

LOCAL RECORDS RETENTION SCHEDULE

<u>Type</u>	<u>Local/State Record Recommended</u>	<u>State/Federal Mandated Retention</u>
<u>Business Records</u>		
Accident Reports		
Employee	6 years or term of employment	
Student	6 years of term of majority	
Annual Audit	Permanent	
Annual Report (District)	Permanent	
Application for Federal Grants		5 years
Architectural Plans	Permanent	
Engineering Surveys		
Asbestos Removal		
Bank Deposit Slips	Keep until Audit	
Bond Issue Materials	Permanent	
Child Labor Permits	1 year	
Contracts	1 year	
Certified Educator	Permanent	
Collective Bargaining Agreements	Permanent	
Correspondence for Business	4 years	
Deeds		Permanent
District Meeting Minutes and Warrant		
*Enrollment Reports		
Resident Pupil Membership Forms	14 years	
Fall Reports A-12-A (RSA 189:28)	Permanent	
*Pupil Registers (RSA 198:27-b)		Permanent
School Opening Reports	3 years	
Statistical Report A-3 (RSA 189:28)	Permanent	
*Federal Projects Document		5 years after submission of final audit report and documentation for expenditures, unless there is an ongoing audit.
FICA Reports - monthly	6 years	
Quarterly Form 941		6 years
Fixed Trip Requests/Confirmation	1 year	
Fixed Assets Schedule	Permanent/as updated	
Form C-2 Unemployment	6 years	
Wage Report (DES 100)		
Invoices	Until Audit	
MS-22 Budget Form	6 years	
MS-23 Budget Form	6 years	
MS-25 Budget Form	6 years	

Minutes of Board Meetings	Permanent	
Purchase Orders	Until Audit	
Request for Payment Vouchers	Until Audit	
Requisitions		
*Retirement Reports Monthly Monthly		1 year
Student Activities Records/Accounts	Until Audit	
Time Cards		
Bus Drivers	5 years	
Custodial	5 years	
Secretarial	5 years	
Substitute Teachers Pay Slips	5 years	
Travel Reimbursements	Until Audit	
Treasurer's Receipts		
Canceled Checks	6 years	
Treasurer's Report	6 years	
Vocational Education		
AVI Forms	1 year	
Vocational Center Regional Contracts	20 years	
Federal Vocational Forms		6 years
Vouchers Manifests	Until Audit	
*W-2s Yearly		6 years
*W-4 Withholding Exemption Certificate		6 years
*W-9s		6 years
*941-E Quarterly Taxes		6 years

Personnel Records

Application, including Criminal Records	Term of Employment	
Attendance Records		
Leaves	1 year	
Requests for Leaves	1 year	
Class Observation Forms	1 year	
Criminal Record Check	Term of Employment	
*Civil Rights Forms		6 years
Dues Authorization	Term of Employment	
Evaluations	Term of Employment	
Medical Benefits Application	Term of Employment	
Re-employment Letter of Assurance	1 year	
Retirement Application	Term of Employment	
Separation from Employment		
Form/Letter	6 years	
Staff Development Plan	Term of Employment	

Student Records

Disciplinary Records	Term of Employment	
Early Dismissal	1 year	
Emergency Information Form	1 year	
Health and Physical Records,		

Including Immunization Record

Term of Employment

Medical Reports
Registration Form
*Application for Free Lunch
Transcripts
Attendance
Grades
Assessment Results

Term of Enrollment
Term of Enrollment

6 years

Permanent
Permanent
Permanent
Permanent

Internal Records

Child Abuse Reports/Allegations
Criminal Investigation
Criminal Records Check
 Unsuccessful/Unfavorable
Personnel Investigations
Sexual Harassment

Permanent
Permanent

1 year

Permanent

Special Education Records

At a minimum, records for special education students should be kept as long as the student is in a program and there is district liability for the education of the student. Given court decisions that are retroactive, it might be at least six (6) years after the termination or completion of the program.

Local Records Retention and Disposal Process EHB-R

The Schedule for Retention and Disposal of Public School Records provides for the disposition of most records created or maintained by public schools. The public officials concerned may destroy these records upon expiration of the retention period. This schedule authorizes, but does not require, public officials to dispose of records after the expiration of the assigned retention period. Local situations may require retention beyond the periods listed, and nothing prevents a district from retaining records longer than the period scheduled.

The proper disposal of information and data is important to minimize the use of valuable space, promote efficiency, assist in the day-to-day operations and, reduce the cost of storage of unneeded records, and reduce the risk of identity theft and/or breaches of privacy, computer fraud and related harms. The School District employees must take reasonable measures to protect against unauthorized access to or use of records and information/data, and properly dispose of paper and electronic records, information and data.

The Superintendent is responsible for the destruction of the School District records. Delegation of responsibilities may be made if clear guidance is provided to those with delegated responsibility while maintaining the ultimate authority to enforce this policy.

Guidelines:

Destruction of all paper and electronic records must be by shredding, erasing, or otherwise modifying the information of the record to make the record unreadable, undecipherable or nonreconstructable through generally available means. Other means include, but are not limited to, burning or pulverizing the records. Information that is stored electronically must be made irretrievable before disposal.

Electronic records that are retained must be retained in a preserved record-keeping system along with the transmission data. In this case, e-mail messages in users mailboxes have little or no continued value and may be deleted. The district will not store or back up email for more the 24 hours. The records in the preserved record-keeping system are governed by this policy and the School District Record Retention Policy and Schedule.

Litigation Hold

When the School District has been given notice that a legal action is either pending or imminent or a government investigation will occur, destruction of records (documents) must be suspended immediately.

Reviewed: March 5, 2014

Updated: December 2, 2015