

**CMA**

**RECORDS RETENTION SCHEDULE**

This policy defines the *minimum* time for retention of public school records. Any and all records may be retained for longer than specified in this policy if storage space is available.

	<u><b>LOCAL</b></u>	<u><b>STATE</b></u>	<u><b>FEDERAL</b></u>
<b>Business Records</b>			
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			
District Budget Proposal	6 years	6 years	
Child Labor Permits		1 year	
Correspondence	4 years	1 year	
Credit Union Applications	1 year	4 years	4 years
Deeds		Permanent	
Dues Authorization	1 year		
FICA Reports		6 years	
Form C-2 Unemployment Wage Report		6 years	
Form 2 Federal Funds			6 years
Invoices	1 Year		
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 Financial Status Reports by Building	1 year		
Monthly Reconciliation	1 year		
Property Inventories & Record Cards	6 years		
Purchase Orders	1 year		
Rental Agreements	1 year after ending date		
Request for Payment Voucher	1 year		
Requisitions	1 year		
Retirement Applications	1 year	1 year	
Retirement Reports	1 year	1 year	
Special Trip Request/Confirmation	1 year	1 year	
Supply Orders	1 year	1 year	
Substitute Teacher Pay Slips	1 year	1 year	
Student Activities Records	6 years	6 years	

	<u>LOCAL</u>	<u>STATE</u>	<u>FEDERAL</u>
Time Cards Custodial Secretarial Other	6 years		6 years
Transportation Reports	1 year	1 year	
Travel Reimbursements	1 year	1 year	
Treasurer's Report	6 years	6 years	
Voucher Manifests	1 year	1 year	
Work Orders	1 year		
W-2's Yearly			6 years
W-4 Withholding Exemption From			6 years
941-E Quarterly Taxes			6 years
Federal Project Papers Form 1 Form 1-A Form 2 Form 3 Form 3-A Form 4 Quarterly			5 years after submission of final audit report, unless there is an ongoing audit taking place.
<b>Personnel Records</b>			
Accident Reports	6 years	6 years	
Applications Employed Not Employed Interview Documents Letters of Recommendation Transcripts	3 years, or if employed, term of employment		
Attendance Records Leaves Request for Leaves	1 year after audit		
Civil Rights Forms			6 years
Class Observation Forms	1 year		
Employee Contracts (keep sample permanently) Teacher Administrative Paraprofessional Custodial Extra-Curricular	1 year		
Evaluations	Term of Employment		
Correspondence	4 years		
Medical Examinations	1 year		

	<u>LOCAL</u>	<u>STATE</u>	<u>FEDERAL</u>
Superintendent's 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		
Termination Forms	6 years		
<b>School Board</b>			
Minutes of Board Meetings	Permanent		
<b>Student Records</b>			
Accident Reports	6 years after age of majority		
Anecdotal Records Discipline Reports Medical Reports from Doctor Excuses (parental) Insurance Forms	Term of Enrollment		
Co/Extra Curricular Activities	Term of Enrollment		
Early Release Forms	1 year		
Emergency Procedure Form	1 year		
Enrollment Reports Resident Pupil Membership Forms Fall Reports Pupil Registers School Opening Reports Statistical Report A-3	Permanent		
Examples of Student's Work	1 year		
Evaluation Material	Term of Enrollment		
Health and Physical Records Shot Record	Term of Enrollment		
Permanent Record Cards Academic Attendance Progress Test Scores (Standardized)	Permanent		
Miscellaneous Evaluation Material	Term of Enrollment		
Post High School Placement	6 years		
Registration Form Application for Free Lunch Application for Reduced Lunch	1 year		6 years 6 years

	<u>LOCAL</u>	<u>STATE</u>	<u>FEDERAL</u>
<b>Special Needs Student Records</b>	As a minimum, these records for special needs should be kept as long as the student is in a program and there is district liability for the education of the student. Retention is recommended for at least six years after termination of the educational program, or six years after the student's twenty-first birthday, whichever is later.		
<b>Vocational Education</b>			
AVI Forms	1 year		
Center Regional Contracts	20 years		
Equipment Inventories	5 years		
Federal Forms			6 years

Board Review/Approved: August 14, 2008  
 Amended: August 9, 2012  
 Board Review/Approved: December 14, 2017