

## DATA/RECORDS RETENTION

The following records retention schedule shall be followed:

Type of Record	Length of Preservation
<b><u>Business Records</u></b>	
Accident Reports	
Employee .....	6 years or term of employment
Student.....	6 years after age of majority
Annual Audit.....	Permanent
Annual Report (District).....	Permanent
Application for Federal Grants .....	6 years
Architectural Plans .....	Permanent
Bank Deposit Slips and Statements .....	6 years
Bond Issue Materials.....	Permanent
Budgets	
District.....	Permanent
Worksheets .....	1 year
Checks.....	6 years
Child Labor Permits .....	1 year
Collective Bargaining Agreements .....	Permanent
Contracts (short-term/consultant).....	1 year
Certified Educator.....	Permanent
Correspondence for Business.....	4 years
Deeds .....	Permanent
District Meeting Minutes & Warrant.....	Permanent
Enrollment Reports .....	Permanent
Resident Pupil Membership Forms	
Fall Reports A-12-A	
Pupil Registers	
School Opening Reports	
Statistical Reports A-3	
Federal Program Awards .....	6 years
Invoice/Purchase Order	
Program Income	
Indirect Cost Rate, Proposals and Allocation Plan	
Form C-2 Unemployment.....	6 years
Wage Report (DES 100)	
Invoices/Purchase Orders.....	Until audited, plus 1 year
Job Orders .....	1 year
Ledgers/Journals/Manifests .....	6 years
MS-22 Budget Forms.....	6 years
Type of Record	Length of Preservation
MS-23 Budget Forms.....	6 years
MS-25 Budget Forms.....	6 years
Monthly Financial Status .....	1 year
Minutes of Board Meetings .....	Permanent

Payroll Information .....	6 years
Purchase Orders .....	Until audited, plus 1 year
Requisitions .....	Until audited, plus 1 year
Retirement Application Reports.....	1 year
Special Trip Requests .....	1 year
Special Trip Confirmation .....	1 year
Substitute Teacher Pay Slips .....	5 years
Student Activities Records .....	6 years
Telephone Log Sheets .....	1 year
Time Cards .....	6 years
Transportation Reports .....	1 year
Travel Reimbursement.....	Until audited, plus 1 year
Treasurer's Receipts/Canceled Checks .....	6 years
Treasurer's Report .....	Permanent
Vocational Education	
AVI Forms .....	1 year
Vocational Center Regional Contracts .....	20 years
Equipment Inventories .....	5 years
Work Orders .....	Until audited, plus 1 year
W-2's Yearly .....	7 years
W-4 Withholding Exemption Certificate.....	7 years
941-E Quarterly Taxes .....	7 years

**Personnel Records**

Applications.....	3 years (If employed, permanent)
Attendance Records.....	1 year
Civil Rights Forms .....	6 years
COBRA applications .....	Permanent
Dues Authorization.....	Term of Employment, plus 20 years
Employee Contracts.....	Permanent
Induction Pathway Teacher Evaluations.....	Permanent
Medical Benefits Application .....	Term of Employment, plus 20 years
Medical Evaluations .....	Permanent
Miscellaneous Correspondence (for Personnel).....	4 years after termination
Portfolio Summaries.....	Permanent

**Type of Record**

**Length of Preservation**

Professional Development Plan .....	Term of Employment, plus 20 years
Substitute Lists.....	6 years
Termination Forms.....	6 years

**Student Records**

Anecdotal Records.....	Term of Enrollment
Disciplinary Reports	
Excuses (Parental)	
Insurance Forms	
Medical Reports (Doctor)	
Application for Free or Reduced Lunch .....	3 years in addition to the current fiscal year

Emergency Procedure Form .....	1 year
Health and Physical Records .....	Term of Enrollment
Miscellaneous Evaluation Material .....	Term of Enrollment
National Honor Society Application/Award .....	1 year
Permanent Record Information .....	Permanent
Academic Records	
Progress	
Test Scores (Standardized)	
Co-curricular and Extra-curricular	
Post High School Placement Information.....	6 years
Registration Form .....	Term of Enrollment

**Special Needs Student Records**

Type of Record	Length of Preservation
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**Special Education Records (Ed 1119.01 and NH Laws of 2018, Chapter 76, Section 1 (adding RSA 186-C:10-a))**

Special Education Records	Until the student's 26 <sup>th</sup> birthday, unless the parent or adult student provides written consent to destroy the records earlier. Prior to the student's 26 <sup>th</sup> birthday, the parent or adult student may request, in writing, that records be maintained until the student's 30 <sup>th</sup> birthday (per 34 C.F.R. 300.624)
Records Retention/Document Destruction Policy	A copy of the Document Destruction/ Records Retention Policy will be provided upon graduation with a regular high school diploma or transfer of rights, whichever comes first. Public notice of document destruction/records retention given annually.

Adopted: 11/5/01  
Reaffirmed: 5/1/06  
Revised: 3/3/09  
Revised: 6/6/16, 10/16/17, 10/15/18, 04/09/20, 11/06/2023