

Category: 5000 BUSINESS	Policy Number: 5740
Policy Title: Retention of District Records	Effective Date: December 17, 2008

In compliance with Idaho Code 33-506, the Board of Trustees shall establish procedural guidelines to provide administrative direction pertaining to the retention and/or disposal of district records.

Method of Destroying Official Records

The district’s official records, and any copy thereof that may be deemed to be confidential and/or not intended to be disseminated to the public, will be shredded before being disposed.

Suspending of Destroying Official Records

The district will immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention Schedule) for the following reasons:

1. If the district receives a Freedom of Information Act (FOIA) request;
2. If the district believes that an investigation or litigation is imminent; or,
3. If the district is notified that an investigation or litigation has commenced.

If relevant records exist in electronic formats (such as email, digital images, word processed documents, databases, backup tapes, etc.) the district shall notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties against the district.

The superintendent and Board Clerk are responsible for carrying out this policy.

References: Procedure 5725p, “Record Retention Schedule
Policy 7570, “Personnel Records”
Policy 8540, “Student Records and Directory Information”
Policy 8545, “Health Records and Emergency Care”
Policy 8755, “Relationship Between School and Law Enforcement”

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<p>Retention Code AC - After closed, terminated, completed, expired, settled, or last date of contact FE - Fiscal Year End (June 30th) LA - Life of Asset PM - Permanent US - Until Superseded In the event that district record do not correspond to any of the listed categories, the Superintendent will determine the period of retention for a particular record.</p>	
RECORDS DESCRIPTION	RETENTION PERIOD
Administration – Attendance, Annual Attendance Summaries by Building	PM
Administration – Attendance/Enrollment data	3 yr
Administration – Ballots and oaths of election: until canvassed and recorded in the minutes.	Not less than 8 months following election
Administration – Ballots for Bond elections	a. Not less than 60 days after bonds have been delivered to purchaser. b. Not less than 8 months following bond election.
Administration – Contracts and Leases	AC + 6 yrs.
Administration – General Correspondence	3 yr.
Administration - Donation/Gift Records	PM
Administration – Board Meetings – Official minutes and agenda of open meetings.	PM
Administration – Organization Charts: Any documentation that shows program accountability.	PM
Administration – Education Program Review Records	AC + 3 yrs
Administration – Official State Department Reports	PM
Administration – School Certification Reports	PM
Annual Reports	PM
Appeal and Review Records – Records may include but are not limited to narrative history or description of appeal; minutes and testimony; exhibits; reports and findings of fact; final orders, opinions, conclusions, or decision; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation.	PM
Computer System Backups – Backups on tape, disk, CD, DVD, etc. (CAUTION: Records stored in this format can be subpoenaed during litigation.)	US or 1 yr.
Equipment History File – Equipment service agreements and manuals, includes maintenance agreements, installation and repair logs, warranties, etc.	LA + 3 yrs.
Facility Operations: Building or property appraisals -	3 yrs.
Facility Operations: Building plans and specifications - Includes architectural and engineering drawings, etc.	PM For leased structures retain AC + 2

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Facility Operations: Building construction contract, inspection records and project files – surety bonds, planing designs, construction records, all bids	LA
Facility Operations: Damage reports, Lost and stolen property reports	FE + 3 yrs.
Facility Operations: Property disposal records – Documenting disposal of inventoried property	US + 3 yrs
Facility Operations: Security Access Records – Documents the issuance of keys, identification cards, passes, passwords, etc.	AC + 2 yrs — AC=Until superseded, date expired or date of termination.
Facility Operations – Surplus property sales reports, Vehicle operation logs,	1 yr.
Fiscal – Appropriation Requests – includes any supporting documentation	FE + 3 yrs.
Fiscal - Final Audit Reports	PM
Fiscal - Bank Statements, cancelled checks, stubs/warrants/drafts	FE + 3 yrs.
Fiscal - Capital Asset Records	LA + 3 yrs.
Fiscal - Cash records, deposit slips, receipts log	FE + 3 yrs.
Fiscal - Deeds and easements: proof of ownership, right-of-way on property	PM
Fiscal - Detail chart of accounts: One for all accounts in use for fiscal year	FE + 3 yrs.
Fiscal - Expenditure Journal or register; vouchers, Travel, payroll, etc.	FE + 3 yrs
Fiscal - External Reports - Special purpose, i.e. federal financial reports, salary reports, etc.	FE + 3 yrs
Fiscal - Federal Tax Records - Includes FICA records	AC + 4 yrs — AC= Tax due date, date the claim is filed, or date tax is paid whichever is later.
Fiscal - Federal Funding Records - Title I, Chapter 2, Title VI-B	FE + 5 yrs - or until all pending audits or reviews are completed.
Fiscal - Federal – USDA	FE + 3 yrs
Fiscal - General ledgers, general journal vouchers	FE + 3 yrs
Fiscal – Grants - State and Federal	AC + 3 yrs — AC= End of grant or satisfaction of all uniform administrative requirements for the grant. (Caution: retention requirements may vary depending on the specific federal funding agency)
Fiscal - Insurance claim files	AC + 3 yrs - AC= Resolution of claim

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Fiscal - Long-term liability records - Bonds, etc.	AC + 4 yrs - AC= retirement of debt
Fiscal - Receipts Journal or Register; Reconciliations; Reimbursement Activities - Requests and approval for reimbursed expenses, travel, training	FE + 3 yrs
Fiscal - Returned Checks – Uncollectable warrants or drafts	AC + 3 yrs AC= After deemed collectible
Fiscal – Signature authorizations - Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits.	US + FE + 3 yrs
Legal – Litigation Files	PM (Caution: may contain attorney-client privileged information)
Legal - Open Records Requests - documentation relating to approved or denied requests for records under Idaho Public Records Law	PM
Legal - Opinions and Advice – Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation.	PM (Caution: May contain attorney-client privileged information)
Personnel - Accumulated Leave Adjustment Request	FE + 3 yrs
Personnel - Applications for Employment - Hired -	AC + 5 yr - AC= Termination of Emp
Personnel - Application for Employment - Not Hired	AC + 2 yr - AC= Date Position Filled
Personnel - Benefit Plans	US + 1 yr
Personnel - Complaint Records - Complaints received and records documenting their resolution	FE + 3 yrs (Caution: If a complaint becomes the subject of litigation, it is subject to a longer retention period.)
Personnel - Corrective Action - those actions which do not affect pay, status or tenure and are imposed to correct or improve job performance Disciplinary Action Documentation - those actions that affect pay or status. They include demotion, dismissal, etc.	AC + 3 yrs - AC= Termination of corrective action. (Caution: If these records support personnel disciplinary action, AC = termination of employment.)
Personnel - Employee statements (Affidavits) - for insurance, personnel or other uses for which Administration has sought such statements	AC + 3 yrs - AC= Termination of employment
Personnel - Employee Benefits - documents relating to selection of benefits other than insurance	US
Personnel - Employee deduction authorizations - relating to all pay deductions	AC + 3 yrs. - AC= Termination of employment or after amendment, expiration or termination of authorization, which ever is sooner.
Personnel - Employee Earning Records	4 yrs
Personnel - Employee Insurance Records -	US

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Personnel - Employment Contracts	Original date of hire + 50 yrs
Personnel - Employment Eligibility - Documents verifying Federal INS I-9	AC+ 4 yrs-AC= Term. of Employmt
Personnel - Grievance Records - review of employee grievances against policies and working conditions, etc. Includes record of action taken.	AC + 6 yrs - AC= final decision
Personnel - Hiring Process - Criminal History Checks	AC + 1 yr. AC= After hired
Personnel - Job Procedure/Job Description	US + 3 yrs
Personnel - Leave Status Report - cumulative report for each pay cycle showing leave status	FE + 3 yrs
Personnel - Liability Release Forms - statements of employees, patrons, etc. who have released the district from liability	PM
Personnel - License and Driving Records check	US
Personnel - Payroll - Direct Deposit Authorization	US
Personnel - Performance Appraisal	2 yrs
Personnel - PERSI Enrollment File	6 yrs from filing date
Personnel - PERSI record of hours worked - Irregular help, half-time +	Date hired + 50 yrs
Personnel - Personnel Information - documents that officially change pay, titles, benefits, etc.	2 yrs
Personnel - Policy and Procedures Manual	PM
Personnel - Sick Leave Pool documentation - requests, approvals, number of hours transferred in and out, etc.	FE + 3 yr
Personnel - Time card and time sheet	3 yrs
Personnel - Time Off and/or Sick Leave Requests	FE + 3 yrs
Personnel - Training and Educational Achievement Record - Individual records documenting training, testing or continued education	AC + 3 yr AC= Termination of Employment
Personnel - Unemployment Claim Record & Unemployment Compensation	AC + 3 yrs
Personnel - W-2 and W-4 forms	5 yrs from date of termination
Personnel - Worker's Compensation Policies	AC + 10 yrs (AC= expiration of policy)
Procurement - Performance Bond - bonds posted by individuals or entities under contract with District	PM
Procurement - Purchasing Log - Log providing record of purchase orders	FE + 3 yrs

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Procurement - Bid documentation - includes bid requisition/authorizations, invitation to bid, bid specifications and evaluations	FE + 3 yrs (Caution: If formal written contract is the result of bid, the bid and its supporting documentation must be retained for same period as contract.)
Safety - Accident Reports	8 yrs (For minors, 8 yrs after minor reaches age of 18)
Safety - Disaster Preparedness & Recovery Plans - Evacuation Plans	PM
Safety - Fire Orders - issued by fire marshal to correct deficiencies in compliance with fire code	AC + 3 yrs - AC= deficiency corrected
Safety - Hazardous Materials Disposal Records - Material safety data sheets must be kept for those chemicals currently in use that are affected by the Hazard Communication Standard in accordance with 29 CFR §1910.1200(g)	PM
Safety - Incident Reports - Reports concerning incidents which, upon investigation, were of non-criminal nature	3 yrs (or 30 yr*) *Exposure records require 30 year retention
Safety - Inspection Records - Fire, safety, and other inspection records of facilities and equipment	AC + 3 yrs - AC= Date of correction of deficiency, if found
Safety - Material Data Safety Sheets	30 yrs after end of use of substance
Safety - Workplace Chemical Lists	30 yrs
Students - Education Records - Student's name, birth date, last address, dates of attendance, graduation date and grades earned	PM
Students - Special Education Records - education records, including eligibility documentation and IEPs, Medicaid claims/reimbursements	FE + 5 yrs
Vehicle Inspection, Repair and Maintenance Records	LA + 1 yr
Vehicle Title and Registration	1 yr
Volunteer Records - records may include recruitment & selection record, volunteer personnel and intern personnel information, intern agreements, volunteer and intern time records, emergency notification forms, insurance documentation and correspondence	AC + 3 yrs. AC= end of term of volunteer or intern
Website/Web Pages - Internet/Intranet - system development documentation for initial setup; subsequent changes and content of pages	PM