

Raymond School District Policy – EHB-R*

LOCAL RECORDS RETENTION SCHEDULE

<u>Type</u>	<u>Local/State Recommended</u>	<u>State/Federal Mandated</u>
<u>Business Records</u>		
Accident Reports		
Employee	6 years or term of employment	
Student	6 years after age of majority	
Annual Audits	Permanent	
Annual Reports (District)	Permanent	
Applications for Federal Grants		5 years
Architectural Plans	Permanent	
Engineering Surveys		
Asbestos Removal		
Bank Deposit Slips	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 and Warrants	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 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	
Quarterly Form 941		6 years
Fixed Trip Requests/Confirmations	1 year	
Fixed Assets Schedules	Permanent/as updated	
Form C-2 Unemployment Wage Reports (DES 100)	6 years	

LOCAL RECORDS RETENTION SCHEDULE
(continued)

<u>Type</u>	<u>Local/State Recommended</u>	<u>State/Federal Mandated</u>
Invoices	Until audit	
MS-22 Budget Forms	6 years	
MS-23 Budget Forms	6 years	
MS-25 Budget Forms	6 years	
Minutes of Board Meetings	Permanent	
Purchase Orders	Until audit	
Request for Payment Vouchers	Until audit	
Requisitions	Until audit	
*Retirement Reports		1 year
Monthly		
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 Reports	6 years	
Vocational Education		
AVI Forms	1 year	
Vocational Center Regional Contracts	20 years	
Federal Vocational Forms		6 years
Vouchers Manifests	Until audit	
*W-2s Yearly		6 years
*W-4 Withholding Exemption Certificate		6 years
*W-9		6 years
*941-E Quarterly Taxes		6 years

LOCAL RECORDS RETENTION SCHEDULE
(continued)

<u>Type</u>	<u>Local/State Recommended</u>	<u>State/Federal Mandated</u>
<u>Personnel Records</u>		
Applications Including Criminal Records Check	6 years beyond Term of Employment	
Attendance Records		
Leaves	1 year	
Requests for Leaves	1 year	
Class Observation Forms	1 year	
*Civil Rights Forms		6 years
Dues Authorizations	Term of Employment	
Evaluations	6 years beyond Term of Employment	
Medical Benefits Applications	Term of Employment	
Medical Examinations	Term of Employment	
Re-employment Letters of Assurance	1 year	
Retirement Applications	Term of Employment	
Separation from Employment Form/Letter	6 years	
Staff Development Plans	Term of Employment	
<u>Student Records</u>		
Disciplinary Records	Term of Enrollment	
Early Dismissals	1 year	
Emergency Information Forms	1 year	
Health and Physical Records, including Immunization Records	Term of Enrollment	
Medical Reports	Term of Enrollment	
Registration Forms	Term of Enrollment	
*Applications for Free Lunch		6 years
Transcripts	Permanent	
Attendance	Permanent	
Grades	Permanent	
Assessment Results	Permanent	

LOCAL RECORDS RETENTION SCHEDULE
(continued)

<u>Type</u>	<u>Local/State Recommended</u>	<u>State/Federal Mandated</u>
<u>Internal Records</u>		
Child Abuse Reports/Allegations	Permanent	
Criminal Investigations	Permanent	
Criminal Records Checks Unsuccessful or 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. (Three years after last IEP.) Given court decisions that are retroactive, it might be prudent to retain records for at least four (4) years after the termination or completion of the program.

Reference Policies: EH and EHB

Adopted: May 16, 2002

Revised: November 19, 2008