

VIRTUAL LEARNING ACADEMY CHARTER SCHOOL POLICY
LOCAL RECORDS RETENTION SCHEDULE

EHB-R

<u>TYPE</u>	<u>LOCAL RECORDS</u>	<u>STATE RECORDS</u>	<u>FEDERAL RECORDS</u>
<u>Business Records:</u>			
Accident Reports			
-Employee	6 years or Term of Employment	6 years or Term of Employment	
-Student	(6 years after age of maturity for suit)		
Annual Audit	Permanent (RSA 33-A 10 yrs.)	Permanent (RSA 33-A 10 yrs.)	
Application for Federal Grants			6 years
Bank Deposit Slips and Statements	6 years		
Bond Issue Materials	Permanent	Permanent	
Budgets	Permanent	Permanent	
Cash Receipt and Disbursement Book	6 years after last entry or until audited	6 years after last entry or until audited	
Checks		6 years	6 years
Child Labor Permits		1 year	
Class Observation Forms	1 year		
Contracts			
-Completed awards, including request for or purchase, bids and awards	Life of Project or purchase	Life of Project or purchase	
-Unsuccessful bids	Completion of Project Plus 1 Year	Completion of Project Plus 1 Year	
-Certified Educator	Permanent		
Correspondence for Business	4 years	1 year	
-General	3 years or as long as administratively useful or of historical value		
-Financial	7 years		

Records Retention Schedule (cont.)

<u>TYPE</u>	<u>LOCAL RECORDS</u>	<u>STATE RECORDS</u>	<u>FEDERAL RECORDS</u>
Credit Union Applications	1 year	4 years	4 years
Email	2 years		
Enrollment Reports -Resident Pupil Membership Forms -Fall Reports A-12-A -Pupil Registers -School Opening Reports -Statistical Report A-3	Permanent		
Equipment Maintenance	Life of Equipment		
FICA Reports - monthly -Quarterly		7 years	
Fixed Asset Schedule	Permanent (as updated)		
Form 2 Federal Funds/Program			6 years
Form C-2 Unemployment -Wage Report (DES100)	6 years		
Grants	Follow grantor's requirements		
Insurance Policies	Permanent		
Invoices	Until Audited Plus 1 year		
Ledger/Journals	6 years		6 years
Legal Actions	Permanent		
DOE-25 Financial Report	Permanent		
Medical Benefits Application	1 year		
Monthly Reconciliations	1 year		
Monthly Financial Status -Reports by Building	1 year		
Minutes of Board Meetings	Permanent		

Records Retention Schedule (cont.)

<u>TYPE</u>	<u>LOCAL RECORDS</u>	<u>STATE RECORDS</u>	<u>FEDERAL RECORDS</u>
New Hampshire School District Profiles	5 years from submitting data to NHDOE		
Oath of Office	Term of office plus 3 years		
Purchase Orders Form 2 Federal Programs	Until Audited Plus 1 year		6 years
Records Management Forms for transfer of Records to storage	Permanent		
Request for Payment Vouchers Form 2 Federal Programs	Until Audited Plus 1 year		6 years
Requisitions Form 2 Federal Programs	Until Audited Plus 1 year		6 years
Retirement Applications	1 year	1 year	
Retirement Reports -Monthly	1 year	1 year	
Special Trip Requests	1 year	1 year	
Special Trip Confirmation	1 year	1 year	
Substitute Teachers Pay Slips	5 years	5 years	
Student Activities Records	6 years	6 years	
Telephone Log Sheets	1 year	1 year	
Time Cards -Custodial -Secretarial -Other	6 years		6 years
Travel Reimbursements Form 2 Federal Funds	Until Audited Plus 1 year	Until Audited Plus 1 year	6 years

Records Retention Schedule (cont.)

<u>TYPE</u>	<u>LOCAL RECORDS</u>	<u>STATE RECORDS</u>	<u>FEDERAL RECORDS</u>
Treasurer's Receipts -Canceled Checks	6 years	6 years	
Voucher Manifests	Until Audited Plus 1 year	Until Audited Plus 1 year	
Form 2 Federal Funds			6 years
W-2's Yearly			7 years
W-4 Withholding Exemption Certificate			7 years
941-E Quarterly Taxes -1099S			7 years 7 years

Revision presented to Board of Trustees: January 10, 2013

Records Retention Schedule (cont.)

<u>TYPE</u>	<u>LOCAL RECORDS</u>	<u>STATE RECORDS</u>	<u>FEDERAL RECORDS</u>
Federal Projects Papers			
-Form 1			5 years after submission of final expenditure report and documentation for expenditures, unless there is an ongoing audit taking place in which case all records will be maintained until final resolution. See 20 U.S.C.1232f 34 CFR 80.42 (b) (4)
-Form 1-A			
-Form 2			
-Form 3			
-Form 3-A			
-Form 4 Quarterly			
<u>Personnel Records</u>			
Applications	Current year plus 3 years, or if employed, term of employment plus 50		
years			
-Employment			
-Not Employed			
-Interview Documents			
-Letters of Recommendation			
-Transcripts			
-Criminal Record Check			
-Discipline			
-Entire Personnel File			
Attendance Records	1 year		
-Leaves			
-Request for Leaves			
Civil Rights Forms			6 years
Contracts	Term of Employment plus 50 years		
-Aids	(should keep a sample permanently)		
-Custodial			
-Extra-Curricular			
-Secretarial			
-Teacher			
-SAU Office			
Dues Authorization	Term of Employment Plus 50 years		
Evaluations	Term of Employment Plus 50 years		
HIPPA Documentation	Term of Employment		

Records Retention Schedule (cont.)

<u>TYPE</u>	<u>LOCAL RECORDS</u>	<u>STATE RECORDS</u>	<u>FEDERAL RECORDS</u>
	Plus 50 years		
Medical Benefits Application	Term of Employment		
	Plus 50 years		
Medical Examinations	Term of Employment		Plus 50 years
Miscellaneous Correspondence			
-for Personnel	4 years after termination		
Payrolls	Until audited plus 1 year		
Record of Leave	1 year		
-Superintendents			
Re-employment Letter of Assurance to Employees	1 year		
Staff Development Plan	Term of Employment		Plus 50 years
Substitute Lists	6 years		
Teachers' Record Cards	Term of Employment		Plus 50 years
Teachers' Master Contract	Length of Contract		
	(suggest you keep one copy permanently)		
Termination Forms	6 years		
<u>Student Records</u>			
Early Release Forms	1 year		
Emergency Procedure Form	1 year		
Examples of Student's Work	1 year		
Health and Physical Records	Term of Enrollment		
-Shot Record			
National Honor Society	1 year		
-Applications and/or Awards			

Records Retention Schedule (cont.)

<u>TYPE</u>	<u>LOCAL RECORDS</u>	<u>STATE RECORDS</u>	<u>FEDERAL RECORDS</u>
Permanent Record Cards -Progress -Attendance -Test Scores (Standardized) -Academic -Transcript	Permanent		
Miscellaneous Evaluation Material	Term of Enrollment		
Co- and Extra Curricular Activities	Term of Enrollment		
Anecdotal Records -Disciplinary Reports -Medical Reports (Doctor) -Excuses (Parental) -Insurance Forms	Term of Enrollment		
Post High School Placement -Information and Follow-up	6 years		
Registration Form -Applications for Free Lunch	Term of Enrollment		3 years in addition to the current fiscal year
-Application for Reduced Lunch			3 years in addition to the current fiscal year

Special Needs Student Records

Index of Documents
Log of People who have
Reviewed Material in
Each Folder
Notification to Parent
of Meeting to Discuss
the Student's Program
with Placement Team
Permission to Test Form
Student Referral Form
Diagnostic Form
-Accumulation of Data

As a minimum these records for special needs students should be kept as long as the student is in a program and there is district liability for the education of the student. Given court decisions that are retroactive you might be prudent to preserve for at least six (6) years after termination or program completion.

Records Retention Schedule (cont.)

<u>TYPE</u>	<u>LOCAL RECORDS</u>	<u>STATE RECORDS</u>	<u>FEDERAL RECORDS</u>
-Psychological Exams -Learning Disabilities Tests Team Meeting Notes Spedis Forms IEP's Teacher/Student Comments Correspondence Out-of-District Progress Reports			
<u>Internal Records</u>			
Child Abuse Reports allegations	Permanent		
Investigations	Permanent		
Sexual Harassment	Permanent		
<u>Vocational Education</u>			
AVI Forms	1 year		
Center Regional Contracts	20 years		
Equipment Inventories	5 years		
Federal Forms			6 years