

APPENDIX

RECORDS RETENTION SCHEDULE

How To Use The Records Retention Schedule

The Records Retention Schedule lists records that are created, received or retained as a result of school operations. The schedule includes a description of the records, format in which the records will be retained, classification of the records, retention period, and disposal code. The following information will assist in applying this schedule.

Record Formats

Media codes are used to identify the format(s) that the school may choose to maintain specified records and are assigned as follows:

- A. Paper
- B. Microform
- C. Electronic (machine readable)
- D. Audiovisual (tapes, movies, film strips, etc.)
- E. Cartographic (maps, drawings, blueprints, plans, etc.)
- F. Photographic

Record Classification

School records will be classified as follows, based on the information contained therein:

Public – These records will be made available for access and duplication in accordance with law, Board Policy and administrative regulations.

Exempt – These records are exempt from public access by law.

Contains exempt information – These records contain information that is exempt from public access by law.

Confidential – These records are also exempt from public access but specifically designated as confidential or privileged by law, regulation or court order.

Records that are exempt from public access or contain information that is exempt from public access will be protected from unauthorized access in accordance with law, Board policy, and administrative regulations. Any exempt information will be separated or redacted from an otherwise public record before being made available to a requester. Confidential records may only be accessed, released and/or disseminated by authorized personnel in accordance with law, regulation, or court order and will not be released under the district's discretionary authority to release exempt records.

Retention Periods

Retention periods listed on the schedule are given in years, unless otherwise indicated. Upon expiration of the retention period, all identified records will be disposed of in accordance with Board policy and this schedule.

Disposal Codes

Disposal codes are used to direct the final disposition of records. Records must be disposed of according to the assigned code listed on the schedule. Assigned disposal codes are as follows:

- 1. Routine Handling** – No special precautions are necessary upon disposal. The records should be recycled or disposed of in accordance with standard district procedures.
- 2. Special Handling** – The destruction of records containing privileged, confidential, exempt or sensitive information that requires special handling by shredding, burning, erasing or any other method that reduces information to an illegible condition.
- 3. Archival Retention** – Records requiring permanent retention or records that have sufficient archival or historic value must be preserved in perpetuity.
- 4. Delete** – For use with electronic records. When electronic records have met their retention period, they will be deleted.

Records Not On Schedule

For any record not covered by the retention schedule, the Records Management Committee will determine how long the record must be kept and recommend any necessary revisions to the retention schedule.

Schedule

Record Description	Record Format	Retention Period (in years)	Disposal Code
Administrative Records			
Feasibility Studies	A, C	3	1, 4
PSSA Results	A, C	Permanent	3
Public Record Requests	A, C	1 from date received	1, 4
School Report Cards	A, C	Permanent	3
Strategic Plan	A,C	One (1) copy permanent	3
Complaints/Challenges			
Investigation Records	A,C,D,E,F	6 after final resolution	2,4
Regarding School Employee(s)	A,B,C	7 after employment ends	2,4
Regarding Instructional Materials or School Programs	A, B, C	6	1, 4
School Organization Records			
Charter Agreements	A,C,E	Permanent	3

Photographs/Movies of Historical Value	C, D, F	Permanent	3
Employment Contracts			
Individual Employment Contracts/Board Resolutions	A,C	4 after employment ends	1, 4
Facility Use Records			
Application	A, C	6	1, 4
Fee Schedule (if any)	A, C	Current	1, 4
Financial Records			
Accounts Payable	A, B, C	6	1, 4
Accounts Receivable	A, B, C	6	1, 4
Adopted Annual Budget	A, B, C	10	1, 4
Annual Financial Reports	A, B, C	permanent	3
Annual Audit Reports	A, B, C	Permanent	3
Bank Statements	A, B, C	6	1, 4
Check Registers	A, B, C	6	1, 4
Deposit Slips	A, B, C	6	1, 4
General Ledger	A, B, C	Permanent	3
Grant Records (Successful)	A,C	6 after close of grant	1, 4
Investment Records	A, B, C	6 after cancellation	1, 4
Purchase Orders	A, B, C	6	1, 4
Free and Reduced Lunch Program Records			
Accounts/Audits	A, B, C	5	1, 4
Application for participation	A, C	5	2, 4
Program Requirements	A, B, C	5	1, 4
Insurance Records			
Claims	A, B, C	6 after settlement	2, 4
Policies/Contracts	A, B, C	6 after expiration	1, 4
Litigation Files			
Pleadings, Motions, Briefs, Other Filings	A, B, C	7 after final conclusion of litigation	1, 4
Decision/Ruling	A, B, C	7 after final conclusion of litigation	1, 4
Medical Records			
Medical Records (Employee)	A, C	3 after employment ends	2, 4
Medical Records (Employee Exposure to Toxic Substance)	A, C	30 after employment ends	2, 4
Medical Records (Student)	A, C	2 after graduation	2, 4
Pre-employment medical examination	A, C	3 after employment ends	2, 4
Payroll Records			
Deduction Authorizations	A, B, C	6	2, 4
Direct Deposit Forms	A, B, C	6	2, 4
Time Cards	A, B, C	6	1, 4

Unemployment Compensation Records	A, B, C	4 after contributions paid	2, 4
Wage and Tax Statements (W-2 forms)	A, B, C	6	2, 4
Withholding Allowance Certificates (W-4 Forms)	A, B, C	6 after employment ends	2, 4
Personnel Records			
Attendance Records (Employees)	A, C	3 after employment ends	1, 4
Background Check Documentation	A, B, C	4 after employment ends	2, 4
Continuing Education/Professional Development	A, C	3 after employment ends	2, 4
Credentials (Certificates/Licenses)	A, B, C	4 after employment ends	1, 4
Discipline Records (Employees)	A, B, C	7 after employment ends	2, 4
Employment Application (Hired)	A, B, C	7 after employment ends	2, 4
Employment Application	A, C	4 after position filled	2, 4
Equal Employment Opportunity Reports	A, C	3	1, 4
Evaluations (Employees)	A, C	3 after employment ends	2, 4
Immigration Reform and Control Act Form I-9 (Employment Eligibility Verification Form)	A, C	Later of 3 years after hire or 1 year after termination	2, 4
Leave Records (FMLA)	A, C	3 after employment ends	2, 4
Leave Records (Other)	A, B, C	3 after employment ends	2, 4
Pre-Employment reference checks	A, C	3 after employment ends	2, 4
Request for Reasonable Accommodation (ADA)	A, B, C	1 after denial or resolution	2, 4
Resignations	A, B, C	7 after employment ends	1, 4
Retirement Records	A, B, C	7 after employment ends	2, 4
Property Records			
Building Blueprints	C, E	Permanent	3
Construction Contracts	A, B, C	12 after completion	1, 4
Deeds and Related Records	A, B, C	Permanent	3
Equipment Inventories	A, B, C	6	1, 4
Fixed Asset List	A, B, C	Permanent	3
Inventory Disposal Records	A, C	3 after disposition	1, 4
Leases (Real Estate)	A, B, C	Permanent	3
Leases (Equipment/Vehicles)	A, B, C	6 after expiration	1, 4
Pesticide Application Record	A, C	3	1, 4

Real Property Purchase or Sale	A, B, C	Permanent	3
Purchasing Records (Goods and Services)			
Advertisements	A, B, C	6 after completion	1, 4
Bid Documents (Accepted)	A, B, C	6 after completion	1, 4
Bid Documents (Declined)	A, C	3 after completion	1, 4
Financial Information of Bidders	A, C	3 after completion	2, 4
Specifications	A, B, C	6 after completion	1, 4
Written or telephonic price quotations	A, C	3 after completion	1, 4
Safety Records			
Accident Reports	A, B, C	6	2, 4
Emergency Preparedness Plan	A, C	2 after revised	1, 4
Material Safety Data Sheets (MSDS)	A, C	Current	1
Safe School Act Reports	A, B, C	Permanent	3
Visitor Registration	A, C	5	1, 4
Board of Trustee Records			
Board Meeting Agendas	A, C	1	1, 4
Board Minutes (Approved)	A, B, C	Permanent	3
Board Policies and Procedures (Current)	A, B, C	Permanent	3
Board Policies and Procedures (Old)	A, B, C	Permanent	3
Ethics statements and Statements of Financial Interest	A, B, C	5	1, 4
Notes, Recordings, and/or any other materials used to prepare official minutes	A, C, D	Until official minutes are approved	1, 4
Official Recordings of Board Meetings	C, D	1	1, 4
Workers Compensation Records	A, B, C	7 after claim closed	2, 4