

Data/Records Retention

The Superintendent shall develop procedures for a records retention system that is in compliance with RSA 189:29-a and Department of Education regulations per the attached schedule of records. The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by law. Additionally, the Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

Legal References:

RSA 91-A, Right to Know Law

RSA 189:29-a, Records Retention and Disposition

NH Code of Administrative Rules, Section Ed 306.04(a)(4), Records Retention

NH Code of Administrative Rules, Section Ed 306.04(h), Records Retention

20 U.S.C. 1232g, Family Educational Rights and Privacy Act (FERPA)

DRAFT REVISION 7/17/02
STATE DEPARTMENT OF EDUCATION
101 PLEASANT STREET
CONCORD, NH 03301

Records Retention Schedule

<u>TYPE</u>	<u>LOCAL RECORDS</u>	<u>STATE RECORDS</u>	<u>FEDERAL RECORDS</u>
<u>Business Records</u>			
Accident Reports			
Employee	6 years	6 years	
Student	(6 years after age of maturity for suit)		
Annual Audit	6 years	6 years	6 years
Annual Report (District)	Permanent		
Application for Federal Grants			6 years
Bank Deposit Slips	6 years		
BLS Labor - monthly			1 year
Bond Issue Materials	Permanent	Permanent	
Budgets	6 years	6 years	
District			
SAU			
Worksheets	1 year	1 year	
Child Labor Permits		1 year	
Class Observation Forms	1 year		
Contracts	1 year (should keep a sample permanently)		
Aides			
Custodial			
Extra-Curricular			
Rental Agreements			
Secretarial			
Teacher			
SAU Office			
Correspondence for Business	4 years	1 year	
Credit Union Applications	1 year	4 years	4 years
Deeds	Permanent		
District Meeting Minutes &			
Warrent	Permanent		
Dues Authorization	1 year		
Enrollment Reports	Permanent		
Resident Pupil Membership Forms			
Fall Reports A-12-A			
Pupil Registers			
<u>Business Records (cont.)</u>			

Records Retention Schedule (cont.)

<u>TYPE</u>	<u>LOCAL RECORDS</u>	<u>STATE RECORDS</u>	<u>FEDERAL RECORDS</u>
School Opening Reports Statistical Report A-3			
FICA Reports - monthly		6 years	
Quarterly			
Form C-2 Unemployment	6 years		
Wage Report (DES100)			
Invoices	1 year		
<u>Form 2 Federal Funds</u>			6 years
Job Orders	1 year		
Ledger/Journals	6 years		6 years
MS-22 Budget Form	6 years	6 years	
MS-23 Budget Form	6 years	6 years	
MS-25 Financial Report	Permanent	Permanent	
Medical Benefits Application	1 year		
Monthly Reconciliations	1 year		
Monthly Financial Status	1 year		
Reports by Building			
Minutes of Board Meetings	Permanent		
Property Inventories and			
Record Cards	6 years		
Purchase Orders	1 year		
<u>Form 2 Federal Programs</u>			6 years
Request for Payment Vouchers	1 year		
<u>Form 2 Federal Programs</u>			6 years
Requisitions	1 year		
<u>Form 2 Federal Programs</u>			6 years
Retirement Applications	1 year	1 year	
Retirement Reports	1 year	1 year	
Monthly			
School District Warrants	1 year	1 year	
Special Trip Requests	1 year	1 year	
Special Trip Confirmation	1 year	1 year	
Supply Orders	1 year	1 year	
Substitute Teachers Pay Slips	1 year	1 year	
<u>Business Records (cont.)</u>			

Records Retention Schedule (cont.)

<u>TYPE</u>	<u>LOCAL RECORDS</u>	<u>STATE RECORDS</u>	<u>FEDERAL RECORDS</u>
Student Activities Records	6 years	6 years	
Telephone Log Sheets	1 year	1 year	
Time Cards	6 years		6 years
Bus Drivers			
Custodial			
Secretarial			
Other			
Transportation Reports	1 year	1 year	
Travel Reimbursements	1 year	1 year	
<u>Form 2 Federal Funds</u>			6 years
Treasurer's Receipts	6 years		
Canceled Checks			
Treasurer's Report	6 years	6 years	
Voucher Manifests	1 year	1 year	
<u>Form 2 Federal Funds</u>			6 years
Work Orders	1 year		
W-2's Yearly			6 years
W-4 Withholding Exemption Certificate			6 years
941-E Quarterly Taxes			6 years
Federal Projects Papers*			
Form 1		5 years after submission of final expenditure report and documentation for expenditures, unless there is an ongoing audit taking place in which case all records will be maintained until final resolution. See 20 U.S.C.1232 34CFR 80.42 (b) (4)	
Form 1-A			
Form 2			
Form 3			
Form 3-A			
Form 4 Quarterly			

Records Retention Schedule (cont.)

<u>TYPE</u>	<u>LOCAL RECORDS</u>	<u>STATE RECORDS</u>	<u>FEDERAL RECORDS</u>
<u>Personnel Records</u>			
Applications	3 years, or if employed, term of employment		
Employment			
Not Employed			
Interview Documents			
Letters of Recommendation			
Transcripts			
Attendance Records	1 year		
Leaves			
Request for Leaves			
Civil Rights Forms			6 years
Evaluations	Term of Employment		
Medical Examinations	1 year		
Miscellaneous Correspondence			
for Personnel	4 years		
Record of Leave	1 year		
Superintendents			
Re-employment Letter of Assurance			
to Employees	1 year		
Staff Development Plan	Term of Plan		
Substitute Lists	6 years		
Teachers' Record Cards	Term of Employment		
Teachers' Master Contract	Length of Contract (suggest you keep one copy permanently)		
Termination Forms	6 years		
<u>Student Records</u>			
Early Release Forms	1 year		
Emergency Procedure Form	1 year		
Examples of Student's Work	1 year		
Health and Physical Records	Term of Enrollment		
Shot Record			
National Honor Society	1 year		
Applications and/or Awards			
Permanent Record Cards	Permanent		
Progress			
Attendance			
<u>Student Records (cont.)</u>			

Records Retention Schedule (cont.)

<u>TYPE</u>	<u>LOCAL RECORDS</u>	<u>STATE RECORDS</u>	<u>FEDERAL RECORDS</u>
Test Scores (Standardized) Academic			
Miscellaneous Evaluation Material	Term of Enrollment		
Co- and Extra Curricular Activities	Term of Enrollment		
Anecdotal Records	Term of Enrollment		
Disciplinary Reports			
Medical Reports (Doctor)			
Excuses (Parental)			
Insurance Forms			
Post High School Placement Information and Follow-up	6 years		
Registration Form	1 year		
Applications for Free Lunch		6 years 3 years + <i>current fiscal year</i>	
Application for Reduced Lunch		6 years 3 years + <i>current fiscal year</i>	

Special Needs Student Records

Index of Documents	As a minimum these records for special
Log of People who have	needs students should be kept as long as
Reviewed Material in	the student is in a program and there is
Each Folder	district liability for the education of
Notification to Parent	the student. Given court decisions that
of Meeting to Discuss	are retroactive you might be prudent to
the Student's Program	preserve for at least six (6) years after
with Placement Team	termination or program completion.
Permission to Test Form	
Student Referral Form	
Diagnostic Form	
Accumulation of Data	
Psychological Exams	
Learning Disabilities Tests	
Team Meeting Notes	
Spedis Forms	
IEP's	
Teacher/Student Comments	
Correspondence	
Out-of-District Progress Reports	

Records Retention Schedule (cont.)

<u>TYPE</u>	<u>LOCAL RECORDS</u>	<u>STATE RECORDS</u>	<u>FEDERAL RECORDS</u>
<u>Vocational Education</u>			
AVI Forms	1 year		
Center Regional Contracts	20 years		
Equipment Inventories	5 years		
Federal Forms			<u>6 years</u>

* Changes are shown in bold. Underlining indicates new material while brackets indicate a deletion.