

Retention of Records

All District records shall be retained in accordance with the Retention schedule that has been set forth below.

1.0 Administration Records

1.1.0	School Board Records	Retention Period¹	Historical Value² (HV)
1.1.1	School Board Meeting Minutes and Agenda Packets	Permanent	x
1.1.2	School Board Committee Meeting Minutes	Permanent	x
1.1.3	Citizens Advisory Committee Meeting Minutes	Permanent	x
1.1.4	Management Team Meeting Minutes	3 years	
1.1.5	Annual Reports to the School Board	3 years	x
1.1.6	School Board Policies and Administrative Rules	3 years after superseded	x
1.1.7	School Board Correspondence	3 years	
1.1.8	Management Procedures	3 years after superseded	x
1.1.9	Legal Opinions	7 years	x
1.1.10	Notice of Meetings	7 years	
1.1.11	Petitions	7 years	x
1.1.12	Referendum Results	Permanent	x
1.1.13	Complaints	7 years	
1.1.14	Newsletters/Bulletins	3 years	x
1.1.15	Special Project Studies/Reports	3 years	x
1.1.16	Long Range Planning Reports	7 years	x
1.1.17	Management Correspondence/Memos	1 year	
1.1.18	Excuse from School Attendance Report to Board	3 years	
1.1.19	Election Notices	2 years following elections	
1.1.20	Election Petitions	2 years following elections	
1.1.21	Election Poll Lists	2 years following elections	
1.1.22	Election Statistics	2 years following elections	
1.1.23	Election Tally	2 years following elections	
1.1.24	Election Tally Books and Returns	2 years following elections	
1.1.25	Election Canvassing	10 years following elections	
1.1.26	Election Registrations	2 years following voter registration	

Retention of Records

All District records shall be retained in accordance with the Retention schedule that has been set forth below.

1.2.0	Buildings and Grounds Records	Retention Period¹	HV²
1.2.1	School District Boundaries (& Plats) (including acknowledgments of changes)	Permanent	x
1.2.2	Architecture Building, Blueprints ³	Life of Building	x
1.2.3	Engineering Tracings	Life of Building	
1.2.4	Building and Site Data Books	Permanent	
1.2.5	Capital Instruction Books (Building)	Until Superseded	
1.2.6	Tool and Equipment Inventory	Life of Building	
1.2.7	Specifications	Life of Building	
1.2.8	Building Permits	6 years after acceptance	
1.2.9	Electrical Directories	Life of Building	
1.2.10	Maintenance Requests	7 years	
1.2.11	Abstract/Deeds/Title Papers/Mortgages	Permanent	
1.2.12	Chemical Wastes Manifest	Permanent	
1.3.0	Transportation Records		
1.3.1	Parent or Other School District Transportation Contracts	6 years	
1.3.2	Bus Transportation Contract	7 years after expiration	
1.3.3	Field Trip Permission Request	1 year after student graduates or leaves school system	
1.3.4	Financial Statement for Out-of-District Field Trips	2 years	
1.3.5	Student Bus Registration Card or List	1 year	
1.3.6	Bus Rules	Until superseded	
1.3.7	Bus Route Listing	1 year	
1.3.8	School Bus Accident Report Form	7 years	
1.4.0	Statistical Records	Retention Period¹	HV²
1.4.1	Verification of Private Schools Within Public District	1 year	
1.4.2	Pupil Nondiscrimination and Educational Equity Report (PI-1197-B)	7 years	
1.4.3	Fall Staff Report	Permanent	
1.4.4	School District Statistical Report	Permanent	
1.4.5	Full-Time Open Enrollment Program Notice of Assignment and Notice of Intent to Attend	5 years	
1.4.6	Nonresident School District Approval or Denial of Open Enrollment Application	5 years	
1.4.7	Resident School District Approval or Denial of Open Enrollment Applications	5 years	

Retention of Records

All District records shall be retained in accordance with the Retention schedule that has been set forth below.

1.4.8	Appeal of School District Denial of Open Enrollment	5 years	
1.4.9	Request for Tuition Waiver Due to Move – 2006-07 School Year	5 years	
1.4.10	Request for Tuition Waiver Due to Move – 2007-08 School Year	5 years	
1.4.11	Request for Tuition Waiver Due to Move (Spanish Version) – 2007-08 School Year	5 years	
1.4.12	Public School Open Enrollment Approval/Denial Summary	5 years	
1.4.13	Alternative Education Program Grant Application	5 years	
1.4.14	Disproportionality Application	5 years	
1.4.15	State AODA Grants: AODA Program Interim Report	5 years	
1.4.16	SAGE Year End Report & Contract Update	1 year	
1.4.17	SAGE State Aid Entitlement	1 year	
1.4.18	SAGE Performance Objectives	7 years	
1.4.19	School Performance Reports	15 years	
1.5.0	Program Applications/Evaluations	Retention Period¹	HV²
1.5.1	ESEA Consolidated Application	5 years	
1.5.2	ESEA Affirmation of Consultation with Private School Officials	5 years	
1.5.3	ESEA NCLB Assurances	5 years	
1.5.4	Paraprofessional Professional Development Performance Report	5 years	
1.5.5	Application – Alcohol/Traffic Safety Chapter 20	5 years	
1.5.6	Carl Perkins Basic Grant Application	5 years	
1.5.7	VEERS Composite Enrollment Report	5 years	
1.5.8	Vocational Student Concentrator Completer Graduate Follow-up Survey	5 years	
1.5.9	Summer School Program Report – ITP Summary	5 years	
1.5.10	Title I Part C – Education of Migratory Children Local Project Application -- Summer	5 years	
1.5.11	Title I Comparability Report	5 years	
1.5.12	Grant Application: Alcohol and Other Drug Abuse Grant	5 years	
1.5.13	State AODA Grants Renewal Form	5 years	
1.5.14	State AODA Grants End of Year Report	5 years	
1.5.15	Alcohol and Other Drug Abuse Fellowship Program Application	5 years	
1.5.16	Combined Application CESA Supplemental and Staff Development Grant	5 years	
1.5.17	Annual Report for Children at Risk Program	5 years	

Retention of Records

All District records shall be retained in accordance with the Retention schedule that has been set forth below.

1.5.18	Course Offerings Report	5 years	
1.5.19			
1.5.20			
1.5.21			
1.5.22			

Retention of Records

All District records shall be retained in accordance with the Retention schedule that has been set forth below.

2.0 Finance Records

2.1.0	Purchasing/Payroll Records	Retention Period¹	HV²
2.1.1	Purchase Requisitions	1 year	X
2.1.2	Purchase Orders	3 years	X
2.1.3	Stock Requisitions	1 year	X
2.1.4	Textbook Disposition Report	6 years after expiration of warranty	
2.1.5	Bids and Contracts	3 years	X
2.1.6	Performance Guarantee/Warranty of Vendor	Length of Warranty	X
2.1.7	Vacation/Personal Leave Records	6 years after date of retirement, resignation or termination	
2.1.8	W-2 Forms	7 years	X
2.1.9	W-4 Forms	Until superseded	X
	Social Security Report	7 years	
2.1.11	Retirement Reports	Permanent	X
2.1.12	Monthly Bank Statement	2 years	
2.1.13	Check Register	3 years	
2.1.14	Enrollment Cards:	--	
2.1.14.1	Disability Insurance	6 years after retirement, resignation or termination	X
2.1.14.2	Life Insurance	6 years after retirement, resignation or termination	X
2.1.14.3	Health Insurance	6 years after retirement, resignation or termination	X
2.1.14.4	Dental Insurance	6 years after retirement, resignation or termination	
2.1.14.5	Tax Sheltered Annuity	10 years after retirement resignation or termination	
2.1.14.6	United Funds	1 year	
2.1.14.7	Union Dues	Current year	
2.1.14.8	Other Payroll Deductions	1 year	
2.1.15	Payroll Distribution Report	3 years	
2.1.16	Payroll Deduction Report	3 years	
2.1.17	Additional Duty Forms	1 year	
2.1.18	Insurance Reports and Bills	6 years after retirement, resignation or termination	
2.1.19	Absence Report/Time Sheets	6 years after retirement, resignation or termination	

Retention of Records

All District records shall be retained in accordance with the Retention schedule that has been set forth below.

2.1.20	State and Federal Tax Reports	3 years	
2.1.22	Stop Payments	1 year	
2.2.0	Accounting/Budget Records	Retention Period¹	HV²
2.2.1	Program Fiscal Report	7 years	
2.21	State Instant Deposit Program Correction Form	7 years	
2.2.2	Budget Report to DPI (PI-1504)	Permanent	
2.2.2	Annual Report to DPI (PI-1505)	Permanent	
2.2.3	Annual Report Calendar	1 year	
2.2.4	Annual Report (Aid Certification Data)	Permanent	
2.2.5	Special Education Fiscal Report – Annual	Permanent	
2.2.6	Special Education Fiscal Report Budget	1 year	
2.2.7	Annual Audit Reports (Aid Certification Data)	7 years	
2.2.8	Financial Audit Statement to DPI (PI-1506)	Permanent	
2.2.9	CCDEB Annual Report	7 years	
2.2.10	State Tuition Claim (PI-1524)	Permanent	
2.2.11	Summer School Report to DPI (PI-1804)	Permanent	
2.2.12	Annual Budget Preparation Records	3 years	
2.2.13	Annual Budget Report	Permanent	x
2.2.14	Annual Audit Reports	Permanent	x
2.2.15	Disbursement and Receipt Journal	7 years	
2.2.16	General Ledger - All Funds	7 years	
2.2.17	Fund Ledger Cards	7 years	
2.2.18	Canceled General Voucher Checks	7 years	
2.2.19	Monthly Bank Statements	7 years	
2.2.20	Monthly Reconciliation Ledger	7 years	
2.2.21	Bank Deposit Receipts	7 years	
2.2.22	District Equalization Valuation Report	7 years	
2.2.23	Tax Levy Report	7 years	

Retention of Records

All District records shall be retained in accordance with the Retention schedule that has been set forth below.

2.2.24	Pupil Transportation	7 years	
2.2.25	Common School Fund Voucher	7 years	
2.2.26	County Aid Payment Voucher	7 years	
2.2.27	State Superintendent Acknowledgment of District Boundary Changes	7 years	
2.2.28	State Aid Worksheets	7 years	
2.2.29	Outstanding Long-Term Indebtedness Statements Includes:	--	
2.2.29.1	Long-Term Bonds	Permanent	
2.2.29.2	Long-Term Notes	Permanent	
2.2.29.3	Short-Term Notes	Permanent	
2.2.29.4	Approved State Trust Fund Application	Permanent	
2.2.29.5	Land Contracts	Permanent	
2.2.29.6	Certificate of Bond Sale	Permanent	
2.2.29.7	Schedule of Bond Retirements	Permanent	
2.2.30	Canceled Bonds of Indebtedness and Interest	7 years	
2.2.31	Canceled Interest Coupons	7 years	
2.2.32	Invoices	7 years	
2.2.33	Receiving Reports	7 years	
2.2.34	Contracts for Contest Officials	7 years	
2.2.35	Contracts for Athletic Officials	7 years	
2.2.36	Insurance Policies	Permanent	
2.2.37	Damage and Loss Reports	7 years	
2.2.38	Food Service Records:	--	
2.2.38.1	Application/Agreement/Policy Statements for Food and Nutrition Programs	4 years	
2.2.38.2	Applications for Free and Reduced Price Meals	4 years	
2.2.38.3	Joint Agreement/Vendor - Management Company	4 years	
2.2.38.4	Verification Summary/Documentation	4 years	
2.2.38.5	Daily Participation Record (by bldg) (Lunch, Breakfast, ½-Day K Milk)	4 years	
2.2.38.6	Menus/Production Record (lunch and breakfast)	4 years	

Retention of Records

All District records shall be retained in accordance with the Retention schedule that has been set forth below.

2.2.38.7	Parent/Guardian Notification Letter for Free and Reduced Price Meals or Free Milk	4 years	
2.2.38.8	Claim Worksheet for NSL, SB, SMP, WMMP, EEN (PI 1409)	4 years	
2.2.38.9	CACFP Agreement Between Sponsor Organization & Day Care Home	4 years	
2.2.38.10	CACFP Reimbursement Claim Sponsoring Organizations of Family Day Care Homes	4 years	
2.2.38.11	Elderly Nutritional Program	4 years	
2.2.38.12	Donated Food Distribution Program	4 years	
2.2.38.13	CACFP Application/Agreement, Sponsor Organizations and Independent Adult Day Care Centers	4 years	
2.2.38.14	CACFP: Site Application -- Adult Day Care Centers	4 years	
2.2.38.15	CACFP Non-Profit Food Service Financial Report for Independent Agencies	4 years	
2.2.38.16	Application/Agreement/Policy Statement – Special Milk Program	4 years	
2.2.38.17	Application/Agreement/Policy Statement – Special Milk Program – Nonschool Programs	4 years	
2.2.38.18	Production Records (lunch/supper, breakfast/snack)	4 years	
2.2.38.19	Lunch/Supper Production Records	4 years	
2.2.38.20	CACFP Reimbursement Claim (Adult Component)	4 years	
2.2.38.21	Management Evaluation - Special Milk Program	4 years	
2.2.38.22	Monthly Inventory Records	4 years	
2.2.38.23	A la Carte, Lunch, Breakfast, ½-Day K Milk Program Sales Records	4 years	
2.2.38.24	National School Lunch PROV 2 Contract	4 years	
2.2.38.25	School Food Authority – Civil Rights Compliance Self Evaluation Form – National School Lunch Program – NSLP	4 years	
2.2.38.26	Administrative Review of USDA Programs	4 years	
2.2.38.27	USDA Commodity Distribution Program Complaint Form	4 years	
2.2.38.28	Child and Adult Care Food Program – CACFP Advance Request	4 years	
2.2.39	Grant Applications – Successful ⁴	5 years or after audit	
2.2.40	Grant Applications - Unsuccessful	1 year	
2.2.41	State Tuition Claim (PI-1524)	1 year after audit	
2.2.42	Tuition Claim for Non-Residents	1 year after audit	
2.2.43	Summer School Program Report (PI-1804)	1 year after audit	

Retention of Records

All District records shall be retained in accordance with the Retention schedule that has been set forth below.

2.2.44	Notification of Referendum for Long-Term Debt	Permanent	
2.2.45	Notification of Referendum to Exceed Revenue Limits	Permanent	
2.2.46	Group and Foster Home FTE Log	5 years	
2.2.47	Mentoring Grant for Initial Educators	7 years	
2.2.48	Peer Review and Mentoring Grants	7 years	
2.2.49	Indirect Cost Rate Adjustment - Schools (PI-1161)	7 years	
2.2.50	District Development Levels Aligned to Grades in PI 34.27.29	Permanent	

Retention of Records

All District records shall be retained in accordance with the Retention schedule that has been set forth below.

3.0 Personnel Records

3.1.0	Employee Records	Retention Period¹	HV²
3.1.1	Teaching Certificates (including permits and certifications)	6 years after retirement, resignation or termination	
3.1.2	Transcript of College Credit	6 years after retirement, resignation or termination	
3.1.3	Certified Staff Certificate of Previous Experience	6 years after retirement, resignation or termination	
3.1.4	Evaluation Records	6 years after retirement, resignation or termination	
3.1.5	Individual Teaching Contracts	6 years after retirement, resignation or termination	
3.1.6	Other Individual Employment Contracts	6 years after retirement, resignation or termination	
3.1.7	Applications (Hired)	6 years after retirement, resignation or termination	
3.1.8	Applications (Not Hired)	3 years	
3.1.9	Immigration and Nationalization Service (I-9 Forms)	3 years from date of hire, or one year after termination, whichever is later	
3.1.10	Staff Accident Reports	--	
3.1.10.1	Injury Claims	3 years after settlement	
3.1.10.2	Workers Compensation	3 years after settlement	
3.1.10.3	Public Liability	3 years after settlement	
3.1.10.4	Settlements	Permanent	
3.1.11	Health and Safety Bulletins	3 years after superseded	
3.1.12	Medical Records:	--	
3.1.12.1	Medical Records	6 years after retirement, resignation or termination	
3.1.12.2	Physical Examinations	6 years after retirement, resignation or termination	
3.1.12.3	TB Tests	6 years after retirement, resignation or termination	
3.1.12.4	Other Medical Records	6 years after retirement, resignation or termination	
3.1.13	Health & Dental Insurance Waivers	3 years after date of retirement, resignation or termination	
3.1.14	Affirmative Action Files	Permanent	
3.1.15	Arbitration Decisions – Collective Bargaining	Permanent	
3.1.16	Athletic Activity Contracts	6 years after retirement, resignation or termination	
3.1.17	Classification Studies -- Description of job duties of individual school district positions	6 years from creation	

Retention of Records

All District records shall be retained in accordance with the Retention schedule that has been set forth below.

3.1.18	Disability Insurance Claims -- Claims filed by employees for disability insurance program	6 years after final settlement of claim	
3.1.19	Eligibility Register -- Lists of job applicants who have qualified for positions within district	3 years after job has been filled	
3.1.20	Employee Deficiency/Termination Reports	6 years after termination	
3.1.21	Equal Employment Opportunity Reports/Summary Data Reports sent to Federal Government	6 years after retirement, resignation or termination	
3.1.22	Fair Labor Standards Act -- Salary schedules, employee classification, compensation periods, work schedules/periods	6 years after retirement, resignation or termination	
3.1.23	Grievance Files -- Employee grievances and/or complaints filed under a labor agreement or personnel rules. This also relates to arbitration files and related court cases	Permanent	
3.1.24	Insurance Certificates and Policies	6 years after expiration	
3.1.25	Insurance Premium Reports	6 years from date of creation	
3.1.26	Insurance Working Files	6 years from date of creation	
3.1.27	Labor Union - Contracts	Permanent	
3.1.28	Labor Union - Disputes	Permanent	
3.1.29	Labor Union - Negotiations Minutes	Permanent	
3.1.30	Non-Union Salary Determination -- Annual salary schedules for all non-union employees	6 years after expiration	
3.1.31	OSHA - Employee Accident Reports	3 years beyond date of accident	
3.1.32	OSHA - Employee Exposure Records ⁵ -- Any information concerning employees exposed to toxic substances or harmful physical agents	30 years after termination, resignation or retirement	
3.1.33	OSHA - Employee Medical Records Any information concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician, including: medical and employment questionnaires or histories, medical exams, medical opinions, descriptions of treatments and prescriptions, and employee medical complaints	30 years after termination, resignation or retirement	
3.1.34	Performance of Work Contracts	6 years after action completed	
3.1.35	Personnel Files – Individual -- Containing applications, accident reports, citations, medical records (physical exam certificates, etc.), personal history, employee references, and letters of appointment/ promotion, termination/resignation	6 years after date of retirement, resignation or termination	
3.1.36	Personnel Files - Summer School -- Applications, contracts and miscellaneous correspondence for summer employment	6 years after date of retirement, resignation or termination	
3.1.37	Personnel and Promotion List	6 years from date of creation	
3.1.38	Position Recruitment File -- Relating to posting, recruitment, selection, and appointment to each position	6 years after date of recruitment	
3.1.39	Requisition for Personnel -- Request for personnel to fill job vacancies	Retain until 6 years after job is filled or the requisition is canceled	

Retention of Records

All District records shall be retained in accordance with the Retention schedule that has been set forth below.

3.1.40	Substitute Teacher Reports	3 years from date of hire	
3.1.41	Unemployment Claims/Compensation --Claims for unemployment	6 years after date of claim	
3.1.42	Worker's Compensation - Claims injury reports and correspondence dealing with injuries	3 year after date of settlement	
3.1.43	Summons/Pleadings, other Legal Documents	Permanent	
3.1.44	Notice of Claims	7 years	

*** The EPA Toxic Substance Control Act requires 30 year retention for records of adverse reactions to employees' health, or health-related allegations arising from occupational exposure; five years for other allegations.

Retention of Records

All District records shall be retained in accordance with the Retention schedule that has been set forth below.

4.0 Pupil Records

4.1.0	Information Records	Retention Period¹	HV²
4.1.1	Home-based Education Application (PI-1206)	1 year after graduation	
4.1.2	Home Language Reports - Civil Rights Information	1 year after student leaves school system unless extended by consent	
4.1.3	Listing of Disclosure and Transfer of Student Records	Minimum of 5 years after student graduates or leaves school system	
4.1.4	Nonresident Pupil Attendance Application/Agreement	Minimum of 5 years after student graduates or leaves school system	
4.1.5	Athletic Records -- Team results, participation, contracts, transportation records, etc.	Minimum of 5 years after student graduates or leaves school system	
4.1.6	Student Accident Reports -- Originating during school year and on school buildings or grounds	1 year after student graduates or leaves school system, unless extended by consent	
4.1.7	Annual Report Census	Permanent	
4.1.8	Driver Education Program Application (PI-1709)	7 years	
4.1.9	Application for Driver Education Certificates (PI-1715)	3 years	
4.1.10	Pupil Count – January	3 years	
4.1.11	Pupil Count – September	3 years	
4.1.12	Plan of Services – Bilingual/Bicultural Education	3 years	
4.1.12	Count of Migrant Students and Nonpublic School Students who are English Language Learners (IELLs)	3 years	
4.2.0	Progress Records	Retention Period¹	HV²
4.2.1	Pupil Progress Records		
4.2.1.1	Secondary School Record	Minimum of 5 years after student ceases to be enrolled in school	
4.2.1.2	Scholastic Record Card	Minimum of 5 years after student ceases to be enrolled in school	
4.2.1.3	Pupil's grades	Minimum of 5 years after student ceases to be enrolled in school	
4.2.1.4	Courses taken	Minimum of 5 years after student ceases to be enrolled in school	
4.2.1.5	Attendance record	Minimum of 5 years after student ceases to be enrolled in school	

Retention of Records

All District records shall be retained in accordance with the Retention schedule that has been set forth below.

4.2.1.6	Pupil's school extracurricular activities	Minimum of 5 years after student ceases to be enrolled in school	
4.2.1.7	Degrees/Awards	Minimum of 5 years after student ceases to be enrolled in school	
4.2.1.8	Report Cards	Minimum of 5 years after student ceases to be enrolled in school	
4.2.1.9	High School Transcript	Permanent	
4.3.0	Behavioral and Health Care Records	Retention Period¹	HV²
4.3.1	Pupil Health Care Records -- Accurate complete and current data base; past health history, present health status, review of systems, developmental history and status, family structure, function and health.	1 year after student graduates or leaves school system, unless extended by consent	
4.3.2	Achievement and Test Results Ability Profile	1 year after student graduates or leaves school system unless extended by consent	
4.3.3	Psychological Test Results, School Level	1 year after student graduates or leaves school system unless extended by consent	
4.3.4	Psychological Test Results, Central Office	1 year after student leaves graduates or school system unless extended by consent	
4.3.5	Individual Student Disciplinary File	1 year after student graduates or leaves school system unless extended by consent	
4.3.6	Student Expulsion Report	1 year after student graduates or leaves school system unless extended by consent	
4.3.7	Student Suspension Report	1 year after student graduates or leaves school system unless extended by consent	
4.3.8	Assault Against Staff Report	1 year after student graduates or leaves school system unless extended by consent	
4.4.1	Evaluation Records	1 year after student graduates or leaves school system unless extended by consent	
4.3.10	Individual Education Program (IEP)	1 year after student graduates or leaves school system unless extended by consent	
4.3.11	M-Team Reports	1 year after student graduates or leaves school system unless extended by consent	

Retention of Records

All District records shall be retained in accordance with the Retention schedule that has been set forth below.

5.1.7	School Psychologist's Plan and Report (PI-2313)	7 years	
5.1.8	School Social Work Services Financial Plan and Claim (PI-2361)	7 years	
5.1.9	Registration of Blind Students (PI-2004)	7 years	
5.1.10	School District Plan, Part A Exceptional Needs Assessment (PI-2176)	7 years	
5.1.11	PL 89-313 Count of Children Transferring to Local Education Agencies from State Operated and State Supported Program (PI-2119)	7 years	
5.1.12	Enrollment Report - Exceptional Education (PI-2300)	7 years	
5.1.13	Enrollment Report - Therapy Services (PI-2131)	7 years	

Retention of Records

All District records shall be retained in accordance with the Retention schedule that has been set forth below.

6.0 Miscellaneous Records

6.1.0	Miscellaneous Records	Retention Period¹	HV²
6.1.1	School Newspapers	Permanent ⁷	
6.1.2	School Yearbooks	Permanent ⁷	
6.1.3	Student Handbooks	Permanent	
6.1.4	Audiotapes of Board of Education meetings	90 days	
6.1.5	Inventory Stock Cards	7 years	
6.1.6	Tuition Cards	7 years	
6.1.7	Vouchers - General and Petty Cash	7 years	
6.1.8	Earning records	7 years	
6.1.9	Audit Reports	7 years	
6.1.10	State Reports	Permanent	
6.1.11	General Journal	Permanent	
6.1.11	Videotape recordings of Board of Education meetings	90 days	
6.1.13	Scripts and other media production documents	1 year	
6.1.14	Electronic mail	7 years unless earlier destruction permitted under the Records Retention Schedule	
6.2.0	Records	Retention Period¹	
6.2.2	Individual program registration - with signed waiver	2 years	
6.2.3	Credit card receipts	7 years	
6.2.4	Employee - part time contracts	7 years	
6.2.5	Employee - part time: I9's, W-4's, TB tests (former employees)	3 years after last worked	
6.2.6	Employee - part time: Criminal Record Check	1 year after last worked	
6.2.7	Permits to use building	3 years	
6.2.9	Payroll time sheets	1 year	
6.2.10	Contracts for services (officials, entertainers, consultants)	1 year	
6.2.11	Grants - successful	5 years ⁷	
6.2.12	Grants - unsuccessful	1 year	
6.2.13	Advisory Committee Minutes	Permanent	

¹Retention periods begin at the time the records are created.

Retention of Records

All District records shall be retained in accordance with the Retention schedule that has been set forth below.

² Transfer the record to the State Historical Society if it will not be preserved permanently by the District..
³ Only selected drawings/blueprints have historical value
⁴ Records must be retained for 5 years after completion of the activity for which the grant was used.
⁵ EPA Toxic Substance Control Act requires 10 year retention for records of adverse reactions to employees' health, or health-related allegations arising from occupational exposure; five year for other allegations.
⁶ When a child grades or otherwise ceases to be enrolled the school district must obtain permission of the parent or adult student to maintain IEP team evaluation reports, IEP's, and placement notices for the current fiscal year plus four more years for audit purposes. If the parent requests destruction of the records or will not grant permission to maintain the records for five years, then the Office of Special Education Program (OSEP), U.S. Department of Education, recommends removing the personal identifiers from the records. Once personal identifiers are removed they may be maintained until they are not longer needed to satisfy the federal record maintenance requirement.
⁷ It is suggested that a copy also be routed for preservation to a local library.
School districts may have records that are not included on this retention schedule. Many older records do not conform to the record types listed here. To prevent the accidental destruction of historically significant records, school districts should notify the State Historical Society prior to the destruction of any records that are more than 50 years old, whether listed on the schedule of not.
School districts may destroy records that do not appear on the schedule any time after seven years and be in compliance with s. 19.21(6) provided that 60 days written notice is given to the State Historical Society. If the school district wishes to destroy a record before seven years have elapsed, it must obtain approval from the Public Records and Forms Board. District should contact the executive Secretary of the Public Records and Forms Board for information on how to submit schedules to the Board for its review.