

Records Retention Schedule*BOARD REPORTS*

Series Name	Description	Retention Period	Destruction/Preservation Method	Record Administrator
Election Records	<i>Board Election Ballots (Including Absentee)</i>	<i>Retain one copy permanent; ballots completed by voters retain 22 months</i>	<i>Shred</i>	<i>Business Manager</i>
	<i>Board Election Notices</i>	<i>45 days after election</i>	<i>Recycle</i>	<i>Business Manager</i>
	<i>Certificate of election</i>	<i>Retain for 10 years after CFY</i>	<i>Send to state archives</i>	<i>Business Manager</i>
	<i>Election Official Oaths</i>	<i>45 days after election</i>	<i>Recycle</i>	<i>Business Manager</i>
	<i>Oath of Office</i>	<i>Retain for entire term of office + 6 yrs</i>	<i>Send to state archives</i>	<i>Business Manager</i>
	<i>Petitions: Recall and Election</i>	<i>10 years from date approved</i>	<i>Send to state archives</i>	<i>Business Manager</i>
	<i>Poll Books</i>	<i>10 years from date of election</i>	<i>Send to state archives</i>	<i>Business Manager</i>
	<i>Poll Tallies</i>	<i>10 years from date of election</i>	<i>Send to state archives</i>	<i>Business Manager</i>
	<i>Statement of Interest (SFN 10172)</i>	<i>10 years after CFY</i>	<i>Recycle</i>	<i>Business Manager</i>
Meeting Records	<i>Board Minutes</i>	<i>Permanent</i>	<i>N/A</i>	<i>Business Manager</i>
	<i>Committee Meeting Minutes</i>	<i>Retain for 10 years after CFY</i>	<i>Send to state archives</i>	<i>Business Manager</i>
	<i>Executive Session Tapes</i>	<i>Minimum of 6 months; 6 years if the executive session was related to contract negotiations, nonrenewal, discharge, or expulsion</i>	<i>Destroy</i>	<i>Business Manager</i>
	<i>Meeting Agendas</i>	<i>Retain for 10 years after CFY</i>	<i>Send to state archives</i>	<i>Business Manager</i>

	Meeting Packets	Retain for 10 years after CFY	Send to state archives	Business Manager
Training Records	New Board Member Training Verification	Term of office +6 years	Recycle	Business Manager
	Board Member Service Award Tracking	1 yr after awarded	Offer to board member then recycle	Business Manager

HUMAN RESOURCES RECORDS

Series Name	Description	Retention Period	Destruction/Preservation Method	Record Administrator
Operational Documents and Agreements	Annexation, Reorganization, and Dissolution Committee Material	Permanent	N/A; file copy with state archives	Business Manager
	Annexation, Reorganization, and Dissolution Plans/Agreements	Permanent	N/A; file copy with state archives	Business Manager
	Budgets (Proposed and Approved)	See "Finance Records" Section		
	Co-Op Agreements	Life of agreement + 6 years	Recycle	Business Manager
	Joint Powers Agreements	Permanent	N/A	Business Manager
	Board Correspondence	3 yrs after CFY	Recycle	Business Manager
	Policies	6 years from date rescinded	Recycle	Business Manager
Benefits Records (Excluding Leaves)	403 B Annuity Billings/ Payment Confirmation	7 yrs after separation	Shred	Human Resources/ Accounting
	Certificates of Insurance	Permanent	N/A	Business Manager
	Benefits Bills (e.g., BCBS bill, AFLAC bill)	7 yrs after plan yr	Shred	Business Manager/ Accounting
	COBRA Forms	7 yrs after final action	Shred	Human Resources/ Accounting
	COBRA payments	7 yrs after final action	Shred	Human Resources/ Accounting
	Flex Benefit/125/ Cafeteria Plan Application Form	7 yrs after separation	Shred	Human Resources/ Accounting

	<i>Flex Benefit/125/ Cafeteria Plan Billings</i>	<i>7 yrs after plan's termination</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
	<i>Insurance Applications (Medical, Vision, Aflac, Dental, Etc.)</i>	<i>7 yrs after separation</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
	<i>Insurance Monthly Statements</i>	<i>7 yrs from date paid</i>	<i>Shred</i>	<i>HR Director or Business Manager</i>
	<i>PERS Defined Benefit Retirement Membership Application (SFN 2561)</i>	<i>7 years after separation</i>	<i>Contact PERS to ensure info is on file, then shred</i>	<i>Human Resources/ Accounting</i>
	<i>PERS Designation of Beneficiary for Group Retirement Plan (SFN 25060)</i>	<i>7 years after separation</i>	<i>Contact PERS to ensure info is on file, then shred</i>	<i>Human Resources/ Accounting</i>
	<i>PERS Monthly Report of Contributions</i>	<i>Permanent</i>	<i>N/A</i>	<i>Human Resources/ Accounting</i>
	<i>TFFR Member Action Form (SFN 5098)</i>	<i>7 years after separation</i>	<i>Contact TFFR to ensure info is on file, then shred</i>	<i>Human Resources/ Accounting</i>
	<i>TFFR Member Certification (SFN 11732)</i>	<i>7 years after CFY</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
	<i>TFFR Monthly Report of Contributions</i>	<i>Permanent</i>	<i>N/A</i>	<i>Human Resources/ Accounting</i>
	<i>TFFR Notice of Termination (SFN 17144)</i>	<i>7 yrs after separation</i>	<i>Contact TFFR to ensure info is on file, then shred</i>	<i>Human Resources/ Accounting</i>
	<i>Waiver of Insurance</i>	<i>7 yrs after separation</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
Employment Contracts and Rehiring Forms	<i>Employee Work Agreement</i>	<i>7 yrs after separation</i>	<i>Shred</i>	<i>HR Director or Superintendent</i>
	<i>Employment Contracts</i>	<i>7 yrs after separation</i>	<i>Shred</i>	<i>Business Manager</i>
	<i>Negotiated Agreements (including Salary Schedules)</i>	<i>Permanent</i>	<i>N/A</i>	<i>Business Manager</i>
Employment History	<i>Dates of employment, pay changes, dates of actions taken such as transfers, promotions, disciplinary measures</i>	<i>7 yrs after separation</i>	<i>Shred</i>	<i>HR Director or Business Manager</i>

	<i>Salary</i>	<i>Permanent</i>		<i>HR Director or Business Manager</i>
Hiring Records	<i>Cover Letters</i>	<i>7 yrs after hiring decision</i>	<i>Recycle or shred (if contains ss#)</i>	<i>Superintendent or HR Director</i>
	<i>Criminal History Records</i>	<i>7 yrs after hiring decision (if not hired); 7 yrs after separation if hired</i>	<i>Shred</i>	<i>Record Adjudicator</i>
	<i>Credit Checks</i>	<i>2 yrs after selection process</i>	<i>Shred</i>	<i>Superintendent or HR Director</i>
	<i>Driver's License Copy</i>	<i>1 yr after date of termination</i>	<i>Shred</i>	<i>Business Manager</i>
	<i>Driving Record Check</i>	<i>7 yrs after hiring decision</i>	<i>Shred</i>	<i>Superintendent or HR Director</i>
	<i>Employment Contracts</i>	<i>See series labeled "Employment Contracts"</i>	<i>Shred</i>	<i>Superintendent or HR Director</i>
	<i>Job Advertisement</i>	<i>7 yrs after hiring decision</i>	<i>Recycle</i>	<i>HR Director, Superintendent, or Business Manager</i>
	<i>Job Application</i>	<i>7 yrs after hiring decision</i>	<i>Shred</i>	<i>HR Director or Business Manager</i>
	<i>Job Description</i>	<i>7 yrs after separation</i>	<i>Recycle</i>	<i>HR Director</i>
	<i>Job Service New Hire Report</i>	<i>1 yr after submission</i>	<i>Shred</i>	<i>HR Director/ Business Manager</i>
	<i>I-9</i>	<i>7 yrs after separation</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
	<i>Interview Notes</i>	<i>7 yrs after hiring decision</i>	<i>Shred</i>	<i>HR Director</i>
	<i>Interview Questions</i>	<i>7 yrs after hiring decision</i>	<i>Recycle</i>	<i>HR Director</i>
	<i>Offer of Employment Letter</i>	<i>7 yrs after separation</i>	<i>Shred</i>	<i>Business Manager or HR Director</i>
	<i>Orientation Checklist</i>	<i>6 yrs after separation</i>	<i>Recycle</i>	<i>Human Resources/ Accounting</i>

	Reference Check Information/ Notes (e.g., Verification of Employment)	7 yrs after hiring decision	Shred	Business Manager
	Reference Letters/Checks	7 yrs after hiring decision	Shred	Business Manager
	Rejection Letter (Employment)	7 yrs after hiring decision	Recycle	HR Director, Business Manager, or Superintendent
	Resumes	7 yrs after hiring decision	Shred	HR Director, Business Manager or Superintendent
	Social Security Card (copy)	7 years after separation	Shred	Human Resources/ Accounting
	Social Security Verification	6 yrs after separation	Shred	Human Resources/ Accounting
Leave Records	Conference/Seminar Registration Information	CFY +4yrs	Recycle	Business Manager
	FMLA Forms	7 yrs after separation	Shred	Business Manager or HR Director
	Leave Balance Reports	7 yrs from date of creation	Shred	Human Resources/ Accounting
	Leave Request Forms (other than FMLA) (includes sick bank)	7 yrs after separation	Shred	Human Resources/ Accounting
	Travel Authorization Request/Approval Form	CFY + 7 yrs	Shred	Business Manager/ Accounting
	Travel Reimbursement Log/Reports	CFY + 7 yrs	Shred	Business Manager/ Accounting
Licenses and Academic Records	Academic Records/ Transcripts	7 yrs after separation	Shred	Business Manager or HR Director
	Teacher License (Copy)	7 yrs after separation	Shred	Business Manager or HR Director
Medical, Drug Testing, and WSI Records	Drug Testing	7 yrs after separation	Shred	HR Director or building administrator

	<i>Certificate of Fitness for Duty (Bus Drivers)</i>	<i>Until new certificate is received; upon separation retain final certificate for 6 yrs</i>	<i>Shred</i>	<i>HR Director, Facilities Manager, or Business Manager</i>
	<i>Medical Release to Return to Work</i>	<i>6 yrs after separation</i>	<i>Shred</i>	<i>HR Director or Business Manager</i>
	<i>Medical Records</i>	<i>6 yrs after separation</i>	<i>Shred</i>	<i>Hr. Director or Business Manager</i>
	<i>Physical Exam Records</i>	<i>Until updated or 6 yrs after separation</i>	<i>Shred</i>	<i>HR Director</i>
	<i>WSI Annual Report</i>	<i>CFY +2 yrs</i>	<i>Shred</i>	<i>Business Manager/ Accounting</i>
	<i>WSI Claims</i>	<i>4 yrs after final action</i>	<i>Shred</i>	<i>Business Manager</i>
Payroll Records NOTE: Review the "Employment History" series before destroying any records listed in this series	<i>941 Federal Tax Form/EFTPS</i>	<i>Permanent</i>	<i>N/A</i>	<i>Business Manager/ Accounting</i>
	<i>1099s</i>	<i>Permanent</i>	<i>N/A</i>	<i>Business Manager/ Accounting</i>
	<i>Annual Payroll Report (for Annual Financial Report)</i>	<i>5 years from date created</i>	<i>N/A</i>	<i>Human Resources/ Accounting</i>
	<i>Child Support Enforcement Reporting</i>	<i>7 yrs</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
	<i>Deductions Register (by Deduction and by Employee)</i>	<i>7 yrs</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
	<i>Direct Deposit Information and Authorization Forms</i>	<i>7 yrs after separation</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
	<i>Direct Deposit Register</i>	<i>CFY + 7 yrs</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
	<i>Garnishments</i>	<i>7 yrs after separation</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>

<i>Pay Period Entries for Taxable Reimbursement</i>	<i>5 yrs from date created</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
<i>Payout of Remaining Leave upon Separation</i>	<i>7 yrs after separation</i>	<i>Recycle</i>	<i>Human Resources/ Accounting</i>
<i>Payroll Registers</i>	<i>7 yrs</i>	<i>Recycle</i>	<i>Human Resources/ Accounting</i>
<i>Payroll Register Totals</i>	<i>7 yrs after created</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
<i>Payroll Schedules</i>	<i>Permanent</i>	<i>N/A</i>	<i>Human Resources/ Accounting</i>
<i>State Income Tax Quarterly Reports</i>	<i>Permanent</i>	<i>N/A</i>	<i>Human Resources/ Accounting</i>
<i>Tax Deduction Register</i>	<i>7 yrs after CFY</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
<i>Timecards</i>	<i>7 yrs</i>	<i>Recycle</i>	<i>Business Manager or HR Director</i>
<i>Timecard Reports</i>	<i>7 yrs after created</i>	<i>Shred</i>	<i>Business Manager</i>
<i>Travel Reimbursement</i>	<i>CFY + 7 yrs</i>	<i>Shred</i>	<i>Business Manager</i>
<i>Union Dues List</i>	<i>7 yrs from date created</i>	<i>Shred if contains confidential info; otherwise recycle</i>	<i>Human Resources/ Accounting</i>
<i>Verification of Wages to Employees</i>	<i>1 yr</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
<i>Voluntary Salary Deduction/ Reduction Agreements</i>	<i>7 yrs</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
<i>W-2 Forms</i>	<i>Permanent</i>	<i>N/A</i>	<i>Human Resources/ Accounting</i>
<i>W-4 Forms</i>	<i>7 yrs after separation</i>	<i>Shred</i>	<i>Business Manager/ Accounting</i>

	W-9 forms	Permanent	N/A	Business Manager/ Accounting
	Wage and Batch Totals Listing Deductions	CFY + 7 yrs	Shred	Human Resources/ Accounting
Performance Records NOTE: Review the "Employment History" series before destroying any records listed in this series	Awards/Honors Records	6 yrs after separation	Shred	Business Manager
	Classroom Observation Notes	2 school yrs; if used for purposes of nonrenewal, retain 6 yrs after separation	Recycle	Employee's supervisor (principal or supt.)
	Evaluations	6 yrs after separation	Shred	HR Director or Business Manager
	Handbook Receipt Verification	6 yrs after separation	Recycle	Business Manager or HR Director
	Improvement Plans	6 yrs after separation	Shred	HR Director
	Nonrenewal Notices	6 yrs after separation	Recycle	Business Manager or HR Director
	Pre-Observation Teacher Form	2 school yrs; if used for purposes of nonrenewal, retain 6 yrs after separation	Shred	Principal or supervisor
	Training Records	6 yrs after separation	Shred	HR Director or Business Manager
	Professional Development Verification	6 yrs after separation	Shred	Superintendent
	Warnings/Write Ups	6 yrs after separation	Shred	HR Director or employee's supervisor
Separation and Unemployment Records	COBRA Forms	7 yrs after separation	Shred	Business Manager
	COBRA Payments	7 yrs after final action	Shred	Business Manager
	Early Retirement Agreement	7 yrs after final payment made under agreement	Shred	Business Manager

	<i>Employee Contact Information Form</i>	<i>Duration of recall rights (for RIF'd teacher); 1 yr after updated or separation</i>	<i>Shred</i>	<i>HR Director or Business Manager</i>
	<i>Exit Checklist</i>	<i>7 yrs after separation</i>	<i>Shred</i>	<i>HR Director</i>
	<i>Exit Interview Form</i>	<i>7 yrs after separation</i>	<i>Shred</i>	<i>HR Director</i>
	<i>Letter of Resignation</i>	<i>7 yrs after separation</i>	<i>Shred</i>	<i>Superintendent or HR Director</i>
	<i>Nonrenewal Notices</i>	<i>7 yrs after separation</i>	<i>Recycle</i>	<i>Business Manager or HR Director</i>
	<i>Payout of Remaining Leave upon Separation</i>	<i>7 yrs after separation</i>	<i>Recycle</i>	<i>Human Resources/Accounting</i>
	<i>TFFR/PERS Records</i>	<i>See "Benefits Records" Series</i>		<i>Human Resources/Accounting</i>
	<i>Unemployment Quarterly Reports</i>	<i>7 yrs from date created</i>	<i>Shred</i>	<i>Business Manager/Accounting</i>

FINANCE RECORDS

Series Name	Description	Retention Period	Destruction/Preservation Method	Record Administrator
Accounts Payable See "Payroll Records" under the Human Resources section Federal grant retention recommendations are covered in a separate series. Purchasing records are	Check stubs; Check Register; Canceled checks; Duplicate deposit slips; Financial software reports posting checks; Invoices and billings; journal entries	7 yrs after CFY NOTE: Monthly reports containing information that will be printed on a year-end report may be destroyed 7 yrs after CFY NOTE: Keep records relating to property until the period of limitations expires for the year in which you dispose of the property	Shred documents with account numbers; recycle remaining documents	Business Manager/Accounting

covered in more detail in a separate series.				
Accounts Receivable Federal grant retention recommendations are covered in more detail in a separate series.	Billing records; Journal entries; Receipt books; Records of delinquent accounts/collections ; Records of local, state, federal, and grant funds received; Revenue report	7 yrs after CFY	Shred documents with account numbers; recycle remaining documents	Business Manager/ Accounting
Audit Reports	External independent and state auditors reports; internal audit reports; documentation of auditing or review procedures applied, evidence obtained, and conclusions reached	Permanent	Send to state archive	Business Manager
Bank Records	ACH notices; Annual interest statements (1099-INT); Bank account agreements/ signature card copies; Bank loan agreements; Bank reconciliations; Bank statements for all funds; Certificates of deposit; Deposit books; Pledged collateral/letters of credit – current & expired; Savings books	7 years after CFY	Shred	Business Manager
Construction Bond Records	Affidavit of signatures; BND commitment letter; Bond counsel opinion; Bond insurance documents; Bond resolution/results of sale; official statement; Certificate of debt capacity; Certificate of registrar; Closing certificate; County auditor's certificate rating letter; Debt service schedule; Distribution list; DTC blanket issuer letter of representations; Initial resolution for the issuance bonds: resolution for debt limit increase; IRS form 8038-g; Notice of election and affidavit of publication; Notice of sale and affidavit of publication; Paying agent agreement; Resolution calling special election; Resolution canvassing returns; Resolution providing for the sale of bonds; Specimen bonds r-1 & r-	6 years after date of creation	Send to state archives	Business Manager

	<i>19; Tax certificate; Underwriter's certificate and receipt</i>			
Budget Records Federal grant retention recommendations are covered in more detail in a separate series.	<i>Approved annual budget; Budget hearing notice; Budget requests from departments/schools; Certification of levy; Tentative proposed budget; Working papers</i>	<i>Permanent</i>	<i>N/A</i>	<i>Business Manager</i>
End of Fiscal Year Fixed Asset Inventory	<i>Annual individual staff inventories listing all items; Fixed asset reports; Invoices of assets used in updating annual report listing item, cost and S/N</i>	<i>At least 7 years after CFY and until the period of limitations expires for the year in which you dispose of the property</i>	<i>Recycle</i>	<i>Business Manager</i>
Financial Reports (Monthly) Information listed here may duplicate information found under the accounts receivable and payable series Also see "Payroll Records" under the Human Resources section	<i>Account Inquiry report; Balance Sheet report; Bank reconciliation report; Cash receipt listing; Check registers; Entry file report; Expenditure summary report; Fund balance recap; Manual journal entry listing; Outstanding check listing; Revenue summary report; Trial balance report</i>	<i>7 yrs after CFY</i>	<i>Shred documents with account numbers; recycle remaining documents</i>	<i>Business Manager/ Accounting</i>

Federal Grant Records Note: School nutrition program is covered by a separate series	Accounts payable records specific to federal grants; Action taken on federal and state grants awarded to the school district; Annual monitoring documents; Annual parent meeting minutes; Annual review meeting minutes; Approved budget; Assurance of time; Audit report; Bid documents; Consolidated application; Contracts; Correspondence; Filing guidelines; Inventory; Letter of intent; Mid-year/final financial reports; Professional development program approvals; Progress report; Project approval letters; Records of money spent as approved by the appropriate grantor; Reimbursement requests; Request for funds	5 yrs after submission of final expenditure report, including any carryover funds or the last audit, monitoring, litigation activity—whichever is later		Business Manager/ Accounting
Insurance and Surety Bonds	Automobile liability records; General liability records; property insurance records; employee bonds	6 yrs after last action	Shred	Business Manager
Purchasing and P-Card Records	Requisition forms; Purchase orders; Bid notices; Purchasing contracts; Monthly detail of charges; P-card holder employee agreement; Receipts to support the detail of charges; Vendor invoices	7 years after CFY Any contract entered into should be retained for the life of the contract + 7 yrs P-card holder agreement should be kept for the duration of employment + 7 years; if the agreement is updated and signed annually, the old copy may be discarded	Shred documents with account numbers; recycle remaining documents	Business Manager/ Accounting

<i>School Nutrition Program</i>	<i>Annual USDA commodity purchase report; Documentation verifying eligibility; Expenditures; Food vendor bids; Free/reduced meal applications; Meal payment receipts; Monthly meal count reports (to confirm claims); Program rates; Reimbursement claim reports; Reimbursement payment reports; USDA food invoices</i>	<i>5 yrs from date created for all records showing expenditures/revenues CFR +3 yrs for all other records</i>	<i>Shred</i>	<i>School Nutrition Program Director, Business Manager, or Superintendent</i>
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End of Bismarck Public School District Exhibit ABCD-E

Adopted: 2/13/2017

Revised: 6/6/2023