

The following schedule shall apply to all records obtained, created, or maintained by VLACS, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc.

**A. Special Education Records.**

1. Upon a student's graduation from high school, his or her parent(s)/guardian(s) may request in writing that VLACS destroy the student's special education records, including any final individualized education program.
2. The parent(s)/guardian(s) may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday.
3. Absent any request by a student's parents to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student's thirtieth birthday, VLACS shall destroy a student's records and final individualized education program within a reasonable time after the student's twenty-sixth birthday, provided that all such records be destroyed by the student's thirtieth birthday.
4. A permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. 34 CFR 300.624.
5. VLACS shall provide parents/guardians, or where applicable, the adult student, with a written notice of VLACS's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.
6. VLACS shall provide public notice of its document destruction policy at least annually.

**B. Litigation Hold.**

On receipt of notice from legal counsel representing VLACS that a litigation hold is required, the routine destruction of governmental records, including paper and electronic records, which are or may be subject to the litigation hold shall cease. The destruction of records subject to a litigation hold shall not resume until VLACS has received a written directive from the attorney representing VLACS authorizing resumption of the routine destruction of those records.

**C. Right-to-Know Request - Hold.**

On receipt of a Right-to-Know law request to inspect or copy governmental records, the Chief Executive Officer shall cease any destruction of governmental records which are or may be the subject of the request. The records shall be retained regardless of whether they are subject to disclosure under RSA Chapter 91-A, the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt, the requested material shall be preserved for no less than 90 days and until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeal periods have expired, and a written directive from the attorney representing VLACS authorizing destruction of the records has been received.

**D. Electronic Records.**

For legal purposes, electronic records and communications are no different than paper documents. The state law on preservation of electronic records, RSA 33-A:5-a Electronic Records, does not explicitly apply to schools, but does provide guidance: "Electronic records as defined in RSA 5:29, VI and designated on the disposition schedule under RSA 33-A:3-a to be retained for more than 10 years shall be transferred to paper or microfilm, or stored in portable document format/archival (PDF/A) on a medium from which it is readily retrievable." Electronic records designated on the disposition schedule to be retained for less than 10 years may be retained solely electronically if so, approved by Chief Executive Officer. The Chief Executive Officer is responsible for assuring the accessibility of the records for the mandated period.

**E. Retention Period Schedule.**

The following schedule shall apply to all records obtained, created, or maintained by VLACS, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc. The Chief Executive Officer will identify those persons responsible for the retention /destruction of records in accordance with the schedule.

Note regarding records relating to federal funds (items marked below with "\*\*"): Before any records related to federal funds are destroyed, however, the requirements of the General Education Provisions Act (GEPA) 20 U.S.C. 1232f shall be observed. Namely, that statute requires that district "shall keep records which fully disclose the amount and disposition by the recipient of [federal] funds, the total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective financial or programmatic audit for three years after the completion of the activity for which the funds are used." Therefore, to the extent that the below schedule, or other authorities, suggest that a purchase order, with accompanying documentation, may need to be retained only until the records are audited, plus 1 year, if the purchase is in part or in whole with federal funds the record must be retained for three years after the completion of the activity for which the funds are used, a much longer period of time.

| <b>Type of Record</b>                  | <b>Statute, Rule, or Other Legal Authority Mandating Retention for a Minimum Period</b> | <b>VLACS' Retention Period</b>   | <b>Responsible Party</b> |
|--|---|----------------------------------|--------------------------|
| Accident Reports involving Employee(s) |   | Term of employment, plus 6 years | Human Resources          |
| Accident Reports Involving Student(s)  |   | Age of majority, plus 6 years    | Human Resources          |
| Accounts Receivable                    | RSA 33-A:3-a  | Until audited, plus 1 year       | Chief Financial Officer  |
| Annual Audit                           | RSA 33-A:3-a  | Permanent                        | Chief Financial Officer  |

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| Annual Report, Budgets   | RSA 33-A:3-a      | Permanent  | Chief Financial Officer |
| Application for Federal Grants   | 20 U.S.C. 1232f   | 5 years after the completion of the activity for which the funds are used. | Chief Financial Officer |
| Architectural Plans  |                   | Permanent  | Chief Financial Officer |
| Asbestos Removal   |                   | Permanent  | Chief Financial Officer |
| Bank Deposit Slips   | RSA 33-A:3-a      | 6 years  | Chief Financial Officer |
| Bonds and continuation certificates  | RSA 33-A:3-a      | Permanent  | Chief Financial Officer |
| Budget Worksheets  |                   | End of budget year, plus 1 year  | Chief Financial Officer |
| Cash receipts, disbursement records, checks  | RSA 33-A:3-a      | At least 6 years after last entry, or until audited                        | Chief Financial Officer |
| Child Labor Permits  |                   | 1 year   | Chief Operating Officer |
| Work-study   | 29 C.F.R. §570.37 | 3 years from date of enrollment  | Chief Operating Officer |
| Contracts  | RSA 33-A:3-a      | Life of contract plus 3 years  | Chief Financial Officer |
| ·Construction Contracts, Capital projects, fixed assets that require accountability after acquired | RSA 33-A:3-a      | Life of contract, building, asset plus 20 years                            | Chief Financial Officer |
| Engineering Surveys  |                   | Permanent  | Chief Financial Officer |

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| Unsuccessful bids                       | RSA 33-A:3-a                       | Life of contract plus 3 years       | Chief Financial Officer |
| Certified Educator                      |                                    | Permanent                           | Chief Executive Officer |
| COBRA Notices                           | 42 U.S.C. 300bb-1, <i>et. seq.</i> | 6 years from date of issue          | Chief Operating Officer |
|   | ERISA 29 U.S.C. §1027              |                                     | Chief Operating Officer |
| Correspondence - Business transactions  |                                    | Life of subject matter plus 4 years | Chief Financial Officer |
| Correspondence – Administrative Records |                                    | Minimum of one year                 | Chief Executive Officer |
| Correspondence - Transitory             | RSA 33-A:3-a                       | As needed for reference             | Chief Executive Officer |
| Deeds                                   |                                    | Permanent                           | Chief Financial Officer |
| Insurance policies                      | RSA 33-A:3-a                       | Permanent                           | Chief Financial Officer |
| Notes (loan documents)                  | RSA 33-A:3-a                       | Until paid, Audited, plus 3 years   | Chief Financial Officer |
| Student Activities Records/Accounts     | RSA 33-A:3-a                       | Until Audited, plus 6 years         | Chief Financial Officer |
| Enrollment Reports:                     |                                    |                                     |                         |
| Fall Reports A12A                       | RSA 189:28                         | Permanent                           | Chief Operating Officer |
| Pupil Registers                         | RSA 189:27-b                       | Permanent                           | Chief Operating Officer |
| Resident Pupil Membership Forms         |                                    | 14 years                            | Chief Operating Officer |

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| School Opening Reports                      |  | 3 years   | Chief Operating Officer |
| Statistical Report A-3                      | RSA 189:28   | Permanent   | Chief Operating Officer |
| Federal Projects Documents                  | Review specific project/grant program requirements. 20 U.S.C. 1232f, other authorities may apply | 5 years after submission of final audit report and documentation for expenditures, unless there is an ongoing audit | Chief Financial Officer |
| FICA Reports – monthly                      |  | 7 years   | Chief Financial Officer |
| Fixed Assets Schedule                       |  | Permanent/as updated  | Chief Financial Officer |
| Form C-2 Unemployment                       |  | 6 years   | Human Resources         |
| Wage Report (DES 100)                       |  | 6 years   | Human Resources         |
| Invoices                                    |  | Until audited, plus 1 year  | Chief Financial Officer |
| MS-22 Budget Form                           |  | 6 years   | Chief Financial Officer |
| MS-25 Budget Form                           |  | Permanent   | Chief Financial Officer |
| Minutes of Board Meetings, Board Committees | RSA 91-A:2, II, RSA 33-A:3-a   | Permanent   | Chief Executive Officer |
| Purchase Orders                             |  | Until Audited, plus 1 year  | Chief Financial Officer |
| Request for Payment Vouchers                |  | Until Audited, plus 1 year  | Chief Financial Officer |
| Requisitions                                |  | Until Audited, plus 1 year  | Chief Financial Officer |
| Retirement Reports – Monthly                |  | 1 year  | Chief Financial Officer |

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| ·Custodial Timecards                   | Lab 803.03.  | 5 years                    | Chief Financial Officer |
| ·Secretarial Timecards                 | Lab 803.03.  | 5 years                    | Chief Financial Officer |
| ·Substitute Teachers pay slips         | Lab 803.03.  | 5 years                    | Chief Financial Officer |
| Payroll Records                        | RSA 33-A:3-a   | Until audited plus 6 years | Chief Financial Officer |
|  | 29 C.F.R. §1627.3 ADEA: 29 U.S.C. §626, 29 CFR Part 1602; 29 C.F.R § 825.500 FMLA, 29 U.S.C.§2616, 3 years |                            | Chief Financial Officer |
| Travel Reimbursements                  |  | 3 years                    | Chief Financial Officer |
| Treasurer's Receipts – canceled checks |  | 6 years                    | Chief Financial Officer |
| Treasurer's Report                     |  | 6 years                    | Chief Financial Officer |
| Tax Forms:                             |  |                            | Chief Financial Officer |
| W-2's, 1099                            | .26 C.F.R § 31.6001-1 (e)(2)   | 7 years                    | Chief Financial Officer |

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| W-4 Withholding Exemption Certificate | 26 C.F.R § 31.6001-1 (e)(2)                | 7 years                                       | Chief Financial Officer |
| W-9                                   | 26 C.F.R § 31.6001-1 (e)(2)                | 7 years                                       | Chief Financial Officer |
| 941-E Quarterly Taxes                 | 26 C.F.R § 31.6001-1 (e)(2)                | 7 years                                       | Chief Financial Officer |
| Personnel Records                     | RSA 33-A:3-a.                              | Term of Employment, plus 20 years             | Chief Operating Officer |
| Application for employment            | RSA 33-A:3-a, LX (Successful Applicant)    | Successful: Term of Employment, plus 20 years | Chief Operating Officer |
|                                       | RSA 33-A:3-a, LXI (Unsuccessful Applicant) | Unsuccessful: Current year, plus 3 years      | Chief Operating Officer |
| <b>Attendance Records:</b>            |  |   |                         |
| Leaves                                | Family Medical Leave Act                   | 3 years                                       | Chief Operating Officer |
| Request for Leaves                    |  | 1 year  | Chief Operating Officer |

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| Class Observation Forms   |  | 1 year                                 | Chief Operating Officer |
| Criminal Record Check (No criminal record)  | RSA 189:13-a (Chief Executive Officer only)  | Destroy immediately after review       | Chief Executive Officer |
| Criminal Record Check (Criminal record)   | RSA 189:13-a (Chief Executive Officer only)  | Destroy within 30 days of receipt      | Chief Executive Officer |
| Civil Rights Forms, Discrimination claims, accommodation under ADA, information used for EEO-5 report, EEO-5 report | 29 C.F.R. §1602.40; 42 U.S.C. 12117; 42 U.S.C. § §§ 2000e-8-2000e-12; 42 U.S.C. § 2000ff-6 | 6 years                                | Chief Operating Officer |
| Deferred Compensation plans   | RSA 33-A:3-a   | 7 years                                | Chief Financial Officer |
| Dues Authorization  | RSA 33-A:3-a.  | Term of Employment, plus 20 years      | Chief Operating Officer |
| Employment test papers with results   | 29 C.F.R. §1627.3  | One year from date of personnel action | Chief Operating Officer |
| Evaluations   | RSA 33-A:3-a.  | Term of Employment, plus 20 years      | Chief Operating Officer |
| HIPAA Documentation   | RSA 33-A:3-a.  | Term of Employment, plus 20 years      | Chief Operating Officer |
|   | HIPAA: 45 C.F.R. §164,316(b) & .530(j)<br>HITECH 42 U.S.C. §17938                          |  | Chief Operating Officer |
| Labor-PELRB actions   | RSA 33-A:3-a   | Permanent                              | Chief Operating Officer |



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| Labor Negotiations  | RSA 33-A:3-a         | Permanent                              | Chief Financial Officer<br>Chief Executive Officer |
| Legal Actions - lawsuits  | RSA 33-A:3-a         | Permanent                              | Chief Executive Officer                            |
| Medical Benefits Application  | RSA 33-A:3-a.        | Term of Employment, plus 20 years      | Chief Operating Officer                            |
| Medical exams, Physical examinations used for personnel action                      | 29 C.F.R. §1627.3    | Term of Employment, plus 30 years      | Chief Operating Officer                            |
|   | RSA 33-A:3-a.        |  | Chief Operating Officer                            |
|   | 29 C.F.R. §1910.1020 |  | Chief Operating Officer                            |
| Oaths of Office   | RSA 33-A:3-a         | Permanent                              | Chief Financial Officer                            |
| Promotion, demotion, transfer, selection for training, layoff, recall, or discharge | 29 C.F.R. §1627.3    | Term of Employment, plus 50 years      | Chief Operating Officer                            |
|   | RSA 33-A:3-a.        |  | Chief Operating Officer                            |
| Recruitment Documents   | 29 C.F.R. §1627.3    | One year from date of personnel action | Chief Operating Officer                            |
| Re-employment Letter of Assurance   | RSA 33-A:3-a.        | Term of Employment, plus 20 years      | Chief Operating Officer                            |
| Retirement application  | RSA 33-A:3-a.        | Term of Employment, plus 20 years      | Chief Operating Officer                            |

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| Separation from Employment Form/Letter                      | RSA 33-A:3-a.  | Term of Employment, plus 20 years | Chief Operating Officer  |
| Settlement agreements, even if in anticipation of a lawsuit | RSA 91-A:4, VI | Permanent                         | Chief Executive Officer  |
| Staff Development Plan                                      |                | Term of Employment, plus 20 years | Chief Operating Officer  |
| Substitute Teacher Lists                                    |                | 7 years                           | Chief Operating Officer  |
| <b>Student Records:</b>                                     |                |                                   |  |
| Applications for Free/Reduced Lunch                         |                | 6 years                           | Chief Financial Officer  |
| Assessment Results  |                | Permanent                         | Director of Full Time Programs   |
| Attendance  |                | Permanent                         | Director of Full Time Programs   |
| Disciplinary Records  |                | Term of Enrollment, plus 3 years  | Full-Time Students:<br>Director of Full-Time Programs<br>Part-Time Students:<br>Director of Student and Instructor Support |
| Emergency Information Form                                  |                | 1 year/as updated                 | Full-Time Students:<br>Director of Full-Time Programs<br>Part-Time Students:<br>Director of Student and Instructor Support |
| Grades  |                | Permanent                         | Full-Time Students:<br>Director of Full-Time Programs<br>Part-Time Students:<br>Director of Student and Instructor Support |

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| Log of requests for access to education records     | FERPA 20 U.S.C. §1232g (b)(4)(A)  | As long as the education record is retained | Full-Time Students:<br>Director of Full-Time Programs<br>Part-Time Students:<br>Director of Student and Instructor Support |
| Registration Form                                   |   | Term of Enrollment, plus 3 years            | Full-Time Students:<br>Director of Full-Time Programs<br>Part-Time Students:<br>Director of Student and Instructor Support |
| Student Handbook                                    |   | 1 copy of each edition Permanent            | Full-Time Students:<br>Director of Full-Time Programs<br>Part-Time Students:<br>Director of Student and Instructor Support |
| Transcripts   |   | Permanent                                   | Full-Time Students:<br>Director of Full-Time Programs<br>Part-Time Students:<br>Director of Student and Instructor Support |
| <b>Internal Records:</b>                            |   |   |  |
| Child Abuse Reports/Allegations                     |   | Permanent                                   | Director of Full-Time Programs   |
| Criminal Investigation                              |   | Permanent                                   | Chief Executive Officer<br>Exeter Police Department  |
| Personnel Investigations                            |   | Permanent                                   | Chief Executive Officer  |
| Sexual Harassment                                   |   | Permanent                                   | Director of Full-Time Programs   |
| Records Management, transfer to storage or disposal | RSA 33-A:3-a (summary report of what category of records, for what range of dates, was put in storage or destroyed) | Permanent                                   | Chief Financial Officer  |

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| <p>Charter School Formation Documents (Charter, Bylaws, Amendments, Other Corporate Documents)</p> |                       | <p>Permanent</p>  | <p>Chief Executive Officer</p>   |
| <p>Special Education Records:</p>  | <p>RSA 186-C:10-a</p> | <p>All individual Special Education Records should be destroyed within a reasonable time after the student turns 26, unless a parent/guardian requests in writing that the records be retained until the student's 30<sup>th</sup> birthday. (See Section A of this policy)</p> | <p>Full-Time Students:<br/>Director of Full-Time Programs<br/>Part-Time Students:<br/>Director of Student and Instructor Support</p> |

Date Adopted: January, 2013  
Revision Dates: September 22, 2022, April 3, 2024