

Data/Records Retention

Official school records shall be retained and/or disposed of in accordance with the following district-developed schedule:

<u>Record</u>	<u>Period of Retention</u>	<u>Disposition</u>	<u>Location</u>
Student registers	Permanent	Microfilm	Central office
Ledger/Journal entries	7 years	destroy	Central School Office
Checks/bills	6 years	destroy	Central School Office
Bond issue materials	6 years	destroy	Central Office
Bank deposit slips/statements	6 years	destroy	Central Office
Insurance policies	6 years after expiration	destroy	Central Office
Annual audit reports	6 years until superseded	destroy	Central Office
Inventory records			
Board minutes	permanent	hard copy/ Microfilm	Central Office
Payroll records	7 years	destroy	Central Office
Personnel records	permanent	hard copy/ Microfilm	Central Office
Academic student records 7-12	permanent	hard copy/ Microfilm	Central Office
Special Ed records			
Deeds	permanent	hard copy	Central Office
Accident reports- Student/employees	6 years	destroy	School/Central Office

If records are microfilmed, two copies shall be made, properly labeled and stored in two different locations. At least one of these copies shall be stored in a fireproof container. All hard copy materials shall be stored in fireproof containers.

Adopted by the Board: December 14, 1994

Revised by the Board: December, 2005