

Descriptor Term: RECORDS – ADMINISTRATIVE

Descriptor Code: CN

Rescinds: CN

Board Approved: 7/10/2006

Previously Approved: 4/18/1988

The Board of Trustees requires the Superintendent to keep and preserve permanently a copy of all district-wide reports required by the State Board of Education to be filed on an annual basis. Copies of those district-wide reports required by the State Board of Education on less than an annual basis may be destroyed after five (5) years upon approval of the Board. All supporting documents necessary to compile such district-wide reports, may be destroyed after three (3) years following the academic year for which the report was made upon approval of the Board.

Legal Reference: ' 37-15-4

The Superintendent of the Gulfport School District will have the authority, with the approval of the Board, spread upon its minutes, to dispose of the following records:

Legal Reference: ' 37-15-8

- A. After five (5) years:
  - 1. Bank statements
  - 2. Cancelled warrants and pay certificates
  - 3. School board paid bills
  - 4. Bids received, either accepted or rejected, for supplies, materials, equipment and construction
  - 5. Depository receipt warrants
  - 6. School board claims dockets, where claims are recorded on the minutes of the Board
  - 7. Original of the Board=s orders after such orders have been recorded in the minutes book
  - 8. Cancelled bonds and coupons
  - 9. Tax collector's reports of tax collection to the Superintendent
  - 10. Transportation records.
- B. After three (3) years:
  - 1. Teacher contracts, computed from the expiration date thereof
  - 2. Bus purchase documents
  - 3. Teachers' registers, principals' reports and other evidence necessary to prepare the reports to the State Board of Education.
- C. After period to be set by the State Board of Education such other documents of a temporary or transitory nature as the State Board of Education by regulation designates.

Notwithstanding any of the provisions of sections 37-15-1 through 37-15-4 and 37-15-8 and 37-15-10 to the contrary, no records that are in the process of being audited by the State Department

of Audit, or that are the basis of litigation, will be destroyed until at least twelve (12) months after final completion of said audits and litigation. Legal Reference: '37-15-8

Cross Reference: BF, BE, CN-R