**6570P: Records Management**

The district records officer shall have the responsibility for the safekeeping of all records according to the retention schedule cited below. The district records officer shall have authority to dispose of materials after the recommended retention period.

Official public records have a statutory minimum retention of 6 years. The retention period for office files and memoranda is based on operational requirements for each office. Whenever applicable, the retention period starts with the “cut-off.” “Cut-off” is a term used to indicate files or records may be terminated on a predetermined date. “Cut-off” prevents current records from attaining unmanageable size and facilitates the filing of new records. Calendar year records may be “cut-off” on December 31, and a new file established on January 1; all fiscal year records can be “cut-off” only upon the completion of an action or event, such as termination of contract, final payment of a contract, termination of employment, etc. Regardless of the duration of the retention period, records series should be kept in office files after “cut-off” only as long as is necessary to satisfy (1) active reference, (2) audit, when required, and (3) other operational requirements. Once these three factors have been satisfied, the records should be transferred to a records center for the remainder of the retention period.

The retention period shall be as follows:

**Student Records**

- Student permanent record ........................................Permanent
- Cumulative record .................................................5 years after graduation or withdrawal from high school
- Confidential reports and records ..............................5 years after graduation or withdrawal from high school
- Special services records ........................................5 years after graduation or service has been terminated
- Student discipline records ......................................2 years

**Teacher Records**

- Elementary teacher grade books ............................3 years
- Secondary teacher grade books ..............................5 years after graduation
- Lesson plan books .................................................1 year
- Faculty handbook ................................................Until superceded

**Individual Schools**

- Attendance card ..................................................3 years
- Daily attendance report .........................................Until after audit
- Field trip authorization (parent) ............................1 year
- Use of private vehicles ..........................................1 year

**Food Services**

- Cafeteria receipt books ........................................6 years
- Daily lunch and milk count report .........................3 years
- Free or reduced price lunch applications ..................3 years
- Meal ticket log ..................................................3 years
- Purchase orders ..................................................6 years
- Reimbursement claims .........................................6 years
- Revenue and expenditure ledger ...........................6 years
- Time cards .........................................................6 years

**Health Office**

- Accident injury report .........................................5 years after child's 21st birthday
- Medication request ...............................................5 years
- Student health card .............................................Until graduation

**Maintenance**

- Engineering & architectural drawings ..................As long as district retains property
Maintenance folder on building ......................... 6 years
Work order request ........................................ 6 years
Mileage claim form ........................................... 6 years
Vandalism report .............................................. 3 years
Laundry checklist ............................................. 6 years
Boiler vessel record ........................................ Until boiler is disposed of
Budget request .............................................. 2 years
Rental of school facilities ................................ 3 years

Transportation

Bus fuel reports .............................................. 2 years
Bus schedules ................................................... 4 years
Employee time sheet ........................................ 2 years
Bus time sheet ................................................... 4 years
Transportation reports ...................................... 3 years
Purchase orders .............................................. 6 years
Accident reports .............................................. 3 years
Transportation requests .................................... 6 years

Accounting Services

Cancelled checks .............................................. 6 years
Check registers ................................................... 6 years
Voucher forms ................................................. 6 years (used as claims and supporting invoices)
Consultant contracts ........................................ 6 years
Purchase orders .............................................. 6 years
Warrant registers ............................................. 6 years
Record of part-time students .............................. Until after audit
Classroom count report ..................................... Until after audit
Records supporting ESEA Title I & Title III claims .......... 5 years
Records supporting NDEA Title V, ESEA Title II claims ........ 3 years
Textbook and library book inventories .................... Useful life of each item
Cash receipts transmittal forms ............................ 6 years
Monthly transmittal of district receipts .................. 3 years
District invoice ................................................... 6 years
Trial balances ................................................... 3 years
Receipt books ................................................... 6 years
County Treasurer Financial Reports ...................... 6 years
State apportionment ........................................... 6 years
Banking records ............................................... 6 years
State Auditor's Reports .................................... 5 years
General ledger ................................................... 6 years
Deposit slips ................................................... Until after audit

Personnel Service

Employee file ..................................................... 6 years
Employment interview forms ................................ 2 years
Employment requisition ..................................... 2 years
Letters of resignation ........................................ 6 years
 Absence record ................................................. 6 years
Employee history card ...................................... 6 years
Application for employment ................................ 6 years (hired)
  2 years (non-hired)
Letters of recommendation ................................ Termination plus 6 years
Employee contracts ........................................... 6 years
Professional credit application ............................ 6 years
Title IX and affirmative action surveys .................... 6 years
**District Payroll**

- Employee record .................................................6 years after termination
- Personnel pay history record ................................Permanent
- Personnel action form .................................................6 years after termination
- Time cards ............................................................Until after audit
- Payroll work report .................................................6 years
- Teacher sub report .....................................................6 years
- Payroll warrant registers ..........................................6 years
- Warrant request form .....................................................6 years
- Tax-sheltered agreements ..........................................4 years after expiration
- Jury or military service agreements ................................6 years
- Garnishments ............................................................6 years
- Retirement forms .........................................................6 years
- Labor & industry quarterly report ................................6 years
- Medical insurance listings ............................................6 years
- Payroll deductions .....................................................Until termination
- Labor & industries accident claims ................................Permanent
- Federal tax returns ......................................................4 years

**Budget Services**

- Final budget ........................................................Permanent
- Annual report of school funds ........................................6 years
- Monthly financial reports to board ................................Permanent
- Budget status report .....................................................2 years

**Purchasing**

- Bids and formal quotes .................................................6 years
- Purchasing requisition ..................................................3 years
- Purchase orders ..........................................................6 years
- Inventory list of district property ....................................6 years after superseded

**District**

- Copies of board minutes and resolutions .......................Permanent
- Verbatim transcripts of meetings ....................................6 years

**Associated Student Body**

- Audits .................................................................5 years
- Banking records ..........................................................6 years
- Minutes of meetings .......................................................Permanent
- Purchase authorizations ...............................................6 years
- Receipts .................................................................6 years
- Invoices .................................................................6 years
- Vouchers .................................................................6 years
- General ledger ............................................................6 years
- Warrants .................................................................6 years
- Budgets .................................................................Permanent