

DATA/RECORDS RETENTION

The following schedule will be followed for the retention of all District records:

Type	Local/State Recommended Retention	State/Federal Mandated Retention
Business Records		
Accident Reports		
Employee	6 years or term of employment	
Student	6 years after age of majority	
Annual Audit	Permanent	
Annual District Report	Permanent	
Application for Federal Grants		5 years
Architectural Plans	Permanent	
Engineering Surveys	Permanent	
Asbestos Removal	Permanent	
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	Permanent	
Enrollment Reports		
Resident Pupil Membership Forms	14 years	
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 Project Documents		5 years after submission of final audit report and documentation for expenditures, unless there is an ongoing audit
FICA Reports		
Monthly	6 years	
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	

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Mrs. Peggy Richards
Mr. Joseph Fleck
Ms. Sarah Hayes
Mrs. Desiree Tumas

Adopted by the Board: 14 March, 2001
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Retirement Reports – monthly

1 year

DATA/RECORDS RETENTION*(Continued)*

Type	Local/State Recommended Retention	State/Federal Mandated Retention
Student Activities Records/Accounts	Until audit	
Time Cards		
Bus drivers	5 years	
Custodial	5 years	
Secretarial	5 years	
Substitute Teacher 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
Personnel Records		
Application, including Criminal Records	3 years, or if employed, term of employment	
Attendance Records		
Leaves	1 year	
Request for leaves	1 year	
Class observation forms	1 year	
Criminal Records check	Term of employment	
Civil Rights Forms		6 years
Dues authorization	Term of employment	
Evaluations	Term of employment	
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 plan	
Teacher Master Contract	Length of contract	
Termination Forms	6 years	
Student Records		
Disciplinary records	Term of enrollment	
Early dismissal	1 year	
Emergency Information form	1 year	
Health & Physical Records,		
Including immunization records	Term of enrollment	
Medical Reports	Term of enrollment	
Registration form	Term of enrollment	
Application for free/reduced lunch		6 years

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Transcripts	Permanent
Attendance	Permanent
Grades	Permanent
Assessment results	Permanent

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(continued)

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

Regulatory Reference:

ED 306.10 (a) (4)

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