

**RECORDS RETENTION SCHEDULE**

| <u>TYPE</u>  | <u>LOCAL RECORDS</u>             | <u>STATE RECORDS</u>             | <u>FEDERAL RECORDS</u> |
|--|----------------------------------|----------------------------------|------------------------|
| <b><u>Business Records:</u></b>                    |                                  |                                  |                        |
| Accident Reports                                   |                                  |                                  |                        |
| -Employee  | 6 years or<br>Term of Employment | 6 years or<br>Term of Employment |                        |
| -Student   | 6 years after age                | of maturity for suit             |                        |
| Annual Audit                                       | Permanent<br>(RSA 33-A 10 yrs.)  | Permanent<br>(RSA 33-A 10 yrs.)  |                        |
| Annual Report (District)                           | Permanent                        |                                  |                        |
| Application for Federal Grants                     |                                  |                                  | 6 years                |
| Architectural Plans,                               | Permanent                        | Permanent                        |                        |
| -Engineering Surveys (RSA 33-A - life of building) |                                  | (RSA 33-A - life of building)    |                        |
| -Asbestos Removal                                  |                                  |                                  |                        |
| Bank Deposit Slips and Statements                  | 6 years                          |                                  |                        |
| BLS Labor - monthly                                |                                  |                                  | 1 year                 |
| Bond Issue Materials                               | Permanent                        | Permanent                        |                        |
| Budgets  | Permanent                        | Permanent                        |                        |
| -District  | Permanent                        | Permanent                        |                        |
| -SAU   | Permanent                        | Permanent                        |                        |
| -Worksheets  | 1 year                           | 1 year                           |                        |
| Checks   | 6 years                          | 6 years                          |                        |
| Child Labor Permits                                |                                  | 1 year                           |                        |
| Class Observation Forms                            | 1 year                           |                                  |                        |
| Collective Bargaining Agreements                   | Permanent                        |                                  |                        |

Records Retention Schedule (cont.)

| <u>TYPE</u>   | <u>LOCAL RECORDS</u>   | <u>STATE RECORDS</u>              | <u>FEDERAL RECORDS</u> |
|---|--|-----------------------------------|------------------------|
| Contracts   |  |                                   |                        |
| -Completed awards, including request for or purchase, bids and awards | Life of Project or purchase  | Life of Project or purchase       |                        |
| -Unsuccessful bids  | Completion of Project Plus 1 Year                                    | Completion of Project Plus 1 Year |                        |
| -Certified Educator   | Permanent  |                                   |                        |
| Correspondence for Business   | 4 years  | 1 year                            |                        |
| -General  | 3 years or as long as administratively useful or of historical value |                                   |                        |
| -Financial  | 7 years  |                                   |                        |
| Credit Union Applications   | 1 year   | 4 years                           | 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 Report A-3   |  |                                   |                        |
| FICA Reports - monthly  |  | 7 years                           |                        |
| -Quarterly  |  |                                   |                        |
| Fixed Asset Schedule  | Permanent (as updated)   |                                   |                        |
| Form 2 Federal Funds/Program  |  |                                   | 6 years                |
| Form C-2 Unemployment   | 6 years  |                                   |                        |
| -Wage Report (DES100)   |  |                                   |                        |
| Invoices  | Until Audited Plus 1 year  |                                   |                        |

Records Retention Schedule (cont.)

| <u>TYPE</u>   | <u>LOCAL RECORDS</u>            | <u>STATE RECORDS</u>            | <u>FEDERAL RECORDS</u> |
|---|---------------------------------|---------------------------------|------------------------|
| Job Orders  | 1 year                          |                                 |                        |
| Ledger/Journals   | 6 years                         |                                 | 6 years                |
| MS-22 Budget Form                                       | 6 years                         | 6 years                         |                        |
| MS-23 Budget Form                                       | 6 years                         | 6 years                         |                        |
| MS-25 Financial Report                                  | Permanent                       | Permanent                       |                        |
| Medical Benefits Application                            | 1 year                          |                                 |                        |
| Monthly Reconciliations                                 | 1 year                          |                                 |                        |
| Monthly Financial Status<br>-Reports by Building        | 1 year                          |                                 |                        |
| Minutes of Board Meetings                               | Permanent                       |                                 |                        |
| Purchase Orders<br>Form 2 Federal Programs              | Until Audited Plus 1 year       |                                 | 6 years                |
| Request for Payment Vouchers<br>Form 2 Federal Programs | Until Audited Plus 1 year       |                                 | 6 years                |
| Requisitions<br>Form 2 Federal Programs                 | Until Audited Plus 1 year       |                                 | 6 years                |
| Retirement Applications                                 | 1 year                          | 1 year                          |                        |
| Retirement Reports<br>-Monthly                          | 1 year                          | 1 year                          |                        |
| School District Warrants                                | Permanent                       |                                 |                        |
| Special Trip Requests                                   | 1 year                          | 1 year                          |                        |
| Special Trip Confirmation                               | 1 year                          | 1 year                          |                        |
| Supply Orders   | Until Audited<br>Plus 1 year    | Until Audited<br>Plus 1 year    |                        |
| Substitute Teachers Pay Slips                           | 5 years<br>(Dept. of Ed 1 year) | 5 years<br>(Dept. of Ed 1 year) |                        |
| Student Activities Records                              | 6 years                         | 6 years                         |                        |

Records Retention Schedule (cont.)

| <u>TYPE</u>                              | <u>LOCAL RECORDS</u>         | <u>STATE RECORDS</u>         | <u>FEDERAL RECORDS</u> |
|--|------------------------------|------------------------------|------------------------|
| Telephone Log Sheets                     | 1 year                       | 1 year                       |                        |
| Time Cards                               | 6 years                      |                              | 6 years                |
| -Bus Drivers                             | (RSA 33-A 4 years)           |                              |                        |
| -Custodial                               |                              |                              |                        |
| -Secretarial                             |                              |                              |                        |
| -Other                                   |                              |                              |                        |
| Transportation Reports                   | 1 year                       | 1 year                       |                        |
| Travel Reimbursements                    | Until Audited Plus<br>1 year | Until Audited Plus<br>1 year |                        |
| Form 2 Federal Funds                     |                              |                              | 6 years                |
| Treasurer's Receipts                     | 6 years                      |                              |                        |
| -Canceled Checks                         |                              |                              |                        |
| Treasurer's Report                       | Permanent                    | Permanent                    |                        |
| Voucher Manifests                        | Until Audited Plus<br>1 year | Until Audited Plus<br>1 year |                        |
| Form 2 Federal Funds                     |                              |                              | 6 years                |
| Work Orders                              | Until Audited Plus 1 year    |                              |                        |
| W-2's Yearly                             |                              |                              | 7 years                |
| W-4 Withholding Exemption<br>Certificate |                              |                              | 7 years                |
| 941-E Quarterly Taxes                    |                              |                              | 7 years                |
| -1099S                                   |                              |                              | 7 years                |

Records Retention Schedule (cont.)

| <u>TYPE</u>                  | <u>LOCAL RECORDS</u>                                      | <u>STATE RECORDS</u> | <u>FEDERAL RECORDS</u>  |
|------------------------------|---|----------------------|---|
| Federal Projects Papers      |   |                      |   |
| -Form 1                      |   |                      | 5 years after submission of final expenditure report and documentation for expenditures, unless there is an ongoing audit taking place in which case all records will be maintained until final resolution. See 20 U.S.C.1232f 34 CFR 80.42 (b) (4) |
| -Form 1-A                    |   |                      |   |
| -Form 2                      |   |                      |   |
| -Form 3                      |   |                      |   |
| -Form 3-A                    |   |                      |   |
| -Form 4 Quarterly            |   |                      |   |
| <u>Personnel Records</u>     |   |                      |   |
| Applications                 | 3 years, or if employed, term of employment plus 50 years |                      |   |
| -Employment                  |   |                      |   |
| -Not Employed                |   |                      |   |
| -Interview Documents         |   |                      |   |
| -Letters of Recommendation   |   |                      |   |
| -Transcripts                 |   |                      |   |
| -Criminal Record Check       |   |                      |   |
| Attendance Records           | 1 year  |                      |   |
| -Leaves                      |   |                      |   |
| -Request for Leaves          |   |                      |   |
| Civil Rights Forms           |   |                      | 6 years   |
| Dues Authorization           | Term of Employment Plus 50 years                          |                      |   |
| Evaluations                  | Term of Employment Plus 50 years                          |                      |   |
| HIPPA Documentation          | Term of Employment<br>Plus 50 years                       |                      |   |
| Medical Benefits Application | Term of Employment<br>Plus 50 years                       |                      |   |
| Medical Examinations         | Term of Employment Plus 50 years                          |                      |   |
| Miscellaneous Correspondence |   |                      |   |
| -for Personnel               | 4 years after termination                                 |                      |   |

Records Retention Schedule (cont.)

| <u>TYPE</u>   | <u>LOCAL RECORDS</u>  | <u>STATE RECORDS</u> | <u>FEDERAL RECORDS</u> |
|---|---|----------------------|------------------------|
| Record of Leave<br>-Superintendents   | 1 year  |                      |                        |
| Re-employment Letter of Assurance<br>to Employees   | 1 year  |                      |                        |
| Staff Development Plan  | Term of Employment Plus 50 years                              |                      |                        |
| Substitute Lists  | 6 years   |                      |                        |
| Teachers' Record Cards  | Term of Employment Plus 50 years                              |                      |                        |
| Teachers' Master Contract   | Length of Contract<br>(suggest you keep one copy permanently) |                      |                        |
| Termination Forms   | 6 years   |                      |                        |
| <u>Student Records</u>  |   |                      |                        |
| Early Release Forms   | 1 year  |                      |                        |
| Emergency Procedure Form  | 1 year  |                      |                        |
| Examples of Student's Work  | 1 year  |                      |                        |
| Health and Physical Records<br>-Shot Record   | Term of Enrollment  |                      |                        |
| National Honor Society<br>-Applications and/or Awards   | 1 year  |                      |                        |
| Permanent Record Cards<br>-Progress<br>-Attendance<br>-Test Scores (Standardized)<br>-Academic<br>-Transcript | Permanent   |                      |                        |
| Miscellaneous Evaluation<br>Material  | Term of Enrollment  |                      |                        |

**Records Retention Schedule (cont.)**

| <u>TYPE</u>                         | <u>LOCAL RECORDS</u> | <u>STATE RECORDS</u> | <u>FEDERAL RECORDS</u>                         |
|-------------------------------------|----------------------|----------------------|--|
| Co- and Extra Curricular Activities | Term of Enrollment   |                      |  |
| Anecdotal Records                   | Term of Enrollment   |                      |  |
| -Disciplinary Reports               |                      |                      |  |
| -Medical Reports (Doctor)           |                      |                      |  |
| -Excuses (Parental)                 |                      |                      |  |
| -Insurance Forms                    |                      |                      |  |
| Post High School Placement          | 6 years              |                      |  |
| -Information and Follow-up          |                      |                      |  |
| Registration Form                   | Term of Enrollment   |                      |  |
| -Applications for Free Lunch        |                      |                      | 3 years in addition to the current fiscal year |
| -Application for Reduced Lunch      |                      |                      | 3 years in addition to the current fiscal year |

**Special Needs Student Records**

Index of Documents  
 Log of People who have Reviewed Material in Each Folder  
 Notification to Parent of Meeting to Discuss the Student's Program with Placement Team  
 Permission to Test Form  
 Student Referral Form  
 Diagnostic Form  
     -Accumulation of Data  
     -Psychological Exams  
     -Learning Disabilities Tests  
 Team Meeting Notes  
 Spedis Forms  
 IEP's  
 Teacher/Student Comments  
 Correspondence

As a minimum these records for special needs 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 you might be prudent to preserve for at least six (6) years after termination or program completion.

**Records Retention Schedule (cont.)**

| <u>TYPE</u>                        | <u>LOCAL RECORDS</u> | <u>STATE RECORDS</u> | <u>FEDERAL RECORDS</u> |
|------------------------------------|----------------------|----------------------|------------------------|
| Out-of-District Progress Reports   |                      |                      |                        |
| <u>Internal Records</u>            |                      |                      |                        |
| Child Abuse Reports<br>allegations | Permanent            |                      |                        |
| Investigations                     | Permanent            |                      |                        |
| Sexual Harassment                  | Permanent            |                      |                        |
| <u>Vocational Education</u>        |                      |                      |                        |
| AVI Forms                          | 1 year               |                      |                        |
| Center Regional Contracts          | 20 years             |                      |                        |
| Equipment Inventories              | 5 years              |                      |                        |
| Federal Forms                      |                      |                      | 6 years                |