

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 after age 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 & Warrant		
*Enrollment Reports		
Resident Pupil Membership Forms	14 year	
Fall Reports A-12-A (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	

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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	
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 Certificate		6 years
*W-9		6 years
*941-E Quarterly Taxes		6 years

RECORDS RETENTION SCHEDULE**Personnel Records**

Application, including Criminal Records	Term of Employment
Attendance Records	
Leaves	1 year
Request 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
HIPAA Documentation	6 years
Medical Benefits Application	Term of Employment
Medical Examinations	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 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 Lunch	6 years
Transcripts	Permanent
Attendance	Permanent
Grades	Permanent
Assessment Results	Permanent
SAU 16 Notice of Rights and Policies	
Signature Page	Permanent

Internal Records

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 six (6) years after the termination or completion of the program.

Internet Log Files

The raw data files generated on servers that record the history of users Internet access will be known as Internet history log files. Servers will be configured to store Internet history log files for a period of not less than 28 consecutive days.

At Exeter High School, Internet log file analysis software will be used to generate a 28 day summary report of Internet activity. The report files will be known as Internet history log analysis files. The Internet history long analysis files will be archived and stored for a period of not less than 1 (one) calendar year.

Law Reference: RSA 189:29-a; RSA 189:27-a,b

Appendix Reference:

Date Adopted: November 1, 2005

Last Review/Revision Date: November 4, 2015