EXHIBIT-3580

DISTRICT RECORDS RETENTION SCHEDULE

WRANGELL PUBLIC SCHOOLS

General Administrative
Records Retention and Disposition Schedule

January 2023

Adapted from:
Department of Education and Early Development
Division of Libraries, Archives & Museums
Alaska State Archives/Records & Information
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CONTENTS

GENERAL INFORMATION AND INSTRUCTIONS VII

GLOSSARY VIII

BUDGET PREPARATION 1

01.01 - Budget Preparation Records 1
01.02 - Annual Financial Plan Documentation (Officially Adopted Budget) 1
01.03 - Annual Financial Plan Documentation (All Other Files) 1
01.04 - Budget Revision Requests 1

GENERAL ACCOUNTING 2

02.01 - Accounts Payable Records 2
02.02 - Accounts Receivable Records 2
02.03 - Audit Reports (Official Major Report) 2
02.04 - Audit Reports (Official Minor Report) 3
02.05 - Audit Reports (All Other Records) 3
02.06 - Bank Transaction Records 3
02.07 - Bond Records 4
02.08 - General Ledgers 4
02.09 - Grant Records 4
02.10 - Investment Records 5
02.11 - Local, State & Federal Revenue Records 5
02.12 - Subsidiary Ledgers, Journals & Registers 5
02.13 - Travel Expense Records 5
02.14 - Insurance Policy & Endorsement Records 6

PAYROLL RECORDS 6

03.01 - Deduction Authorization Records 6
03.02 - Deduction Registers 6
03.03 - Employee Payroll Records 6
03.04 - Employee Payroll Records (All Other Records) 7
03.05 - Employee Time & Attendance Records 7
03.06 - Employee Time & Attendance Records (Used for Retirement Verification) 7
03.07 - Federal Tax Records (Expenditure of Grant Funds) 7
03.08 - Federal Tax Records (Wage & Tax Statements: W-2) 8
03.09 - Federal Tax Records (Withholding Allowance Certificates: W-4) 8
03.10 - Federal Tax Records (All Other Records) 8
03.11 - Garnishment Records 8
03.12 - Leave Balance Reports (Year-end Report) 8
03.13 N/A 9
03.14 - Payroll Administrative Reports 9
03.15 - Payroll Registers (Year-end) 9
03.16 - Payroll Registers (All Other Registers) 9
03.17 - Payroll Registers (Leave Accrual and Monthly Registers) 9
03.18 - Unemployment Compensation Claim & Report Records 10

PROCUREMENT, LEASING & PROPERTY 10

04.01 - Asbestos Management Records (Exposure Monitoring) 10

04.02 - Asbestos Management Records (Management Plans) 10
04.03 - Asbestos Management Records (All Other Records) 11
04.04 - Capital Construction Project Records 11
04.05 - Equipment Records 11
04.06 - Facility Use Records 11
04.07 - Lease Administration Files (Leases) 12
04.08 - Lease Administration Files (All Other Records) 12
04.09 - Procurement Files (Formal Contracts) 12
04.10 - Procurement Files (All Other Records) 13
04.11 - Property Control (Damaged, Stolen & Disposition Records) 13
04.12 - Property Control (Inventory Records) 14
04.13 - Property Records (Land and Buildings - Routine Data) 14
04.14 - Property Records (Land and Buildings - Substantive Data) 14
04.15 - Property Records (Purchase, Ownership & Sale) 15
04.16 - Work Orders 15

GENERAL ADMINISTRATIVE 15

05.01 - Administrative Systems Studies & Operational Plans 15
05.02 - Complaints 16
05.03 - Contracts and Agreements 16
05.04 – N/A 16
05.05 - Drafts and Working Papers 16
05.06 - General Correspondence 17
05.07 - Legal Case Records 17
05.08 - Legal Case Records (Landmark Cases) 17
05.09 - Legal Opinions 17
05.10 - Legal Opinions (Landmark Cases) 17
05.11 – N/A 17
05.12 – N/A 18
05.13 – N/A 18
05.14 - Program History Files 18
05.15 - Program Policies and Procedures (Major) 18
05.16 - Program Policies and Procedures (Routine) 18
05.17 – N/A 18
05.18 - Recording of Voice Conversations 19
05.19 - Reports (Annual) 19
05.20 - Reports (Quarterly, Monthly) 19
05.21 - School Board Minutes and Meeting Files (Major Policy Making) 19
05.22 - School Board Minutes and Meeting Files (Non-Policy Making) 19
05.23 - Special Projects 19
05.24 - Superintendent Records 19
05.25 – N/A 19
05.26 - Technical Reference Files 19
05.27 - Transitory and Miscellaneous Administrative Information 20
05.28 - Accident & Incident Reports 20
05.29 - Disaster Preparedness & Emergency Response Drills 20
05.30 - Disaster Preparedness & Emergency Response Plans 21
05.31 - Insurance Claim Records 21
05.32 – N/A 21
05.33 - Risk Factor Evaluation Records 21

05.34 - Safety Committee Records 22
05.35 - Safety Inspection & Compliance Records 22
05.36 - Visitor Sign-In/Out Logs 22
This records series consists of records documenting visitor entrance/exit into an agency building during and/or after office hours. Logs may require time, date, signature, reason for visit, and location or person visited. 22
05.37 - Publications 22
05.38 - Surveillance Video Logs 22

PERSONNEL ADMINISTRATION 23

06.01 - Benefits Continuation Records 23
06.02 - Collective Bargaining Records (Final Contract) 23
06.03 - Collective Bargaining Records (All Other Records) 23
06.04 - Criminal Background Check Records 24
06.05 - Drug Testing Records 24
06.06 - Employee Benefits Records (PERS Enrollment Records) 24
06.07 - Employee Benefits Records (All Other Records) 25
06.08 - Employee Medical Records 25
06.09 - Employee Medical Records (Hazard Exposure Files) 25
06.10 - Employee Personnel Records 26
06.11 - Employment Eligibility Verification Forms (I-9) 26
06.12 - Equal Employment Opportunity Commission Compliance Records (Plans, Updates, and Policy Statements) 26
06.13 - Equal Employment Opportunity Commission Compliance Records (Complaint Records) 27
06.14 - Equal Employment Opportunity Commission Compliance Records (All Other Records) 27
06.15 - FMLA/AFLA Files 27
06.16 - Grievance Records 27
06.17 - Position Description, Classification & Compensation Plan Records (Final Study or Report) 28
06.18 - Position Description, Classification & Compensation Plan Records (All Other Records) 28
06.19 - Recruitment, Selection & Appointment Records 29
06.20 - Recruitment, Selection & Appointment Records (EEO Action) 29
06.21 – N/A 30
06.22 - Letters of Intent 30
06.23 - Hazard Communication & Material Safety Data Sheets 30
06.24 - Employee Training Records - Hazardous/Toxic Substances & Blood-Borne Pathogens 31
06.25 - Training Program Records 31
06.26 - Volunteer Program Records (Worker Records) 31
06.27 - Volunteer Program Records (All Other Records) 32

INFORMATION TECHNOLOGY 32

07.01 - Information Technology System Planning & Development Records 32
07.02 - Information Technology System Program Documentation 33
07.03 - Information Technology System Maintenance Records 33
07.04 - Information Technology System Maintenance Records (System Backup Records) 34
07.05 - Information Technology System Security Records 34
07.06 – N/A 34
07.07 – N/A 34
07.08 - Software Management Records 35
07.09 – N/A 35
07.10 – N/A 35

07.11 - Testing Data 35

STUDENT RECORDS 36

08.01 - Student Permanent Record 36
08.02 - School Census & Registration Records 37
08.03 - Student Disciplinary Records (Major) 37
08.04 - Student Disciplinary Records (Minor) 38
08.05 - Transfer of Student Records 39
08.06 - Migrant Education Program Records 39
08.07 - Educational Programs Student Records 40
08.08 - Report Cards (Elementary) 40
08.09 - Report Cards (Secondary) 40
08.10 - Student Attendance Record 41
08.11 - Grade Reports 41
08.12 - High School Dual Program Student Records 41
08.13 - Periodic/Annual Records 42
08.14 - Alternative School Referral Records 42
08.15 - Child Abuse Reports 42
08.16 - Education Counseling Records 42
08.17 - Parental/Custodial Delegation Records 43
08.18 - Parental Consent & Withholding Disclosure/Release of Information Documents 43
08.19 - Parent-Teacher Conference Records 43
08.20 - Student Records Requests 43
08.21 - Student Truancy Records 43
08.22 - Test Security Agreements 43
08.23 - Tutoring Records 44
08.24 - Withdrawal Records 44
08.25 - E-Rate Program Records 45
08.25 - E-Rate Program Records (Continued) 46
08.26 - Student Cumulative Health Record 46
08.27 - Student Psychological or Social Assessment Records 47
08.28 - Special Education File (Alternate Assessment Scoring Protocols) 48
08.29 - Special Education File (All Other Records) 49
08.30 - Student Athletic Activity Records 49

TRANSPORTATION RECORDS 50

09.01 – N/A 50
09.02 – N/A 50
09.03 – N/A 50
09.04 - Fuel Records 50
09.05 – N/A 50
09.06 - Vehicle Accident Records 50
09.07 - Vehicle Maintenance Records 50
Item No - Record Series Title & Description 51
09.08 - Vehicle Ownership Records 51
09.09 - Vehicle Usage Records 51

CURRICULUM & INSTRUCTION RECORDS 51

10.01 - Course Descriptions 51
10.02 - Curriculum Development, Selection & Adoption Records 51
10.03 – N/A 51

10.04 - Student Testing - Individual Student Report 52
10.05 – N/A 52
10.06 - Teacher Daily Instructional Plans 52
10.07 - Teacher's Grade Records 52

FOOD SERVICE & NURSING RECORDS 53

11.01 - School Food Service Program Administration 53
11.02 – N/A 53
11.03 - Daily Medication Orders 53

LIBRARY & MEDIA RECORDS 53

12.01 - Acquisition & De-accession Records (Registers) 53
12.02 - Acquisition & De-accession Records (All Other Records) 54
12.03 – N/A 54
12.04 - Audio-Visual Materials & Equipment Loan Records (Equipment Inventory) 54
12.05 - Audio-Visual Materials & Equipment Loan Records (All Other Records) 54
12.06 - Circulation Records (Overdue Records) 55
12.07 - Circulation Records (All Other Records) 55
12.08 - Copyright & Duplication Records 55
12.09 - Library & Media Inventory Records 55
12.10 - Library Catalog Records 55

RECORDS SERIES INDEX 56

General Information and Instructions

Management & Preservation of Public Records

AS 40.21 requires the orderly management of current local public records and preservation of noncurrent public records that have permanent historical value.

AS 40.21.070 says "the governing body of each political subdivision of the state shall promote the principles of efficient records management for local public records..." The *Model General Schedule* is a tool school districts officials may utilize to assist in determining how long to retain records created or received in the conduct of their respective responsibilities under AS 40.20.080.

Goal of a Records and Information Management Program

The goal of a school district records and information management program is to help a school district retrieve the right information at the right time. An effective program ensures that recorded information necessary to perform its statutory and regulatory functions is maintained, avoid waste and preserve the documentary heritage of the district.

Confidentiality

Many school district records contain confidential information and access, or disclosure may be restricted under state or federal statute or regulation. Applicable statutory and regulatory citations include, but are not limited to:

- Family Educational Rights & Privacy Act (FERPA, 20 USC 1232g & 34 CFR Part 99 - protects the privacy of student education records and applies to all schools that receive funds under an applicable program of the U.S. Department of Education)
- AS 14.03.115 (Parental Access)
- 5 USC 552a (Privacy Act)
- Alaska Constitution, Article 1, Section 22 (Right to Privacy)

Refer also to the *Student Data Reporting Manual* (November 2004) for further information regarding the confidentiality, creation, maintenance, use and destruction of student records. This manual is available on the Department of Education and Early Development's webpage.

Destroying Records

Pursuant to the *Personal Information Protection Act* (PIPA, HB 65) all personal information must be shredded, burned, pulverized, or otherwise rendered unreadable or unusable.

It is highly recommended that records containing confidential information are destroyed using the methods mentioned above.

If possible, it is highly recommended that records that are nonconfidential in nature are recycled especially when large quantities are involved. If this is not available, disposing of nonconfidential records in normal trash is acceptable.

What are the Four Values of Records that Impact Retention?

Administrative — These records are needed for current operations of the school and/or the district.

Financial — Financial records document fiscal transactions needed for tax and audit purposes.

Legal — Records with legal value document the rights of citizens or employees or pertain to contractual obligations.

Historical — Records have historical value if they document major policies, procedures or historical activities.

Glossary

Business Essential Records

1. Are necessary for emergency response.
2. Are necessary to resume or continue operations.
3. Protect the health, safety, property, and rights of residents.
4. Would require massive resources to reconstruct.
5. Document the history of communities and families.

Disposition — The process where a record is either destroyed or transferred to archives as prescribed by a records retention and disposition schedule.

Duplicates — Duplicate records are all copies of a record that are not the official record copy. If your school or department does not hold the official record copy, you hold a duplicate copy. However, if your copy contains alterations or markings that should be preserved for their independent informational value, your copy would be subject to the retention requirement for an original record. A duplicate that has only different metadata is also generally not a record with independent informational value, although metadata may be subject to legal discovery or to a legal hold.

If you hold the official record copy, you may also have duplicates. Only one copy of the record should be retained according to the prescribed retention period for the official record copy.

Electronic Record — Under AS 40.21.150(4) electronic record means any information that is recorded in machine readable form.

Inactive Records — Records that are no longer used regularly by a district but still need to be retained.

Official Record Copy	The official record copy refers to the copy of the record that must be retained by the school district to fulfill all its legal responsibilities and must be retained for the total retention period stated.
Record	AS 40.21.150(6) defines Record to mean "any document, paper, book, letter, drawing, map, plat, photo, photographic file, motion picture film, microfilm, microphotograph, exhibit, magnetic or paper tape, punched card, electronic record, or other document of any other material, regardless of physical form or characteristic, developed or received under law or in connection with the transaction of official business and preserved or appropriate for preservation by an agency or a political subdivision, as evidence of the organization, function, policies, decisions, procedures, operations, or other activities of the state or political subdivision or because of the informational value in them."
Records Series	A group of alike records filed together by their content e.g. Insurance Claim Records.
Retention	This refers to the minimum period of time that records need to be kept.

Budget Preparation

Item No - Record Series Title & Description	Retention & Disposition	Remarks
01.01 - Budget Preparation Records Records that document the planning, development, estimation, and proposed budget requests for schools and districts. May include budget requests, spreadsheets, expenditures, projection work papers and reports, budget proposals, budget development schedules, spending plans, funding analysis, revenue projection reports, compensation plan proposals, contingency plans, preliminary or tentative budgets, CIP eligibility check lists, reconciliations, annual project summaries, and related correspondence and documentation.	CFY+3 years then destroy	
01.02 - Annual Financial Plan Documentation (Officially Adopted Budget) Records that document the annual financial plan approved by schools and districts. May monitor allotments, apportioned fiscal distributions and expenditures. May include budget allotment reports, adopted budgets, budget messages, revenue and expenditure tracking records, status reports, operating program debt service, position and wage analysis, summaries, hearings and review files and related correspondence.	PA	
01.03 - Annual Financial Plan Documentation (All Other Files) Records that document the annual financial plan approved by schools and districts. May monitor allotments, apportioned fiscal distributions and expenditures. May include budget allotment reports, adopted budgets, budget messages, revenue and expenditure tracking records, status reports, operating program debt service, position and wage analysis, summaries, hearings and review files and related correspondence.	CFY+3 years then destroy	
01.04 - Budget Revision Requests Formal requests to revise a budget that has already been adopted. May include approval or denial for change in approved budget, transfer of funds from one budget item to another, overtime authorization, or request for supplemental funds.	CFY+6 years then destroy	

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General Accounting

Retention & Disposition	Retention & Disposition	Retention & Disposition
02.01 - Accounts Payable Records Records that document outstanding liabilities and provide a record of payment of bills by the school district. May include invoices, vouchers, statements, journal entry forms, purchase orders, payment authorizations, check requests, check registers, reports of receipt of goods or service, canceled checks or warrants, payments from student body fund accounts, petty cash fund records, daily batch lists, and related correspondence and documentation.	CFY+3 years then destroy	
02.02 - Accounts Receivable Records Records that document billings and collections and provide a record of money owed to or received by the school district for goods and services rendered. Records may serve as subsidiary ledgers of original entry or input which record the amounts received for goods or services. May include aging reports used to monitor accounts which are outstanding and overdue, invoices, invoiced registers, billing records, receipts, receipts registers, cash receipt records, NSF-checks, receivables for student body fund accounts, account edit sheets, and related documentation.	CFY+3 years then destroy	
02.03 - Audit Reports (Official Major Report) Records that document the examination of a school district's financial condition or performance by internal or independent auditors; and, audits submitted by staff to the Department of Education and Early Development. Audits may include an examination of the fiscal condition, internal controls and compliance with policies and procedures, accounting principles and methods, the accuracy and legality of transactions, and performance reviews. Also consists of reports completed by the school nurse, student body fund account data, accountant's summary, financial statements, balance sheet details, comments, summaries, recommendations, preparation records, related correspondence, and documentation.	PA	

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Retention & Disposition	Retention & Disposition	Retention & Disposition
02.04 - Audit Reports (Official Minor Report) Records that document the examination of a school district's financial condition or performance by internal or independent auditors; and, audits submitted by staff to the Department of Education and Early Development. Audits may include an examination of the fiscal condition, internal controls and compliance with policies and procedures, accounting principles and methods, the accuracy and legality of transactions, and performance reviews. Also consists of reports completed by the school nurse, student body fund account data, accountant's summary, financial statements, balance sheet details, comments, summaries, recommendations, preparation records, related correspondence, and documentation.	5 years then destroy	
02.05 - Audit Reports (All Other Records) Records that document the examination of a school district's financial condition or performance by internal or independent auditors; and, audits submitted by staff to the Department of Education and Early Development. Audits may include an examination of the fiscal condition, internal controls and compliance with policies and procedures, accounting principles and methods, the accuracy and legality of transactions, and performance reviews. Also consists of reports completed by the school nurse, student body fund account data, accountant's summary, financial statements, balance sheet details, comments, summaries, recommendations, preparation records, related correspondence, and documentation.	C+3 years then destroy	C = Until final audit report has been released
02.06 - Bank Transaction Records Records that document the current status and transaction activity of school district funds held in bank accounts, including accounts for student body funds. May include account statements, deposit and withdrawal slips, redeemed, void or canceled checks, check registers, interest payments, reconciliation worksheets or spreadsheets and related documentation.	CFY+3 years then destroy	

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Retention & Disposition	Retention & Disposition	Retention & Disposition
02.07 - Bond Records Records that document the authorization and payment of bonds to finance school construction and improvements. May include authorizations, supporting financial documentation, bond ratings, and sample copies of bonds issued; paid bonds, coupons, and receipts; bond registers; and, related documentation.	C+6 years then destroy	C = Until final payment
02.08 - General Ledgers Records that document all fiscal transactions of the school district. The ledgers summarize the accounts and reflect the financial position of the school district. Information often includes debit, credit, and balance amounts per account; budget, fund and department numbers; and totals for notes receivable. Also consists of interest income, amounts due from other funds, federal grants received; bank loans received, cash in escrow, deferred loan received, cash, encumbrances, revenue, accounts receivable, and accounts payable; and, related documentation and data.	6 years then destroy	Also refer to Subsidiary Ledgers, Journals & Registers, Item #02.12.
02.09 - Grant Records Records that document the application, evaluation, awarding, administration, monitoring, and status of grants in which the school district is the recipient, grantor, allocator, or administrator. Grants may come from federal or state governments or foundations or other funding sources. May include applications including project proposals, summaries, objectives, activities, budgets, exhibits, and award notification, grant evaluation records and recommendations concerning grant applications, and grant administration records including progress reports. Also consists of budgets, project objectives, proposals, and summaries, records documenting allocation of funds, contracts; records monitoring project plans and measuring achievement, equipment inventories, financial reports, accounting records, audit reports, expenditures reports, and related correspondence and documentation.	C+3 years then destroy	C = Until grant closeout If any litigation, claim, audit or dispute is started before the expiration of the 3 year period, retain records until all issues involving the records have been resolved and final action taken. Under AS 09.10.053, statute of limitations for contract cases is 3 years.

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Retention & Disposition	Retention & Disposition	Retention & Disposition
02.10 - Investment Records Records that document financial investments made by schools districts. May include time certificates of deposit, interest income distribution, and tax anticipation notes. Information includes date purchased, date received, date matured, accrued interest, total interest to date, and related documentation.	C+6 years then destroy	C = After investment maturity
02.11 - Local, State & Federal Revenue Records Records that document application for and receipt of funds from local, state, and federal revenue sources and disbursement to the school or district. Records include funds received directly from federal agencies or apportioned to the school or district through the Alaska Department of Education and Early Development or other state agencies. May include projection reports of forecasted revenue earnings, revenue registers listing revenue earned, fund applications and awards, performance and financial reports, supporting fiscal documentation, reimbursement requests and claim records, and related correspondence.	CFY+6 years then destroy	
02.12 - Subsidiary Ledgers, Journals & Registers Records that document details of fiscal transactions by a school district such as those related to receipts and expenditures on a daily, monthly, quarterly, or similar basis. Records include journals, ledgers, registers, day books, transaction reports, trial balance reports, and other account books or reports that provide documentation for the general ledger or financial reports. Also consists of revenues, expenditures, encumbrances, cash receipts, warrants, and other financial records. Information often includes date, payee, purpose, fund credited or debited, check number, and related data.	CFY+6 years then destroy	Refer also to Payroll Registers, items #03.15 to #03.17, and General Ledgers, item #02.08.
02.13 - Travel Expense Records Records that document requests, authorizations, travel advances and reimbursement claims made by schools and district employees for travel and related expenses. May include travel expense reports and receipts, supporting documentation, and related correspondence.	CFY+3 years then destroy	

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
02.14 - Insurance Policy & Endorsement Records Records that document the terms and conditions of insurance policies and endorsements between the school district and insurers. Types of insurance include liability, property, group employee health and life, motor vehicle, workers' compensation, flood, and any other relevant insurance. May include policies, endorsements, billing information, bonds, financial coding vouchers, and related correspondence.	75 years then destroy	School districts will review all expired policies prior to destruction to determine if additional retention is required due to pending claims or potential litigation.

Payroll Records

Item No - Record Series Title & Description	Retention & Disposition	Remarks
03.01 - Deduction Authorization Records Records documenting employee application and authorization for voluntary payroll deductions, direct bank deposits, and related actions. Payroll deductions are directly deposited or remitted to the authorized financial institution, insurance company, or other agency or vendor. May include insurance applications, enrollment cards, deduction authorizations, approval notices, deduction terminations, and related records.	C+4 years then destroy	C = Until superseded, terminated or employee separation
03.02 - Deduction Registers Registers or records serving the same function of documenting voluntary and/or required deductions from the gross pay of agency employees. Types of deductions include federal income and social security taxes, workers' compensation, union dues, insurance, deferred compensation, credit union, parking permit, prewritten checks, garnishments, levies, charitable contributions, etc. May include employee name and number, pay period, social security number, total deductions, net pay, check number, and related data.	5 years then destroy	
03.03 - Employee Payroll Records Records that document school district individual employee pay history. May include source documents authorizing payroll deductions and withholding such as retirement enrollment forms, insurance applications, beneficiary designations, leave authorizations records, pay related personnel action documents, garnishment orders, child support claim records, electronic deposit authorizations, work out of class and overtime authorizations, deductions reports and correspondence.	C+75 years then destroy	C = Date of hire Also refer to Employee Personnel Records, item #6.10.

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
03.04 - Employee Payroll Records (All Other Records) Records that document school district individual employee pay history. May include source documents authorizing payroll deductions and withholding such as retirement enrollment forms, insurance applications, beneficiary designations, leave authorizations records, pay related personnel action documents, garnishment orders, child support claim records, electronic deposit authorizations, work out of class and overtime authorizations, deductions reports and correspondence.	C+3 years then destroy	C = Until employee separation Also refer to Employee Personnel Records, item #06.10.
03.05 - Employee Time & Attendance Records Records that document school district employee attendance and time worked. May include time cards or sheets, monthly summary reports of employee attendance, forms used to record attendance, sick, vacation, overtime, compensatory time, leave requests and approval forms, leave records, absence, sick and vacation leave summary reports overtime authorization or certification, staff attendance logs, substitute teacher logs, and related documentation.	4 years then destroy	
03.06 - Employee Time & Attendance Records (Used for Retirement Verification) Records that document school district employee attendance and time worked. May include time cards or sheets, monthly summary reports of employee attendance, forms used to record attendance, sick, vacation, overtime, compensatory time, leave requests and approval forms, leave records, absence, sick and vacation leave summary reports overtime authorization or certification, staff attendance logs, substitute teacher logs, and related documentation.	75 years then destroy	
03.07 - Federal Tax Records (Expenditure of Grant Funds) Records, in addition to those itemized in this section, used to report the collection, distribution, deposit, and transmittal of federal income taxes as well as social security tax. Examples include the income statement (1099), request for taxpayer identification number and certificate (W-9), employer's quarterly federal tax return (941, 941E), tax depots coupon (8109), and similar federal forms.	C+3 years then destroy	C = Until grant closeout Retention Authority: 26 CFR 31.6001-1 Also refer to Grant Records, item #02.09.

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
03.08 - Federal Tax Records (Wage & Tax Statements: W-2) Annual statements documenting individual employee earnings and withholdings for federal income taxes and social security tax. Information includes agency name, tax identification number, employee name, social security number, wages paid, amounts withheld, and related data.	7 years then destroy	
03.09 - Federal Tax Records (Withholding Allowance Certificates: W-4) Certificates documenting the exemption status of individual school district employees. Information includes employee name and address, social security number, designation of exemption status, and signature.	7 years then destroy	
03.10 - Federal Tax Records (All Other Records) Records, in addition to those itemized in this section, used to report the collection, distribution, deposit, and transmittal of federal income taxes as well as social security tax. Examples include the income statement (1099), request for taxpayer identification number and certificate (W-9), employer's quarterly federal tax return (941, 941E), tax depots coupon (8109), and similar federal forms.	4 years then destroy	Retention Authority: 26 CFR 31.6001-1 Also refer to Grant Records, item #02.09.
03.11 - Garnishment Records Records documenting requests and court orders to withhold wages from employee earnings for garnishments, tax levies, support payments, and other reasons. Usually includes original writs of garnishment, orders to withhold, federal tax levies, recapitulations of amounts withheld, employee name and number, name of agency ordering garnishment, amount, name of party to whom payment is submitted, dates, and related data.	C+4 years then destroy	C = Until resolution
03.12 - Leave Balance Reports (Year-end Report) Reports that document individual employee accrual and use of sick, vacation, compensatory, personal business, family and medical leave, long-term leave, and other leave time. Information usually includes employee name, department, date, leave dates requested, type of leave requested, and related data.	15 years then destroy	

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
03.13 N/A	N/A	
03.14 - Payroll Administrative Reports Records document school district payroll statistics, payroll budget preparation, projections, workload and personnel management, and payroll research. May include recapitulation reports organizing wages, deductions, and other data into categories such as quarter, year-to-date, fiscal, department, division, section, employee/employer contributions, and others.	3 years then destroy	
03.15 - Payroll Registers (Year-end) Records that document the earnings, voluntary and required deductions, and withholdings of school district employees. May include monthly listings of all paid employees with details of their earnings and deductions.	75 years then destroy	
03.16 - Payroll Registers (All Other Registers) Records that document the earnings, voluntary and required deductions, and withholdings of school district employees. May include monthly listings of all paid employees with details of their earnings and deductions.	3 years then destroy	
03.17 - Payroll Registers (Leave Accrual and Monthly Registers) Records that document the earnings, voluntary and required deductions, and withholdings of school district employees. May include monthly listings of all paid employees with details of their earnings and deductions.	7 years then destroy	

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
03.18 - Unemployment Compensation Claim & Report Records Records that document claims submitted by former school district employees for unemployment compensation. Also includes employee earnings reports on a quarterly bases used to determine the costs and charges in the event of an unemployment compensation claim. May include claims, notices, reports, claim determination appeal records, employee name, social security number, quarterly earnings, days worked, totals, and other related documentation.	3 years then destroy	

Procurement, Leasing & Property

Item No - Record Series Title & Description	Retention & Disposition	Remarks
04.01 - Asbestos Management Records (Exposure Monitoring) Records that document the identification and proper handling of asbestos material within school district buildings. May include federal inspection reports and management plans required by the Environmental Protection Agency, contact reports, laboratory test results, work orders, work precautions, site schematics, and related correspondence. Management plans may contain response actions, operations and maintenance, and periodic surveillance plans.	30 years then destroy	Citations: 20 USC 52, Subchapter V, Asbestos Hazard Emergency Response Act (AHERA); 15 USC 53 Subchapter II, Toxic Substance Control Act (TSCA); 40 CFR 763. Refer to 29 CFR 1910.1020. Also refer to Hazard Communication, item #06.23.
04.02 - Asbestos Management Records (Management Plans) Records that document the identification and proper handling of asbestos material within school district buildings. May include federal inspection reports and management plans required by the Environmental Protection Agency, contact reports, laboratory test results, work orders, work precautions, site schematics, and related correspondence. Management plans may contain response actions, operations and maintenance, and periodic surveillance plans.	C+3 years then destroy	C = Until superseded or obsolete Citations: 20 USC 52, Subchapter V, Asbestos Hazard Emergency Response Act (AHERA); 15 USC 53 Subchapter II, Toxic Substance Control Act (TSCA); 40 CFR 763. Refer to 29 CFR 1910.1020. Also refer to Hazard Communication, item #06.23.

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
04.03 - Asbestos Management Records (All Other Records) Records that document the identification and proper handling of asbestos material within school district buildings. May include federal inspection reports and management plans required by the Environmental Protection Agency, contact reports, laboratory test results, work orders, work precautions, site schematics, and related correspondence. Management plans may contain response actions, operations and maintenance, and periodic surveillance plans.	C+5 years then destroy	C = Until building or property is disposed Citations: 20 USC 52, Subchapter V, Asbestos Hazard Emergency Response Act (AHERA); 15 USC 53 Subchapter II, Toxic Substance Control Act (TSCA); 40 CFR 763. Refer to 29 CFR 1910.1020. Also refer to Hazard Communication, item #06.23.
04.04 - Capital Construction Project Records Records that document the planning, administration, and implementation of current and potential capital construction projects by school districts. Consists of project descriptions and requirements, plans and plan reviews, project schedules, contract change orders, bid documentation, and building permits. Also may include contracts and agreements with architects, engineers, consultants, vendors, and contractors. Reports may include materials and soils, progress, insurance, summary, certificates of occupancy, final acceptance statements, and related correspondence.	C+4 years then destroy	C = For life of structure
04.05 - Equipment Records Records that document equipment owned by the school district and provides support documentation for warranty, operation, maintenance, service, and repair. May include warranty information, instruction and operating manuals, repair and maintenance history, and serial numbers.	C+4 years then destroy	C = For life of the equipment Most torts carry a two-year statute of limitations; some have three.
04.06 - Facility Use Records Records that document the application for and use of school district facilities by outside individuals or organizations. May include application and contract for using facilities, name of individual or organization requesting occupancy, type of activity, dates and hours of projected use, facility name and location, use permits, conditions of use, acknowledgment of responsibility for damage or liability, insurance documentation, fees and charges, request approval, and correspondence.	3 years then destroy	

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
04.07 - Lease Administration Files (Leases) Records that document the leases or rental of school district owned property to other parties, and lease or rental of facilities from other parties. May include leases, rental agreements, amendments, addenda, authorizations, and related correspondence and documentation.	C+6 years then destroy	C = Until lease expires
04.08 - Lease Administration Files (All Other Records) Records that document the leases or rental of school district owned property to other parties, and lease or rental of facilities from other parties. May include leases, rental agreements, amendments, addenda, authorizations, and related correspondence and documentation.	3 years then destroy	
04.09 - Procurement Files (Formal Contracts) These records document school district procurement of supplies, services and professional services, including the solicitation, selection, award and administration of contracts. May include the following: vendor contacts and responses, purchase/delivery orders, invoices, price quotations, ITB, RFQ, RFP, RAP backup, public notices, bid correction or withdrawal documents, bid totals, protests, final decisions, Notice of Intent to Award, procurement reports, evaluation criteria and score sheets. Also consists of original contract and amendments/renewals, special conditions, payment logs, reports (fiscal, progress, final), appropriation data, bond verification (bid security), transcripts, audio tapes and correspondence. Certain technical and proprietary data and trade secrets submitted by actual or prospective bidders or offerers may be confidential.	C+3 years then destroy	C = Until end of contract Under AS 09.10.053, statute of limitations for contract cases is 3 years.

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
04.10 - Procurement Files (All Other Records) These records document school district procurement of supplies, services and professional services, including the solicitation, selection, award and administration of contracts. May include the following: vendor contacts and responses, purchase/delivery orders, invoices, price quotations, ITB, RFQ, RFP, RAP backup, public notices, bid correction or withdrawal documents, bid totals, protests, final decisions, Notice of Intent to Award, procurement reports, evaluation criteria and score sheets. Also consists of original contract and amendments/renewals, special conditions, payment logs, reports (fiscal, progress, final), appropriation data, bond verification (bid security), transcripts, audio tapes and correspondence. Certain technical and proprietary data and trade secrets submitted by actual or prospective bidders or offerers may be confidential.	CFY+3 years then destroy	Under AS 09.10.053, Statute of Limitations for contract cases is 3 years. ITB = Invitation to Bid RFQ = Request for Quotation RFP = Request for Proposal RAP = Request for Alternate Procurement
04.11 - Property Control (Damaged, Stolen & Disposition Records) Records relating to damaged or stolen property as well as documenting the disposition of non-real property and equipment owned by the school district. May include controlled property management reports, property tag register, excess property reports, property transfer documents and reports, lost-Stolen- damaged property reviews, expendable property inventories, yearly risk report, disposition requests and notices, property destruction authorizations, and correspondence. Also includes reports, photographs, and other records documenting damage to school district property and may include location of property, description of damage, date and time of damage, value of damage, and related correspondence.	A or 4 years, whichever is longer then destroy	

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
04.12 - Property Control (Inventory Records) Records that document non-expendable property, supplies, equipment, and other items owned by the school district. Examples may include buildings, real estate, vehicles, equipment, and furniture. May include description, purchase information, value, purchase price, replacement cost, depreciation, quantity, location, date of acquisition, shipping records, and correspondence.	3 years then destroy	Also refer to Library & Media Inventory Records, item #12.09.
04.13 - Property Records (Land and Buildings - Routine Data) Records that document the condition, repair, maintenance, and access of school district buildings and grounds. Consists of detailed graphic records of the land and buildings of a school district. May include drawings, maps, photographs, architectural blueprints, sketches, preliminary planning drawings, as-built drawings and blueprints, surveys, soil testing maps, floor plans, specifications, layouts, building inspection reports, building permits, maintenance agreements, work logs and related correspondence. Includes records of remodeling or construction due to Americans with Disabilities Act (ADA) requirements.	3 years then destroy	
04.14 - Property Records (Land and Buildings - Substantive Data) Records that document the condition, repair, maintenance, and access of school district buildings and grounds. Consists of detailed graphic records of the land and buildings of a school district. May include drawings, maps, photographs, architectural blueprints, sketches, preliminary planning drawings, as-built drawings and blueprints, surveys, soil testing maps, floor plans, specifications, layouts, building inspection reports, building permits, maintenance agreements, work logs and related correspondence. Includes records of remodeling or construction due to Americans with Disabilities Act (ADA) requirements.	C+4 years then destroy	C = Until school district no longer has interest in the property

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
04.15 - Property Records (Purchase, Ownership & Sale) Records that document the purchase, ownership, and sale of land or building by the school district. May include purchase orders, claim schedules, invoices, contracts, deeds, titles, title search records, title insurance policies and forms, plat maps, as-builts, easements, rights-of-way, appraisals, property descriptions, records of sales, surveys, patents, site plans, classification orders, conveyance documents, covenants, checks, worksheets, statements, and correspondence.	C+4 years then destroy	C = Until school district no longer has interest in the property This retention meets federal requirements for real property acquired with federal funds (e.g. 34 CFR 74.53). Note For Files Having Potential Litigation: AS 46.03.822 relates to "strict liability for the release of hazardous substances" and impacts retention requirements for property documents. Liability, current or future, pertaining to the release of hazardous substances, attaches to property owners. The school district should request legal counsel regarding disposition of records for real property with known or suspected contamination.
04.16 - Work Orders Records that document requests and authorizations for services and/or repairs to school district property and equipment. May include repair requests and authorizations, material lists, work order schedules, copy center work orders, printing orders, telephone service orders, and related correspondence. Information may include type of work, priority rating, approval signatures and dates, and time and cost estimates.	3 years then destroy	

General Administrative

Item No - Record Series Title & Description	Retention & Disposition	Remarks
05.01 - Administrative Systems Studies & Operational Plans Consists of studies, plans, synopses, detailed reports and special projects of a Superintendent, Principal, School Board or Commission that assess the need for administrative systems improvement in the area of information management. Contents may include workload and organizational data, logs, time studies, interviews, questionnaires, computer printouts, final report, correspondence, authorized actions, work flow schematics etc.	C+1 year then destroy*	C = Until system is terminated, or when no longer needed for reference, whichever is longer * = Historically significant studies: Retain permanently. Recommend review every five years.

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
05.02 - Complaints This records series consists of individual complaints from parents, employees or students and may include name, address, date, telephone number, narrative of complaint, to whom referred and date, action taken and signature of person taking the action. This series does not include claims of harassment or discrimination among employees.	C+1 year then destroy*	C = Until resolution * = Provided applicable audits have been released Also refer to Grievance Records, item #06.16.
05.03 - Contracts and Agreements Records that document the negotiation, execution, completion, and termination of legal agreements between the school district and other parties. May include the official contract or agreement, amendments, exhibits, addenda, legal records, contract review records, and related correspondence. Does not include leases or property records.	T+6 years then destroy	T = Until expiration, termination or final contract payment
05.04 – N/A	N/A	
05.05 - Drafts and Working Papers This series contains documents, correspondence, reports, memoranda, and other materials in preliminary or developmental form before their iteration as a final product. Drafts may include copies of materials circulated for review for grammar, spelling and content. Working papers may include notes and miscellaneous documents used in compiling and assembling the final product.	UA then destroy	

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
05.06 - General Correspondence Consists of original incoming and copies of outgoing letters and memoranda related to the general administration and operation of the agency, usually arranged topically according to a system index. Includes staff reports (activity, routine management, trip), endorsements, conference/training notes, conflict of interest statements, financial disclosure forms, confidentiality statements, inventories/logs, studies, policies & procedures, forms and templates.	3 years then destroy	
05.07 - Legal Case Records Records document a school district's legal actions by in-house or outside counsel. May include litigation records, correspondence, staff opinions, research findings, and background notes relating to specific cases.	C+10 years then destroy	C = Until case is closed
05.08 - Legal Case Records (Landmark Cases) Records document a school district's legal actions by in-house or outside counsel. May include litigation records, correspondence, staff opinions, research findings, and background notes relating to specific cases.	PA	
05.09 - Legal Opinions Records document the legal opinions and advice given to school districts by staff or contract counsel. May include requests for opinions, letters of advice, and related correspondence.	10 years then destroy	
05.10 - Legal Opinions (Landmark Cases) Records document the legal opinions and advice given to school districts by staff or contract counsel. May include requests for opinions, letters of advice, and related correspondence.	PA	
05.11 – N/A		

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
05.12 – N/A		
05.13 – N/A		
05.14 - Program History Files These records document function, organizational structure, history, activities and accomplishments of a school district. May include media releases, public information files, photographs (digital, prints, negatives), videotapes/discs, scrapbooks, clipping files, audio tapes/cd's, speeches by department head, written histories, monographs, visual aids, and other publications (brochures/leaflets/pamphlets) related to school district functions.	UA	Historical records will be kept for the district.
05.15 - Program Policies and Procedures (Major) Substantive and binding school district issued policies, procedures, directives, decisions, rules, and manuals that address mission essential functions.	PA	Policy = A governing principle established by the Superintendent or Principal which mandates or constrains action, has consistent school/district wide application, and sets a course, which changes infrequently. Procedure = A set of effective and logical interrelated steps that implement a policy.
Item No - Record Series Title & Description	**Retention & Disposition**	**Remarks**
05.16 - Program Policies and Procedures (Routine) Routine school district issued policies, procedures, directives, decisions, rules, organizational charts and manuals that address internal functions and operating procedures.	C+3 years then destroy	C = Until superseded/obsolete Policy = A governing principle established by the Superintendent or Principal which mandates or constrains action, has consistent school/district wide application, and sets a course, which changes infrequently. Procedure = A set of effective and logical interrelated steps that implement a policy.
05.17 – N/A		

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
05.18 - Recording of Voice Conversations Includes audio/video tape, stenotype or stenographer's notebook or electronic audio file which includes verbatim minutes used to produce official minutes and hearing proceedings, report or other record.	C+4 months then destroy	C = Approval of minutes or proceedings
05.19 - Reports (Annual) Reports issued by school districts that describe functions, activities and events.	UA	
05.20 - Reports (Quarterly, Monthly) Consists of district produced quarterly and monthly reports.	3 years then destroy	
05.21 - School Board Minutes and Meeting Files (Major Policy Making) Includes the following: agenda, information packets, reports, notes, transcripts, media releases, meeting summaries, public testimony statements and questionnaires.	PA	Under AS 14.14.090(6) school boards shall keep its records and files open to public inspection at the principal administrative office of the district during reasonable business hours.
05.22 - School Board Minutes and Meeting Files (Non-Policy Making) For all general staff, routine and operational meetings that do not result in changes to school positions or procedures. Consists of agenda, minutes, notes and other backup.	CSY+3 years then destroy	Under AS 14.14.090(6) school boards shall keep its records and files open to public inspection at the principal administrative office of the district during reasonable business hours.
05.23 - Special Projects Consists of correspondence, working papers, and information related to the special projects of the district.	UA then destroy	
05.24 - Superintendent Records Records that document the official affairs of the superintendent concerning teachers, students, and schools located in the district. May include correspondence, memoranda, reports, studies, and publicity items.	C+1	C= Tenure of current Superintendent
05.25 – N/A	N/A	
05.26 - Technical Reference Files Consists of technical studies, publications, consultant reports, internet printouts from any source related to program administration and functions.	UA then destroy	

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
05.27 - Transitory and Miscellaneous Administrative Information This records series consists of documents that are created primarily for the communication of information, as opposed to communications designed for the perpetuation of knowledge. Transitory messages do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. Includes e-mail with short-lived or no administrative value, voice mail, self-adhesive notes, data input documents, appointment books/calendars, intra-office correspondence tracking logs, word processing files, suspense files, temporary instructions, publication bulletins, notary certificates (copies) meeting notices, announcements and training flyers.	UA then destroy	
05.28 - Accident & Incident Reports This records series consists of reports of strange occurrences or incidents which occur at school district owned/leased property and may include alarm or lock malfunctions, security breaches, documentation of hostile actions by employees or the public, suspicious persons, maintenance problems, theft, arson, vandalism, property damage, or any other circumstance that should be noted for future reference or follow-up. May include the following data: name of reporting staff member, date/time/location of the incident, persons involved or witnesses, the extent of the problem, emergency response, supervisors notified, accident and injury report, occupational injury investigations and reports, and related correspondence and documentation.	5 years then destroy	Also refer to the Student Cumulative Health Records, item #08.25 or Employee Medical Records, item #06.08. For hazardous exposures refer to Employee Medical Records (Hazard Exposure Files), item #06.09.
05.29 - Disaster Preparedness & Emergency Response Drills This records series consists of the results of disaster preparedness exercises and the supporting documents including scenarios, location of safety related drills, timetables, response times, probable outcomes, areas of difficulties, description of how difficulties were resolved, and areas for improvement. Types of drills include: fire, earthquake, safety, and chemical spills.	3 years then destroy	

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
05.30 - Disaster Preparedness & Emergency Response Plans Records document school district plans and procedures when a major disaster has destroyed or compromised the operations of a school district. Also includes plans to promote a safe work environment for employees, procedures to follow in the event of emergency, and student safety instruction records. May include step-by-step procedures and safety plans.	C then destroy	C = Until superseded
05.31 - Insurance Claim Records Records that document school district request for payment of insurance claims involving personal injury, property damage, motor vehicle accidents, or related claims. May include auto, liability, liability waivers; property claim reports; estimates of repairs; accident and police reports; photographs; summaries; reviews; audio/video recordings and transcriptions; and, related correspondence.	C+7 years then destroy	C = Until final disposition of claim
05.32 – N/A	N/A	
05.33 - Risk Factor Evaluation Records Records are used to assess various risk factors for a school district and determine appropriate insurance needs. May include studies, worksheets, yearly risk reports, policy manuals, property transfer reports, self-insurance manuals, real property reports, and general risk surveys and correspondence.	4 years then destroy	

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
05.34 - Safety Committee Records Records that document the actions of workplace safety committees which oversee or advise on school district safety issues. May include minutes, agendas, exhibits, reports, resolutions, audio recordings, indexes, and related correspondence.	3 years then destroy	
05.35 - Safety Inspection & Compliance Records Records that document fire and safety inspections of school district equipment and facilities certifying compliance with state and local safety regulations. May include the following inspections: fire, fire alarm, equipment safety, building, environmental, elevator, boiler, or any other relevant inspection. Records may consist of safety inspection reports, schedules of inspections, follow-up actions, related correspondence, and documentation.	5 years then destroy	Also refer to Equipment Records, item #04.05.
05.36 - Visitor Sign-In/Out Logs This records series consists of records documenting visitor entrance/exit into an agency building during and/or after office hours. Logs may require time, date, signature, reason for visit, and location or person visited.	2 years then destroy	
05.37 - Publications Publications that are produced for wide internal or external distribution, including district brochures, pamphlets, studies, proposals, newsletters, proposed instructional materials, and similar materials produced and made available to the public.	UA	Also refer to Program History Files, item #05.14.
05.38 - Surveillance Video Logs This records series consists of surveillance video tapes created to monitor activities occurring both within and outside of public buildings. Agency should create an internal management policy to determine which images should be retained for further investigation. Videos may play an integral part in prosecution or disciplinary actions.	Up to 14 days based on space	* = Provided any necessary images are saved. Recycle as appropriate.

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Personnel Administration

Item No - Record Series Title & Description	Retention & Disposition	Remarks
06.01 - Benefits Continuation Records Records that document notifications to employees or dependents informing them of their rights to continue insurance coverage after termination during disability or family leave. Continuation may be under COBRA or another provision. Notice is also sent to a third-party administrator who oversees the extended coverage. Consists of notices sent and correspondence.	C+3 years then destroy	C = Until employee separation or eligibility expiration COBRA = Consolidated Omnibus Budget Reconciliation Act 1986 Refer also to Employee Benefits Records, items #06.06 and #06.07.
06.02 - Collective Bargaining Records (Final Contract) Records that document the negotiations and contractual agreements between a school district and an employee bargaining unit. May include union contracts and amendments, tentative agreements, arbitrator's recommendations, negotiation work notes, strike contingency plans, management counter proposals, negotiation updates, newspaper clippings, press releases, research background material, employee classification printouts, minutes, sound recordings, exhibits, published manuals, related correspondence and documentation.	C+75 years then destroy	C = Until contract expires
06.03 - Collective Bargaining Records (All Other Records) Records that document the negotiations and contractual agreements between a school district and an employee bargaining unit. May include union contracts and amendments, tentative agreements, arbitrator's recommendations, negotiation work notes, strike contingency plans, management counter proposals, negotiation updates, newspaper clippings, press releases, research background material, employee classification printouts, minutes, sound recordings, exhibits, published manuals, related correspondence and documentation.	C+3 years then destroy	C = Until contract expires

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
06.04 - Criminal Background Check Records Records that document the pre-employment or periodic criminal record check made on prospective or current staff, faculty, and volunteers by school districts. May include a background and driver's license screening, reference check, APSIN/NCIC checks, and verification of academic standing. These files may also include notices of not being hired based on the outcome of a security check and rebuttal documentation, fingerprint cards, copy of driver's license, copy of transcript release form, and returned form reference letters.	C	C= while the person is employed; shred upon termination
06.05 - Drug Testing Records Records document the testing of current and prospective employees for controlled substances prohibited by policy, procedure, or statute. May include documents generated in decisions to administer reasonable suspicion or post-accident testing and verifying medical data, employer's copy of alcohol test form with results, copy of controlled substances test chain of custody control form, notice to report for testing, affidavit signed by employee regarding any prescription drug or over the counter medication usage work clearance forms, documentation related to employee refusal to take or submit samples for an alcohol and/or controlled substance tests, and any related correspondence.	5 years then destroy	Refer to 49 CFR 382.401 (Controlled Substances & Alcohol Use/Testing). Confidential under the Alaska Constitution, Article 1, Section 22.
06.06 - Employee Benefits Records (PERS Enrollment Records) Records document school district individual employee benefit information such as selection of insurance plans, retirement, pension, and disability plans, deferred compensation plans, and other benefit program information. May include plan selection and application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, and related documentation.	C+75 years then destroy	C = Date of hire Records may be filed with the individual Employee Personnel Record, item #06.10.

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
06.07 - Employee Benefits Records (All Other Records) Records document school district individual employee benefit information such as selection of insurance plans, retirement, pension, and disability plans, deferred compensation plans, and other benefit program information. May include plan selection and application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, and related documentation.	C+3 years then destroy	C = Until employee separation or eligibility expiration Records may be filed with the individual Employee Personnel Record, item #06.10.
06.08 - Employee Medical Records Records that document school district individual employee work related medical history. May include medical examination/physical records (pre- employment, pre-assignment, periodic, or episodic), X-rays, records of significant health of disability limitations related to job assignments, documentation of work related injuries or illnesses, hearing test records, hazard exposure records, drug testing records, first-aid incident records, physician statements, release consent forms, and related correspondence.	C+6 years then destroy	C = Until separation Refer to: 29 USC 657 (OSHA Recordkeeping) 29 CFR 1904 (Fatalities, Injuries & Illnesses) 29 CFR 1910 (Occupational Safety & Health Standards) Also refer to Employee Medical Records (Hazard Exposure Files), item #06.09. Administer employee medical records separately from employee personnel records. Confidential under AS 39.25.080.
06.09 - Employee Medical Records (Hazard Exposure Files) These records document a school district employee's exposure to hazardous conditions such as chemicals, toxic substances, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, noise, dust, heat cold, vibration, repetitive motion, or other dangerous work related conditions. May include hearing test records, radiation measurement records, blood test or other laboratory results, incident reports, first-aid records, X-rays, work station air sampling reports, and correspondence.	C+30 years then destroy	C = Until separation Refer to: 29 CFR 1910 (Occupational Safety & Health Standards) Also refer to Employee Medical Records, item #06.08. Administer employee medical records separately from employee personnel records. Confidential under AS 39.25.080.

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
06.10 - Employee Personnel Records Records that document school district individual employee work history. May include notices of appointment, training and licensure (certification) records, transcripts, records of health limitations, in-service training records, salary schedules, tuition reimbursement, personnel actions, performance evaluations, teacher evaluation reports, letters of commendation and recommendation, letters of reprimand, notices of disciplinary action, notices of layoff, letters of resignation, home address and telephone disclosures, emergency notification forms, oaths of office, pension, retirement, disability, leave records, and related correspondence and documentation.	C+75 years then destroy	C = Until separation Confidential under AS 39.25.080 & 2 AAC 7.910(c)
06.11 - Employment Eligibility Verification Forms (I-9) Records that document the filing of U.S. Immigration and Naturalization Service Form I-9 which verifies that an applicant or employee is eligible to work in the United States. May include employee information and verification data such as citizenship or alien status and signature, and employer review and verification data such as identity and eligibility, and employer's signature certifying that documents have been checked.	C+1 or 3 years whichever is longer then destroy	C = Until employee separation Refer to 8 CFR 274a-2.
06.12 - Equal Employment Opportunity Commission Compliance Records (Plans, Updates, and Policy Statements) Records that document school district compliance with the United States Equal Employment Opportunity Commission regulations. Includes records dealing with affirmative action.	PA	

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
06.13 - Equal Employment Opportunity Commission Compliance Records (Complaint Records) Records that document school district compliance with the United States Equal Employment Opportunity Commission regulations. Includes records dealing with affirmative action. May include reports; anti-discrimination committee meeting records and reports; workplace analyses; discrimination complaint policies and procedures; complaints; exhibits; withdrawal notices; copies of decisions; hearings and meeting records; reports listing number of employees by gender, race, and job classification; and, related correspondence.	C+10 years then destroy	C = Until final decision issued Confidential under AS 39.28.060, AS 39.25.080, & AS 18.80.115.
06.14 - Equal Employment Opportunity Commission Compliance Records (All Other Records) Records that document school district compliance with the United States Equal Employment Opportunity Commission regulations. Includes records dealing with affirmative action. May include reports; anti-discrimination committee meeting records and reports; workplace analyses; discrimination complaint policies and procedures; complaints; exhibits; withdrawal notices; copies of decisions; hearings and meeting records; reports listing number of employees by gender, race, and job classification; and, related correspondence.	3 years then destroy	
06.15 - FMLA/AFLA Files The FMLA and AFLA are designed to assist employees balance the demands of their jobs and the needs of their families. This records series consists of basic payroll and identifying employee data, pay documentation, dates FMLA leave is taken, copies of leave notices, dispute data, medical certifications, written statements, correspondence and other backup material.	3 years then destroy	FMLA = Family & Medical Leave Act of 1993 AFLA = Alaska Family Leave Act Refer to 29 CFR 825.500. Confidential under AS 39.25.080.
06.16 - Grievance Records Records that document grievances brought by or against employees of school districts. May include notice of grievance, informal discussion notes, format hearing notes (including audio recordings), final summary statements or reports, private arbitrator, correspondence, and supporting documentation.	C+5 years then destroy	C = Until resolution and execution of any stipulations Confidential under AS 39.25.080 & AS 23.40.425.

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
06.17 - Position Description, Classification & Compensation Plan Records (Final Study or Report) Records that document the analysis, study, and resolution of pay equity, comparative salary, collective bargaining, fringe benefits, manning standards, minimum qualification, as well as studies and evaluations of school district positions to determine if reclassification is appropriate. May include job content questionnaires, position allocation reports, studies, surveys, personnel reclassification studies, job category listings, job descriptions, organizational charts, classification specifications, desk audits, classification review reports, graphs, tables, and related correspondence.	75 years	Nonconfidential
06.18 - Position Description, Classification & Compensation Plan Records (All Other Records) Records that document the analysis, study, and resolution of pay equity, comparative salary, collective bargaining, fringe benefits, manning standards, minimum qualification, as well as studies and evaluations of school district positions to determine if reclassification is appropriate. May include job content questionnaires, position allocation reports, studies, surveys, personnel reclassification studies, job category listings, job descriptions, organizational charts, classification specifications, desk audits, classification review reports, graphs, tables, and related correspondence.	5 years then destroy	Nonconfidential

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
06.19 - Recruitment, Selection & Appointment Records Records that document the recruitment and selection of school district employees. Records may also document the recruitment and selection of contracted service providers such as attorneys, auditors, insurance agents, labor consultants, and others. May include job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, classification specifications, affirmative action records, interview questions, interview and application scoring notes, applicant background investigation information, letters of reference, civil service records, position authorization forms, recruitment summary records, and related correspondence.	C+2 years then destroy	C = Date of hire Confidential under AS 39.25.080.
06.20 - Recruitment, Selection & Appointment Records (EEO Action) Records that document the recruitment and selection of school district employees. Records may also document the recruitment and selection of contracted service providers such as attorneys, auditors, insurance agents, labor consultants, and others. May include job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, classification specifications, affirmative action records, interview questions, interview and application scoring notes, applicant background investigation information, letters of reference, civil service records, position authorization forms, recruitment summary records, and related correspondence.	C+1 year then destroy	C = Until settlement Confidential under AS 39.25.080.

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
06.21 – N/A	N/A	
06.22 - Letters of Intent Consists of letters generated by the school district and given to applicants for classified and certificated positions.	1 year then destroy	
06.23 - Hazard Communication & Material Safety Data Sheets This records series documents compliance with OSHA regulations regarding hazardous chemicals received by a school district. Consists of information relating to comprehensive hazard communication programs, including container labeling/warning information; location and individuals responsible for specific hazardous chemicals; and, material safety data sheets, which list chemical name, description, composition, intended use, flash point, transportation, hazards, safe handling, extinguishing methods and related documentation. Material Safety Data Sheets document usage of a hazardous chemical in the workplace and must be readily accessible to staff during each work shift.	30 years then destroy	Refer to: 29 CFR 1910.1200 (Hazard Communication Standard) 29 CFR 1910.1450 (Hazardous Chemicals) Under 29 CFR 1910.1020(c)(5) material safety data sheets constitute an "employee exposure record." Under Additional Hazard Communication Standards 8 AAC 61.1110, each employer shall have a data sheet for each physical agent present in the employer's workplace. Also refer to Employee Medical Records (Hazard Exposure Files), item #06.09 for records pertaining to actual exposure of employees to hazardous substances.

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
06.24 - Employee Training Records - Hazardous/Toxic Substances & Blood-Borne Pathogens Includes training material, attendance records, correspondence and documentation of training in proper use and handling of hazardous substances.	C+1 or 3 years, whichever is longer then destroy	C = Until employee termination The official record copy is maintained by school districts. Districts should maintain a list of employees who handle hazardous substances. Refer to: AS 18.60.066 (Employee Safety Education Programs) 29 CFR 1910.1001 (Asbestos) 29 CFR 1910.1030 (Blood-borne Pathogens) 29 CFR 1910.1200 (Employee Training) Refer to the appropriate Code of Federal Regulations (CFR) for documentation required to meet compliance standards.
06.25 - Training Program Records Records that document the design, implementation, and administration of training program and opportunities provided to school district employees, including in-service training for faculty. May include class, workshop, or conference descriptions, instructor certifications, planning documentation, instructional materials, course outlines, class enrollment and attendance, training certification forms, and related correspondence.	3 years then destroy	
06.26 - Volunteer Program Records (Worker Records) Records that document the activities and administration of volunteer programs in the school district. May include volunteer hour statistics, volunteer program publicity records, insurance requirements, volunteer training and orientation records, inactive volunteer files and related correspondence.	C+3 years then destroy	C = Until separation

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
06.27 - Volunteer Program Records (All Other Records) Records that document the activities and administration of volunteer programs in the school district. May include volunteer hour statistics, volunteer program publicity records, insurance requirements, volunteer training and orientation records, inactive volunteer files and related correspondence.	3 years then destroy	

Information Technology

Item No - Record Series Title & Description	Retention & Disposition	Remarks
07.01 - Information Technology System Planning & Development Records Records that document the planning and development of school district information systems. The records are used to insure that planned systems will help the institution fulfill its missions, are cost-effective, conform to adopted information standards, and integrate with existing institution information systems. May include information technology plans, feasibility studies, cost-benefit analyses, institution studies and surveys, system specifications and revisions, component proposals, technical literature, vendor literature and proposals, and related correspondence.	C+3 years then destroy	C = Until successful implementation or following an audit, whichever is later Also refer to E-Rate Program Records, item #08.24.

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
07.02 - Information Technology System Program Documentation Records that document the addition, modification, or removal of software from a school district computer system. Records may fall into six categories: 1) records that document the in-house creation and modification of application programs; and 2) records that document the structure of the system. May include system overviews, operation logs, job listings, operator instruction manuals; system development logs, specifications and changes including narrative and flow charts; data set logs, inventories, and record layouts.	C+1 then destroy	C = Until system superseded or obsolete
07.03 - Information Technology System Maintenance Records Records that document the maintenance of school district computer systems and used to ensure compliance with any warranties or service contracts, schedule regular maintenance, diagnose system or component problems, and document system backups. Also contains troubleshooting and problem- solving assistance provided to users. May include computer equipment inventories, hardware performance reports, computer system wiring records, component maintenance records (invoices, warranties, maintenance logs, correspondence, maintenance reports, and related records), system backup reports and backup tape inventories, assistance requests, resolution records, and related documentation.	3 years then destroy	

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
07.04 - Information Technology System Maintenance Records (System Backup Records) Records that document the maintenance of school district computer systems and used to ensure compliance with any warranties or service contracts, schedule regular maintenance, diagnose system or component problems, and document system backups. Also contains troubleshooting and problem-solving assistance provided to users. May include computer equipment inventories, hardware performance reports, computer system wiring records, component maintenance records (invoices, warranties, maintenance logs, correspondence, maintenance reports, and related records), system backup reports and backup tape inventories, assistance requests, resolution records, and related documentation.	UA then destroy	
07.05 - Information Technology System Security Records Records that document the security of the information system. May include employee access requests, passwords, access authorizations, encryption keys, and related documentation.	C+3 years then destroy	C = Until superseded or obsolete
07.06 – N/A	N/A	
07.07 – N/A	N/A	

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
07.08 - Software Management Records Records that document the use of software in school district information systems to insure that institution software packages are compatible, that license and copyright provision are complied with, and that upgrades are obtained in a timely manner. May include software purchase records, inventories or audits, licenses, reports, reviews, site licenses, and correspondence.	C	C = Until software is disposed or upgraded
07.09 – N/A	N/A	
07.10 – N/A	N/A	
07.11 - Testing Data These records document programmer and user testing processes created prior to implementation of a new or revised application. Contains a sample of every category of valid data as well as many invalid conditions as possible and may include: test programs/scripts with their results, instructions, routines, validity checking and verification data, and user acceptance and other test documentation.	UA	

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Student Records

Item No - Record Series Title & Description	Retention & Disposition	Remarks
08.01 - Student Permanent Record The Student Permanent Record constitutes the final information about a student and represents the culmination of the student's record while attending school. This records series contains both an annual accounting (courses taken, grades/credits earned, aggregate attendance) and a final accounting (name of last school attended, graduation data, and exit information). Under 4 AAC 07.060 Cumulative Student Records, at a minimum, should contain subjects the student has taken; grades earned and an explanation of the grading system used; units of credit earned; attendance records; scores on standardized tests the student has taken; records of required immunizations and physical examinations and other health-related matters required by state law, district policy or bylaws; and, 10-digit student identification number. The majority of items in the cumulative records will become the permanent record.	C+60 years then destroy	C = Until student graduates or withdraws For cumulative student records that are not part of the Student Permanent Record, refer to the appropriate records series in this module for retention guidelines.

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
08.02 - School Census & Registration Records Records that document registration or enrollment of students in elementary, middle, and high school. May include enrollment applications, or registration forms completed annually by the parent or guardian for each student at the time of admittance to school. Records also include Foundation Reporting. Current year reports are required in a summary paper format as well as a student level detailed electronic format. The paper report summarizes the unduplicated foundation Average Daily Membership for each school within a district for the current school year and a projection for the following school year. The electronic Foundation Report includes detailed student information supporting the summarized information in the current year's Paper Foundation Report. Refer also to the most recent OASIS Data Handbook for School District as well as the most current Student Data Reporting Manual. Information generally contained in this record series includes student name, address, date and place of birth, parent or guardian name and address, student demographic information such as race and language spoken at home, authorization for school to act in behalf of parent or guardian in case of emergency, class scheduling data, student assignments (locker, counselor, bus), and related correspondence.	5 years then destroy	
08.03 - Student Disciplinary Records (Major) Records that document major student behavioral infractions which result in the identification of students for suspension or expulsion. May include suspension hearing records, psychological tests, personality test, group or individual intelligence tests, individualized education programs, physician statements, referrals to approved supplemental intervention programs, state or local government agency reports, and related correspondence.	C or 5 years after last action, whichever is longer then	C = Until student turns 21

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
08.04 - Student Disciplinary Records (Minor) Records that document minor student behavioral infractions which do not result in the identification of a student for suspension or expulsion. May include minor behavioral referrals, records of conversations, parent notes regarding student behavior, written behavioral agreements, detention records, bus citations, functional behavior assessments, and related correspondence. For those districts that receive federal funds, No Child Left Behind Act 2001 (Title IV, Part A, Subpart 4, Sec. 4155), includes a provision related to student discipline records. Out-of-School suspensions and expulsions must be reflected in the student's cumulative record/file. If a student transfers to a different school, discipline records related to suspensions and expulsions will be transferred to the new school. As student's progress from elementary school to middle school and middle school to high school, all discipline records, except suspension for drug/alcohol or weapons violations and expulsions, are to be removed from the cumulative record. Records shall include the date and a description of the violation.	CSY+3 years then destroy	

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
08.05 - Transfer of Student Records Within 14 days after enrolling a student as a transfer student in an elementary or secondary school the school or school district shall request directly from the student's previous school a certified copy of the student's record. An Alaska elementary or secondary school or school district in this state requested to forward a copy of a transferring student's record to another school shall comply with the request within 10 days after receiving the request unless the record has been flagged by the Department of Public Safety due to a student's disappearance. Upon receipt of a request for a record that has been flagged, the school or school district shall immediately notify the Department of Public Safety. Unless directed to do so by the Department of Public Safety, a school or a school district may not forward a copy of a flagged record. In this section, "record" includes information about the student's commission of an offense that is punishable as a felony or that involved the use of a deadly weapon.	60 years then destroy	Refer to AS 14.03.115 and FERPA 20 U.S.C. § 1232g; 34 CFR Part 99.
08.06 - Migrant Education Program Records Migrant children are children who have moved across school district boundaries within the last three years on their own, with, or to join a parent/guardian or spouse, to obtain or seek work that is seasonal or temporary, in a fishing, logging or, agricultural activity, and this activity is a principal means of livelihood. A migrant child must be younger than 22 years of age and have not graduated from high school or does not hold a high school equivalency certificate or GED, or has completed high school graduation requirements but has not passed the High School Graduation Qualification Exam (HSGQE). Migrant children are not eligible for services until they have been certified eligible by the Migrant Education Office. The principal form for documenting and certifying the eligibility of every migrant student each year is the Certificate of Eligibility (CEO).	10 years then destroy	Refer also to the United States Department of Education Statute 1301-1309 governing Title I-C Education of Migratory Children under the No Child Left Behind Act (NCLB) and the Alaska Harvest Manual for detailed Migrant Education Program file organization.

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
08.07 - Educational Programs Student Records Records that document the placement and participation of students in a variety of education programs. Programs may be partially funded from federal sources and include Talented and Gifted, Alternative Learning, Early Childhood, Professional Technical Education, Child Nutrition, Bilingual, Career and Technical Education, Distance Learning, Drug Free Schools, and other NCLB programs. Records may include background information, grade placement, instructional and cumulative service, student profiles, placement evaluations, program admission applications, and related correspondence.	5 years then destroy*	* = If records show compliance with federal program requirements
08.08 - Report Cards (Elementary) This series includes the periodic report cards by a school about a student's social, emotional, and physical progress. May include full legal name of student, teacher's name, name and address of school, indication of attendance during reporting period, grades, classes attended, and related information. May also include records that help document student progress and grades awarded by teachers including: statistical worksheets, tests, assignment, paper and homework scores, teacher grade books, grade confirmation reports, grade change records, and final grade rosters.	CSY+3 years then destroy	
08.09 - Report Cards (Secondary) This series includes the periodic report cards by a school about a student's social, emotional, and physical progress. May include full legal name of student, teacher's name, name and address of school, indication of attendance during reporting period, grades, classes attended, and related information. May also include records that help document student progress and grades awarded by teachers including: statistical worksheets, tests, assignment, paper and homework scores, teacher grade books, grade confirmation reports, grade change records, and final grade rosters.	CSY+3 years then destroy*	* = If final grades are not recorded in the Student Permanent Record, item #8.01 retain for 60 years.

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
08.10 - Student Attendance Record Records that document the attendance of students in school. May include teacher or school attendance register, classroom daily attendance sheet, weekly attendance and truancy records, excused and unexcused absence records, tardiness records, notes from parents/guardians, and related documentation. May contain student name, date of birth, name of parent or guardian, and address. Absence records may include names and address of student and parent or guardian, parental excuse, reason for request, duration of absence, investigative report, records of attendance at religious observance or education, and related correspondence.	CSY+3 years then destroy	
08.11 - Grade Reports Records that document grades received by students in a variety of reports organized by school, class, special program or other grouping which are used by staff and faculty. May include the following reports: administrative, counselor, teacher, grade point average, failure, honor roll, supplemental grade, and class list.	CSY+3 years then destroy*	* = If relevant information e.g. grades are not recorded in the Student Permanent Record, item #8.01, retain for 60 years.
08.12 - High School Dual Program Student Records Records that document student participation in programs between community colleges and high schools which offer professional, technical, and other college courses to high school students for college credit. May include program approval records, application forms, course descriptions, examinations, competency evaluations and profiles, registration forms, and related correspondence.	CSY+3 years then destroy	

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
08.13 - Periodic/Annual Records These records are a combination of summarized information and individual supporting documentation. Includes attendance registers, class schedules, teacher grades and assessment results that substantiate reporting requirements for foundation funding, participation rate reporting, district report card, and various other data collection and accountability documents. Also consists of student lists, developmental profile recording forms, current residence data, parent/guardian/responsible adult information, entrance data, federal and state program eligibility.	CSY+3 years then destroy	
08.14 - Alternative School Referral Records Records that document referrals sent to alternative schools seeking placement of students whose public school attendance and/or disciplinary record has been unsatisfactory. May indicate acceptance of student in alternative program, funding source, student name, age, date of birth, student number, and parent's name and address.	CSY+3 years then destroy	Records may become part of the Student Permanent Record, item #08.01.
08.15 - Child Abuse Reports Records that document suspected or alleged child abuse reported by school staff or faulty. Records may include notes and observations of the child, records of contact with state agencies or law enforcement, and related documentation.	3 years then destroy	
08.16 - Education Counseling Records Records that document the advice, assistance, evaluation, and educational planning provided for individual students by school guidance counselors. May include school performance and attitude, educational planning records, post-high school plans and career goals, college and scholarship applications records, letters of recommendation, list of honors and activities, information necessary for referral to social service agencies, and correspondence.	CSY+3 years then destroy	

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
08.17 - Parental/Custodial Delegation Records Records that document who has parental or custodial responsibility for a student. May include specification of rights or abridgment of rights for non- custodial parents, restraining orders, settlement agreements and other court documents, informal documents signed by natural parent(s), and related correspondence.	C then destroy	C = Until student reaches 21 or graduates, whichever is longer
08.18 - Parental Consent & Withholding Disclosure/Release of Information Documents Consists of student participation or excuse forms regarding a specific activity like physical education program, field trip, or athletic program; and, Request to Withhold Disclosure of Student Directory Information by Parent of Student Age 18 or Older and Request to Withhold Release of Information to Military Recruiters.	1 year then destroy	
08.19 - Parent-Teacher Conference Records Records that document student progress. May indicate areas in which student is excelling or problem areas.	CSY	
08.20 - Student Records Requests Requests for official copies of student records.	CY+3 years then destroy	
08.21 - Student Truancy Records Records that document non-attendance or truancy of students and includes notices of non-attendance or truancy, staff reports, investigations, hearing records, suspension notifications, and correspondence.	CSY+3 years then destroy	
08.22 - Test Security Agreements This record series documents that student assessment tests are conducted according to established procedures in school test centers by test coordinators and proctors. Consists of signed/initialed agreements, checklists, and other supporting documentation.	CSY+3 years then destroy	

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
08.23 - Tutoring Records Records that document tutoring services provided to students. May include registration records, tutor training records, tutor class records, tutorial hours, and related correspondence.	CSY+3 years then destroy	
08.24 - Withdrawal Records Records that document withdrawal from school by students between the ages of sixteen and eighteen by the mutual consent of parent or guardian and the school district. May include withdrawal agreements which generally contain name and address of student and family, and reason for request.	CSY+3 years then destroy	

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
08.25 - E-Rate Program Records The Schools & Libraries Program of the Universal Service Fund, commonly known as the E-Rate, is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC) and provides discounts to assist most schools and libraries to obtain affordable telecommunications and Internet access. Types of documents that schools must retain pursuant to FCC 04-190 includes, but is not limited to: 1. Pre-bidding Process Records. If consultants are involved, beneficiaries must retain signed copies of all written agreements with E-rate consultants. 2. Bidding Process Records. Consists of Requests(s) for Proposal (RFP) including evidence of publication date; documents describing the bid evaluation criteria and weighting, as well as bid evaluation worksheets; all correspondence between the beneficiary and prospective bidders regarding the products and service sought; all bids submitted, winning and losing; and, documents related to the selection of service provider(s). 3. Contracts. Consists of executed contract signed and dated by both parties; all amendments and addenda; and, E-rate agreements between the beneficiary and service provider, such as up-front payment arrangements. 4. Application Process Records. Consists of backup for Form 471 submittal, including National School Lunch Program eligibility documentation supporting the discount percentage sought; documents to support the necessary resources certification pursuant to Section 54.505 of the FCC's rules including budgets; and, documents used to prepare the Item 21 description of services attachment. 5. Purchase & Delivery of Services Records. Consists of all documents related to the procurement and delivery of E-rate eligible services and equipment including, but not limited to: state/local procurement regulations; purchase requisitions, purchase orders, packing slips, delivery and installation records showing where equipment was delivered and installed or where services were provided. Cont'd...	C+10 years then destroy	C = After yearly application Authority: FCC Fifth Report & Order #04-190

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
08.25 - E-Rate Program Records (Continued) Cont'd... 6. Invoicing Records. Consists of records proving payment of the invoice, such as accounts payable records, service provider statement, beneficiary check, banks statement or ACH transaction records. 7. Inventory Records. Consists of all asset and inventory records of equipment purchased and components of supported internal connections services sufficient to verify the location of such equipment. Beneficiaries must also retain detailed records documenting any transfer of equipment within three years after purchase and the reasons for transfer. 8. Forms & Rule Compliance Documentation. Consists of the following FCC forms: #470 certification pages (if not certified electronically); #471 and certification pages (if not certified electronically); # 471 Item 21 attachments. #479; #486, #500, #472. Beneficiaries must also retain any documents submitted to USAC during program integrity assurance (PIA) review, Selective/Invoicing Review; and, documents relating to the Children's Internet Protection Act (CIPA), Children's Online Protection Act (COPA), change requests and appeals.	C+10 years then destroy	C = After yearly application Authority: FCC Fifth Report & Order #04-190
08.26 - Student Cumulative Health Record Includes immunization records, laboratory records and appropriate medical provider statements documenting evidence of immunity to a vaccine preventable disease for which immunizations are required, or for varicella (chickenpox) only, a parental history that the child has had the disease, and TB test results, medical or religious exemption requests. May include vision and hearing screening results, and the results of any physical examinations. Before entry into a state public school district or nonpublic school offering pre- elementary education through the 12th grade, or any combination of these grades, a child shall be immunized against diphtheria, tetanus, polio, pertussis, measles and rubella, except that pertussis is not required in children over six and rubella is not required in children 12 years or older, mumps, hepatitis A and hepatitis B. Refer to 4 AAC 06.055.	C then destroy	C = Until student turns 21 Although, immunizations shall be recorded on each pupil's permanent health record form, health information should not be transferred to the Student Permanent Record, item #08.01.

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
08.27 - Student Psychological or Social Assessment Records Records that document student psychological health care responsibilities and activities performed by school district health professionals or non-health staff. May include information regarding student ability, personality, family, environmental influences, and exam results. Records that are made or maintained separately and solely by a licensed health care professional who is not employed by the educational agency or institution, and are not used for education purposes of planning, are excluded from educational record provisions.	C then destroy	C = Until student turns 21 or 5 years after last action, whichever is longer

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
08.28 - Special Education File (Alternate Assessment Scoring Protocols) Districts providing special education and related services must maintain records that demonstrate the district is in compliance with the requirements of state law and regulations pertaining to special education students. The specific additional record keeping requirements, beyond those for non-special education students, are as follows: Category of eligibility under 4 AAC 52.130, date of referral, tests and other documents demonstrating eligibility under state law and regulations, Individualized Education Program records (4 AAC 52.140), services provided including dates of initiation and termination; name, address and telephone number of each parent; correspondence; and, other communications with a parent required by regulation. If a child moves from one district to another, the district that has provided special education and related services shall transmit copies of records maintained in accordance with this section to the other district upon request. If the request is made by an official of a school or school system to which the student transfers enrollment or intends to enroll, the parent must be notified of the disclosure, offered a copy of the record and notified of their right to request amendment of the record. No notification is required if the request is made by the parent. These records, with the exception of attendance records, must be maintained in a single file.	CSY+1 year then destroy	

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
08.29 - Special Education File (All Other Records) Districts providing special education and related services must maintain records that demonstrate the district is in compliance with the requirements of state law and regulations pertaining to special education students. The specific additional record keeping requirements, beyond those for non-special education students, are as follows: Category of eligibility under 4 AAC 52.130, date of referral, tests and other documents demonstrating eligibility under state law and regulations, Individualized Education Program records (4 AAC 52.140), services provided including dates of initiation and termination; name, address and telephone number of each parent; correspondence; and, other communications with a parent required by regulation. If a child moves from one district to another, the district that has provided special education and related services shall transmit copies of records maintained in accordance with this section to the other district upon request. If the request is made by an official of a school or school system to which the student transfers enrollment or intends to enroll, the parent must be notified of the disclosure, offered a copy of the record and notified of their right to request amendment of the record. No notification is required if the request is made by the parent. These records, with the exception of attendance records, must be maintained in a single file.	C+5 years then destroy	C = Until termination of educational services
08.30 - Student Athletic Activity Records Records that document student eligibility and participation in interscholastic sports/athletic activities and student out of district travel. Includes information related to athletic events, team publicity, scheduling, and parental consent.	CSY+5 years then destroy	

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Transportation Records

Item No - Record Series Title & Description	Retention & Disposition	Remarks
09.01 – N/A	N/A	
09.02 – N/A	N/A	
09.03 – N/A	N/A	
09.04 - Fuel Records Records that document the amount of gasoline, diesel, and oil used by district owned vehicles. May include logs, reports and related documentation.	2 years then destroy	
09.05 – N/A	N/A	
09.06 - Vehicle Accident Records Records that document accidents involving school district vehicles. May include accident summary reports, dispatch reports with information such as name and address of parties involved, date and time, complaint, description of damage, and any other appropriate data. Records may also contain motor vehicle accident reports that include driver's name, address, phone number, date of birth, driver's license number, passenger and witness names, description of events, make and model of vehicle(s), and vehicle identification number.	5 years then destroy*	* = If any litigation, claim, audit or dispute is initiated before the expiration of the 5 year period, retain records until all issues involving the records have been resolved and final action taken.
09.07 - Vehicle Maintenance Records Records that document the maintenance of school buses and other vehicles owned by the school district. May include maintenance agreements, annual and semi-annual inspection and certification reports, routine safety checks, preventative maintenance inspection reports, specified routine maintenance information, expenditures and costs of repairs, new bus check lists, bus breakdown records, repair notices and orders, and operations reports listing gas and oil consumption.	C+4 years then destroy	C = For life of vehicle Refer also to Equipment Records, item #04.05.

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
09.08 - Vehicle Ownership Records Records that document school district ownership and administration of vehicles such as cars, vans, trucks, and buses. May include title application materials, titles, registrations, vehicle warranties, vehicle inventories, and related correspondence.	C+4 years then destroy	C = Until disposal of vehicle Refer to 4 AAC 27.110 for minimum standards for school buses in Alaska.
09.09 - Vehicle Usage Records Records that document the regular use of school district vehicles. Records may include scheduling records, transportation request forms, list of vehicles with vehicle number and description, mileage, and related correspondence.	3 years then destroy	

Curriculum & Instruction Records

Item No - Record Series Title & Description	Retention & Disposition	Remarks
10.01 - Course Descriptions Records that list and describe school courses offered to students. Information may include course content descriptions; number of units granted; required or elective status; goals, competencies and standards for standard and modified diplomas; and, other information relative to educational plans.	CSY+10 years then destroy	

Item No - Record Series Title & Description	Retention & Disposition	Remarks
10.02 - Curriculum Development, Selection & Adoption Records Records that document the selection and adoption of textbooks and other instructional materials by school districts, and the development and approval process for staff or faculty to revise program curriculum or to update curriculum strategies and instruction. May include support documentation, reviews, reports, approvals, adoption authorization records, lists of state adopted textbooks including titles of books, authors and publishers, and related correspondence and documentation.	C+3 years then destroy	C = Until superseded/obsolete
10.03 – N/A	N/A	

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
10.04 - Student Testing - Individual Student Report Summary of student testing scores.	C+2 years then destroy	C = Until graduation or withdrawal Refer also to Student Permanent Record, item #08.01.
10.05 – N/A	N/A	
10.06 - Teacher Daily Instructional Plans Records that document the instruction of students as planned on a daily basis by teachers. May include instructional plans and related documentation and correspondence.	CSY+1 year then destroy	
10.07 - Teacher's Grade Records Records document the teacher's daily and term grades for each student. Records may include test scores, marking sheets and other related materials.	CSY+2 years then destroy	Grades will be recorded to the Student Permanent Record, item #08.01.

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Food Service & Nursing Records

Item No - Record Series Title & Description	Retention & Disposition	Remarks
11.01 - School Food Service Program Administration Records include documents relating to initiating, administering and reporting on school food service programs. May include application for participation in the nutrition program, agreements, price policy, collection procedures, schedule of reimbursements, administrative review reports, inventory forms, receipts, school data forms, audit reports, menus, sanitation contracts, copies of checks and paid invoices, deposits, daily food production records, meal count reports, stock inventory reports, cost analyses, state and federal regulations and guidelines, free or reduced price meal records.	3 years then destroy	
11.02 – N/A	N/A	
11.03 - Daily Medication Orders Orders are signed by the student's physician or parent/guardian to authorize the school to provide medication to a student while at school. They identify the type of medication, dosage, times when the medication will be provided, etc. New orders are completed at the beginning of the school year or when a change occurs.	C then destroy	C = Until superseded by a new order, until a doctor determines that the medication is no longer required, or at the end of the school year, whichever is shorter

Library & Media Records

Item No - Record Series Title & Description	Retention & Disposition	Remarks
12.01 - Acquisition & De-accession Records (Registers) Records that document the process of requesting, purchasing, and acquiring, as well as de-accessioning, books, periodicals, audio-visual, and other library materials. May include accession and de-accession registers, correspondence with publishers, questionnaires, request forms, bibliographic data, receipt notations, and related documentation.	C then destroy	C = Until superseded or obsolete Also refer to Library Catalog Records, item #12.10.

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
12.02 - Acquisition & De-accession Records (All Other Records) Records that document the process of requesting, purchasing, and acquiring, as well as de-accessioning, books, periodicals, audio-visual, and other library materials. May include accession and de-accession registers, correspondence with publishers, questionnaires, request forms, bibliographic data, receipt notations, and related documentation.	3 years then destroy	Also refer to Library Catalog Records, item #12.10.
12.03 – N/A	N/A	
12.04 - Audio-Visual Materials & Equipment Loan Records (Equipment Inventory) Records that document the loan, rental, scheduling, and delivery of audio-visual or media material and equipment to school or district faculty or staff. May include request forms, extension and cancellation records, borrower identification, title and material identification, shipping or delivery information, booking records, attendance and number of times media used or shown, usage statistics, accounting records concerning the cost of material, and related documentation.	C+3 years then destroy	C = Until superseded or obsolete
12.05 - Audio-Visual Materials & Equipment Loan Records (All Other Records) Records that document the loan, rental, scheduling, and delivery of audio-visual or media material and equipment to school or district faculty or staff. May include request forms, extension and cancellation records, borrower identification, title and material identification, shipping or delivery information, booking records, attendance and number of times media used or shown, usage statistics, accounting records concerning the cost of material, and related documentation.	3 years then destroy	

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Item No - Record Series Title & Description	Retention & Disposition	Remarks
12.06 - Circulation Records (Overdue Records) Records that document the borrowing of circulating library, audio-visual, media, and learning records center materials by students and faculty. May include name of the borrower, title of material borrowed, due date, overdue status, overdue notices, and related documentations.	C then destroy	C = Until material is returned or debts reconciled/deemed uncollectible May be exempt from public disclosure under AS 40.25.140.
12.07 - Circulation Records (All Other Records) Records that document the borrowing of circulating library, audio-visual, media, and learning records center materials by students and faculty. May include name of the borrower, title of material borrowed, due date, overdue status, overdue notices, and related documentations.	2 years then destroy	May be exempt from public disclosure under AS 40.25.140.
12.08 - Copyright & Duplication Records Records that document permission received from authors, publishers, producers, and distributors of video programs and other media and materials to allow the school district to duplicate the material without copyright infringement. May include agreements which state the terms, conditions, copyright releases, authorizing signatures, and related documentation.	C+3 years then destroy	C = Until contract expires
12.09 - Library & Media Inventory Records Records that document approved lists of books, periodicals, audio-visual materials, and other library materials. May include annual inventories, book lists, periodicals, audio-visual materials, and materials on specific subjects. Lists document material approved for use in school districts and materials that may be borrowed from centralized media and resources centers. Records generally include titles, bibliographic descriptions, and identification numbers.	C+3 years then destroy	C = Until superseded or obsolete
12.10 - Library Catalog Records Records that document the maintenance and retrieval of the holdings of the school library, professional library, teaching resource center, audio-visual, media or resource center of the school district. May include the card or electronic catalog which contains the bibliographic records of the holdings, holdings records which contain data on items in circulation and related documentation.	C then destroy	C = Until superseded or disposal of cataloged material Also refer to Acquisition & De-accession Records, items #12.01 and #12.02.

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RECORDS SERIES INDEX

A

Accident & Incident Reports 21
Accounts Payable Records 2
Accounts Receivable Records 2
Acquisition & De-accession Records (All Other Records) 56
Acquisition & De-accession Records (Registers) 55
Administrative Systems Studies & Operational Plans 15
Alternative School Referral Records 44
Annual Financial Plan Documentation (All Other Files) 1
Annual Financial Plan Documentation (Officially Adopted Budget) 1
Asbestos Management Records (All Other Records) 11
Asbestos Management Records (Exposure Monitoring) 10
Asbestos Management Records (Management Plans) 10
Audio-Visual Materials & Equipment Loan Records (All Other Records) 56
Audio-Visual Materials & Equipment Loan Records (Equipment Inventory) 56
Audio-Visual Materials & Equipment Loan Records (Extension and Cancellation Records) 56
Audit Reports (All Other Records) 3
Audit Reports (Official Major Report) 2
Audit Reports (Official Minor Report) 3

B

Bank Transaction Records 3
Benefits Continuation Records 24
Bond Records 4
Budget Preparation Records 1
Budget Revision Requests 1
Bus Driver Records 52
Bus Incident & Vandalism Reports 52
Bus Schedule & Route Records 52

C

Capital Construction Project Records 11
Child Abuse Reports 44
Circulation Records (All Other Records) 57
Circulation Records (Overdue Records) 57
Collective Bargaining Records (All Other Records) 24
Collective Bargaining Records (Final Contract) 24
Complaints 16
Contracts and Agreements 16
Copyright & Duplication Records 57
Course Descriptions 53
Criminal Background Check Records 25
Curriculum Development, Selection & Adoption Records 54

D

Daily Medication Orders 55
Deduction Authorization Records 6
Deduction Registers 6
Disaster Preparedness & Emergency Response Drills 21
Disaster Preparedness & Emergency Response Plans 22
Drafts and Working Papers 16
Drug Testing Records 25

E

Education Counseling Records 44
Educational Programs Student Records 42
Employee Benefits Records (All Other Records) 26
Employee Benefits Records (PERS Enrollment Records) 25
Employee Medical Records 26
Employee Medical Records (Hazard Exposure Files) 26
Employee Payroll Records 6
Employee Payroll Records (All Other Records) 7
Employee Personnel Records 27
Employee Time & Attendance Records 7
Employee Time & Attendance Records (Used for Retirement Verification) 7
Employee Training Records - Hazardous/Toxic Substances & Blood-Borne Pathogens 33
Employment Eligibility Verification Forms (I-9) 27
Equal Employment Opportunity Commission Compliance Records (All Other Records) 28
Equal Employment Opportunity Commission Compliance Records (Complaint Records) 28
Equal Employment Opportunity Commission Compliance Records (Plans, Updates, and Policy Statements) 27
Equipment Records 11
E-Rate Program Records 47
E-Rate Program Records (Continued) 48

F

Facility Use Records 11
Federal Tax Records (All Other Records) 8
Federal Tax Records (Expenditure of Grant Funds) 7
Federal Tax Records (Wage & Tax Statements: W-2) 8
Federal Tax Records (Withholding Allowance Certificates: W-4) 8
FMLA/AFLA Files 28
Fuel Records 52

G

Garnishment Records 8
General Correspondence 17
General Ledgers 4
Grade Reports 43
Grant Records 4
Grievance Records 28

H

Hazard Communication & Material Safety Data Sheets 32
High School Dual Program Student Records 43

I

Information Technology System Maintenance Records 35
Information Technology System Maintenance Records (System Backup Records) 36
Information Technology System Planning & Development Records 34
Information Technology System Program Documentation 35
Information Technology System Security Records 36
Insurance Claim Records 22
Insurance Policy & Endorsement Records 6
Investment Records 5

K

Key, Badge & Photo Identification Records 22

L

Lease Administration Files (All Other Records) 12
Lease Administration Files (Leases) 12
Leave Balance Reports (All Other Reports) 9
Leave Balance Reports (Year-end Report) 8
Legal Case Records 17
Legal Case Records (Landmark Cases) 17
Legal Opinions 17
Legal Opinions (Landmark Cases) 17
Letters of Intent 31
Library & Media Inventory Records 57
Library Catalog Records 57
Local, State & Federal Revenue Records 5

M

Mail and Telephone Records 17
Migrant Education Program Records 41

P

Parental Consent & Withholding Disclosure/Release of Information Documents 45
Parental/Custodial Delegation Records 45
Parent-Teacher Conference Records 45
Parking Decal/Permit Records 18
Payroll Administrative Reports 9
Payroll Registers (All Other Registers) 9
Payroll Registers (Leave Accrual and Monthly Registers) 9
Payroll Registers (Year-end) 9
Periodic/Annual Records 44
Position Description, Classification & Compensation Plan Records (All Other Records) 29
Position Description, Classification & Compensation Plan Records (Final Study or Report) 29
Post Implementation Evaluation Reviews & Reports 36
Postage Records 18
Procurement Files (All Other Records) 13
Procurement Files (Formal Contracts) 12
Program History Files 18
Program Policies and Procedures (Major) 18
Program Policies and Procedures (Routine) 19
Program User Documentation & Training Materials 36
Projected Enrollment Data 19
Property Control (Damaged, Stolen & Disposition Records) 13
Property Control (Inventory Records) 14
Property Records (Land and Buildings - Routine Data) 14
Property Records (Land and Buildings - Substantive Data) 14
Property Records (Purchase, Ownership & Sale) 15
Publications 23

R

Recording of Voice Conversations 19
Recruitment, Selection & Appointment Records 30
Recruitment, Selection & Appointment Records (All other Records) 31
Recruitment, Selection & Appointment Records (EEO Action) 30
Report Cards (Elementary) 42
Report Cards (Secondary) 42
Reports (Annual) 19
Reports (Quarterly, Monthly) 19
Risk Factor Evaluation Records 22

S

Safety Committee Records 23
Safety Inspection & Compliance Records 23
School Board Member Oaths 16
School Board Minutes and Meeting Files (Major Policy Making) 19
School Board Minutes and Meeting Files (Non-Policy Making) 20
School Census & Registration Records 39
School Food Service Program Administration 55
School Nursing Records 55
Software Management Records 37
Special Education File (All Other Records) 51
Special Education File (Alternate Assessment Scoring Protocols) 50
Special Projects 20
Student Athletic Activity Records 51
Student Attendance Record 43
Student Cumulative Health Record 48
Student Disciplinary Records (Major) 39
Student Disciplinary Records (Minor) 40
Student Permanent Record 38
Student Psychological or Social Assessment Records 49
Student Records Requests 45
Student Testing - Group Reports 54
Student Testing - Individual Student Report 54
Student Testing - Primary Record (Answer Sheets) 54
Student Truancy Records 45
Student, Employee & Visitor Sign-In/Out Logs 23
Subsidiary Ledgers, Journals & Registers 5
Superintendent Records 20
Supply Records 20
Surveillance Video Tapes 23

T

Teacher Daily Instructional Plans 54
Teacher's Grade Records 54
Technical Reference Files 20
Telecommunications System Management Records (All Other Records) 37
Telecommunications System Management Records (Repair and Service Records) 37
Test Security Agreements 45
Testing Data 37
Training Program Records 33
Transfer of Student Records 41
Transitory and Miscellaneous Administrative Information 21
Transportation Complaint Reports 52
Travel Expense Records 5
Tutoring Records 46

U

Unemployment Compensation Claim & Report Records 10

V

Vehicle Accident Records 53
Vehicle Maintenance Records 53
Vehicle Ownership Records 53
Vehicle Usage Records 53
Volunteer Program Records (All Other Records) 34
Volunteer Program Records (Worker Records) 33

W

Withdrawal Records 46
Work Orders 15

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