 4/16/14 – PROCUREMENT DEPARTMENT**

A. Description: Records documenting contractual relationships between schools and/or departments and service providers. Information includes the contract with description of services to be provided, dates and terms of the contract, signatures, correspondence and other related information.

B. Retention: 3 years after expiration of contract then destroy.

**2047.16708 - Videography Files, DVD's - approved 11/20/14 - COMMUNICATIONS DEPARTMENT RECORDS**

A. Description: Video recordings of graduation ceremonies, festivals, morning shows and other related school district events. Information includes video tapes, instructional DVD's, videos of HCSTV morning shows, graduation videos, music videos and videos of school district festivals.

B. Retention: Until no longer needed for reference, then destroy.

**2047.17272 - McKinney-Vento Act Identification Forms - approved 10/31/2016 - SPECIAL EDUCATION DEPARTMENT**

A. Description: Forms notifying the school district of a child who is homeless and qualifies for free lunch, special transportation and may be assisted with clothing and hygiene products through Title 1 monies. Information includes student name, school, grade, birth date, PowerSchool identification number, list of options for enrollment, unaccompanied youth, school previously attended, documents not available, list of preschool age children in home, other children enrolled in school district, parent/guardian/unaccompanied youth signature, school personnel signature and date.

B. Retention: 4 year, then destroy.



**2047.17479 – Employee Medical Test Results and Information (TB Test Results)**

- A. Description: Records used to determine an applicant’s physical suitability for employment, conducted after an applicant has been offered and has accepted a position with the school district. Information includes applicant name, social security number, department, division, whether deemed physically fit for the position, TB skin test results, physician or medical personnel signature.
- B. Retention: 3 years, then destroy.

**2047.17492 – Section 504/ADA Accommodation Plan (504 Plan)**

- A. Description: Records created by the school 504 teams documenting a student’s eligibility for special instruction or related services under Section 504 of the Rehabilitation Act of 1973 and the America’s with Disabilities Act. These plans are developed for students with physical or mental impairments and may be reviewed, re-evaluated and/or modified as needed. Information includes documented disability, eligibility determination, parent invitation and accommodations.
- B. Retention: 5 years after plan becomes inactive, or 5 years after student separates from school, whether by transfer or graduation, then destroy.

**2047.17570 – Bus Recordings and Driver’s Notes**

- A. Description: Recordings used to document incidents of student misbehavior on school buses that requires disciplinary action. Records also include bus driver’s notes describing the incident and the disciplinary action taken. Information includes student’s name(s), driver’s name, date and time of incident and bus driver’s notes.
- B. Retention: 3 years, then destroy.