

# OLD FORGE SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: RECORD RETENTION AND  
DESTRUCTION

ADOPTED: April 19, 2006

REVISED:

<p>1. Purpose</p> <p>2. Authority SC 518</p> <p>3. Guidelines</p>	<p style="text-align: center;"><b>801.1. RECORD RETENTION AND DESTRUCTION</b></p> <p>A number of statutory and regulatory guidelines require the district to retain its records for a set period of time. The purpose of this policy is to outline various statutory and regulatory requirements for documents retention and destruction.</p> <p>The Board shall retain as a permanent record of the district the minute book, each annual auditor's report and each annual financial report.</p> <p>All other financial reports of the district, including financial account books, orders, bills, contracts, invoices, receipts and purchase orders shall be retained by the district for a period of not less than six (6) years.</p> <p>The district shall adopt the following records retention schedule:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u><b>DOCUMENT</b></u></th> <th style="text-align: left;"><u><b>RETENTION PERIOD</b></u></th> </tr> </thead> <tbody> <tr> <td>Accident reports and claims (settled)</td> <td>6 years</td> </tr> <tr> <td>Accounts payable ledgers</td> <td>6 years</td> </tr> <tr> <td>Accounts receivable ledgers</td> <td>6 years</td> </tr> <tr> <td>Annexation, Consolidation and Boundary Change Records</td> <td>Permanent</td> </tr> <tr> <td>Annual financial report</td> <td>Permanent</td> </tr> <tr> <td>Audit reports</td> <td>Permanent</td> </tr> <tr> <td>Bank deposit slips</td> <td>6 years</td> </tr> <tr> <td>Bank reconciliations</td> <td>6 years</td> </tr> <tr> <td>Bylaws-Regulations and Rules of Order</td> <td>6 years after superseded or revoked</td> </tr> <tr> <td>Certificates of Election</td> <td>6 years</td> </tr> <tr> <td>Checks (cancelled)</td> <td>6 years</td> </tr> <tr> <td>Contracts (includes advertisements, instruction to bidders, performance and payment bonds)</td> <td>If accepted-Retain 6 years after termination of general written contracts. Retain 12 years after termination of construction contracts.</td> </tr> <tr> <td>Contracts and leases (expired)</td> <td>6 years</td> </tr> <tr> <td>Contracts and leases in effect</td> <td>Permanent</td> </tr> <tr> <td>Correspondence (general)</td> <td>6 years</td> </tr> </tbody> </table>	<u><b>DOCUMENT</b></u>	<u><b>RETENTION PERIOD</b></u>	Accident reports and claims (settled)	6 years	Accounts payable ledgers	6 years	Accounts receivable ledgers	6 years	Annexation, Consolidation and Boundary Change Records	Permanent	Annual financial report	Permanent	Audit reports	Permanent	Bank deposit slips	6 years	Bank reconciliations	6 years	Bylaws-Regulations and Rules of Order	6 years after superseded or revoked	Certificates of Election	6 years	Checks (cancelled)	6 years	Contracts (includes advertisements, instruction to bidders, performance and payment bonds)	If accepted-Retain 6 years after termination of general written contracts. Retain 12 years after termination of construction contracts.	Contracts and leases (expired)	6 years	Contracts and leases in effect	Permanent	Correspondence (general)	6 years
<u><b>DOCUMENT</b></u>	<u><b>RETENTION PERIOD</b></u>																																
Accident reports and claims (settled)	6 years																																
Accounts payable ledgers	6 years																																
Accounts receivable ledgers	6 years																																
Annexation, Consolidation and Boundary Change Records	Permanent																																
Annual financial report	Permanent																																
Audit reports	Permanent																																
Bank deposit slips	6 years																																
Bank reconciliations	6 years																																
Bylaws-Regulations and Rules of Order	6 years after superseded or revoked																																
Certificates of Election	6 years																																
Checks (cancelled)	6 years																																
Contracts (includes advertisements, instruction to bidders, performance and payment bonds)	If accepted-Retain 6 years after termination of general written contracts. Retain 12 years after termination of construction contracts.																																
Contracts and leases (expired)	6 years																																
Contracts and leases in effect	Permanent																																
Correspondence (general)	6 years																																

801.1. RECORD RETENTION AND DESTRUCTION - Pg. 2

	Deeds and related land records	Permanent
	<b>PERSONNEL RECORDS</b>	
	Employee Health Insurance Claim files	Retain 6 years after settlement of claim
	Employee Medical Records	Retain same length of time as Individual Employee Personnel Records. However, if employee has been exposed to toxic substances or harmful physical agents in the work place, retain at least 30 years after termination of employment and comply with appropriate Occupational Safety and Health Standards issued by the U.S. Department of Labor (29 CFR Ch. XVII).
	Employee Personnel Records (includes applications for employment, commendations, correspondence, health insurance membership applications, letters of resignation, life insurance applications, performance evaluations, personnel change forms, personnel history card, photo identification records, references, resume, retirement membership applications, salary review forms, separation report, training records, and vacation and sick leave reports.	Retain 6 years after termination of employment. (If applicable, comply with union rules relating to certain types of personnel records such as evaluations and reprimands.)
	Ethics Commission Statements of Financial Interest	6 years
	Equal Employment Opportunity Records:	
	<ul style="list-style-type: none"> <li>• Compliance reports and related records</li> </ul>	3 years
	<ul style="list-style-type: none"> <li>• Official discrimination complaint case files</li> </ul>	4 years after resolution of case
	Hazardous substance survey forms	30 years. If used as health and exposure record for employee involved in a specific incident, retain 30 years after termination of employment.
	Insurance claims and policies	6 years after final settlement. 6 years after expiration, provided all claims have been settled.
	Inventories	6 years

801.1. RECORD RETENTION AND DESTRUCTION - Pg. 3

	Job announcements	Retain 4 years after position has been filled
	Job descriptions	Retain current
	Labor negotiations files	Retain 6 years after expiration of contract
	Material safety data sheets	30 years. If used as health and exposure record for employee involved in a specific incident, retain 30 years after termination of employment.
	Minute books	Permanent
	Payroll records	Permanent
	Property and equipment/fixed assets inventories	6 years after superseded or obsolete. Retain fixed assets inventories permanently.
	Purchase orders	6 years
	Solicitor's Records	
	<ul style="list-style-type: none"> <li>• Case Files</li> </ul>	Retain closed cases as long as of administrative and legal value
	<ul style="list-style-type: none"> <li>• Opinions</li> </ul>	Permanent
	Stock and bond certificates	6 years
	Student records	Permanent
	Student records – Board Policy 216	Periodic Review
	Trademark registrations	Permanent
	Union grievances	Retain 3 years after final resolution
	Workers' compensation records	Retain 4 years after the signing of final settlement receipt or 4 years after the death of recipient