

DATA/RECORDS RETENTION

The following records retention schedule shall be followed:

Type of Record	Length of Preservation
<u>Business Records</u>	
Accident Reports	
Employee	6 years or term of employment
Student.....	6 years after age of majority
Annual Audit	Permanent
Annual Report (District).....	Permanent
Application for Federal Grants	6 years
Architectural Plans	Permanent
Bank Deposit Slips and Statements	6 years
Bond Issue Materials	Permanent
Budgets	
District.....	Permanent
Worksheets	1 year
Checks.....	6 years
Child Labor Permits	1 year
Collective Bargaining Agreements	Permanent
Contracts (short-term/consultant).....	1 year
Certified Educator.....	Permanent
Correspondence for Business	4 years
Deeds	Permanent
District Meeting Minutes & Warrant.....	Permanent
Enrollment Reports	Permanent
Resident Pupil Membership Forms	
Fall Reports A-12-A	
Pupil Registers	
School Opening Reports	
Statistical Reports A-3	
Federal Program Awards	6 years
Invoice/Purchase Order	
Program Income	
Indirect Cost Rate, Proposals and Allocation Plan	
Form C-2 Unemployment.....	6 years
Wage Report (DES 100)	
Invoices/Purchase Orders.....	Until audited, plus 1 year
Job Orders	1 year
Ledgers/Journals/Manifests	6 years
MS-22 Budget Forms	6 years
<u>Type of Record</u>	
<u>Length of Preservation</u>	
MS-23 Budget Forms	6 years
MS-25 Budget Forms	6 years
Monthly Financial Status	1 year
Minutes of Board Meetings	Permanent
Payroll Information	6 years
Purchase Orders.....	Until audited, plus 1 year

EHB-R
RECOMMENDED FORM

Requisitions	Until audited, plus 1 year
Retirement Application Reports	1 year
Special Trip Requests	1 year
Special Trip Confirmation	1 year
Substitute Teacher Pay Slips	5 years
Student Activities Records	6 years
Telephone Log Sheets	1 year
Time Cards	6 years
Transportation Reports	1 year
Travel Reimbursement.....	Until audited, plus 1 year
Treasurer's Receipts/Canceled Checks	6 years
Treasurer's Report	Permanent
Vocational Education	
AVI Forms	1 year
Vocational Center Regional Contracts	20 years
Equipment Inventories	5 years
Work Orders.....	Until audited, plus 1 year
W-2's Yearly.....	7 years
W-4 Withholding Exemption Certificate	7 years
941-E Quarterly Taxes	7 years

Personnel Records

Applications	3 years (If employed, permanent)
Attendance Records	1 year
Civil Rights Forms	6 years
COBRA applications	Permanent
Dues Authorization.....	Term of Employment, plus 20 years
Employee Contracts.....	Permanent
Induction Pathway Teacher Evaluations	Permanent
Medical Benefits Application	Term of Employment, plus 20 years
Medical Evaluations	Permanent
Miscellaneous Correspondence (for Personnel)	4 years after termination
Portfolio Summaries.....	Permanent

Type of Record

	Length of Preservation
Professional Development Plan	Term of Employment, plus 20 years
Substitute Lists.....	6 years
Termination Forms.....	6 years

Student Records

Anecdotal Records.....	Term of Enrollment
Disciplinary Reports	
Excuses (Parental)	
Insurance Forms	
Medical Reports (Doctor)	
Application for Free or Reduced Lunch	3 years in addition to the current fiscal year
Emergency Procedure Form	1 year
Health and Physical Records	Term of Enrollment
Miscellaneous Evaluation Material	Term of Enrollment
National Honor Society Application/Award	1 year

