

CONCORD SCHOOL DISTRICT - SAU #8

Policy #249 - RECORDS RETENTION SCHEDULE

<u>TYPE</u>	<u>LOCAL/STATE RECOMMENDED</u>	<u>STATE/FEDERAL MANDATED RETENTION</u>
<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		5 Years
Architectural Plans	Permanent	
Asbestos Removal		
Engineering Surveys		
Bank Deposit Slips	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 & Warrant		
*Enrollment Reports		
Resident Pupil Membership Forms	14 Years	
Fall Reports A-12A (RSA 189:28)	Permanent	
*Pupil Registers (RSA 189.27-b)	Permanent	
School Opening Reports	3 Years	
Statistical Report A-3 (RSA 189:28)	Permanent	
*Federal Projects Documents		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 Wage Report (DES 100)	6 Years	
Invoices	Until Audit	
MS-22 Budget Form	6 Years	
MS-23 Budget Form	6 Years	
MS-25 Budget Form	6 Years	

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Minutes of Board Meetings	Permanent	
Purchase Orders	Until Audit	
Request for Payment Vouchers	Until Audit	
Requisitions	Until Audit	
Retirement Reports (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		
Cancelled 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-2's Yearly		6 Years
W-4 Withholding Exemption Certificates		6 Years
W-9 Taxpayer Identification		6 Years
941-E Quarterly Taxes		6 Years
 <u>Personnel Records</u>		
Applications (including Criminal Records)	Term of Employment	
Attendance Records		
Leaves of Absence	1 Year	
Requests for Leave	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	
HIPAA Documentation	6 Years	
I-9 Employment Eligibility	1 Year After End of Employment	
Medical Benefits Application	Term of Employment	
Medical Examinations	Term of Employment	
Re-employment Letter of Assurance	1 Year	

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Retirement application	Term of Employment	
Separation From Employment Form/Letter	6 Years	
Staff Development Plan	Term of Employment	
<u>Student Records</u>		
Disciplinary Records	Term of Enrollment	
Early Dismissal	1 Year	
Emergency Information Form	1 Year	
Health and Physical Records, including Immunization Record	Term of Enrollment	
Medical Reports	Term of Enrollment	
Registration Form	Term of Enrollment	
Applications for Free/Reduced Lunch	6 Years	
Transcripts	Permanent	
Assessment Results	Permanent	
Attendance	Permanent	
Grades	Permanent	
<u>Internal Records</u>		
Child Abuse Reports/Allegations	Permanent	
Criminal Investigation	Permanent	
Criminal Records Check		
Unsuccessful/Unfavorable	1 Year	
Personnel Investigations	Permanent	
Sexual Harassment	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 prudent to retain records for at least 6 years after the termination of completion of the program.