

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: September 11, 2006

Last Review/Revision Date: November 12, 2015