

### LOCAL RECORDS RETENTION SCHEDULE

Type	Local/State Record Recommended	State Federal Mandated Retention
<b>Business Records</b>		
Accident Reports		
<ul style="list-style-type: none"> <li>• Employee</li> </ul>	6 years or term of employment	
<ul style="list-style-type: none"> <li>• Student</li> </ul>	6 years or age of majority	
Annual Audit	Permanent	
Annual Report (District)	Permanent	
Application for Federal Grants		5 years
Architectural Plans	Permanent	
<ul style="list-style-type: none"> <li>• Engineering Surveys</li> <li>• Asbestos Removal</li> </ul>		
Bank Deposit Slips	Keep until Audit	
Bond Issue Materials	Permanent	
Child Labor Permits	1 year	
<ul style="list-style-type: none"> <li>• Contracts</li> <li>• Certified Educator</li> </ul>	Permanent	
Collective Bargaining Agreements	Permanent	
Correspondence for Business	4 years	
Deeds	Permanent	
District Meeting Minutes & Warrant		
*Enrollment Reports		
<ul style="list-style-type: none"> <li>• Resident Pupil Membership Forms</li> <li>• Fall Reports A-12-A(RSA 189:28)</li> <li>• *Pupil registers (RSA 189-27-b)</li> <li>• School Opening Reports</li> <li>• Statistical Report A-3 (RSA 189:28)</li> </ul>	14 years Permanent Permanent 3 years Permanent	
*Federal Projects Documents		5 years after submission of final audit report and documentation for expenditures, unless there is an ongoing audit
FICA Reports-monthly	6 years	
<ul style="list-style-type: none"> <li>• Quarterly Form 941</li> </ul>	6 years	
Fixed Trip Requests/Confirmation	1 year	

Adopted: June 6, 2017

Revised: September 13, 2018

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Fixed Assets Schedule	Permanent/as updated	
Form C-2 Unemployment	6 years	
<ul style="list-style-type: none"> <li>Wage Report (DES 100)</li> </ul>		
Invoices	Until audit	
MS-22 Budget Form	6 years	
MS-23 Budget Form	6 years	
MS-25 Budget Form	6 years	
Minutes of Board Meetings	Permanent	
Purchase Orders	Until audit	
Request for Payment Vouchers	Until audit	
Requisitions	Until audit	
*Retirement Reports	1 years	
<ul style="list-style-type: none"> <li>Monthly</li> </ul>		
Student Activities Records/Accounts	Until audit	
Time Cards		
<ul style="list-style-type: none"> <li>Bus Drivers</li> </ul>	5 years	
<ul style="list-style-type: none"> <li>Custodial</li> </ul>	5 years	
<ul style="list-style-type: none"> <li>Secretarial</li> </ul>	5 years	
<ul style="list-style-type: none"> <li>Substitute Teachers pay slips</li> </ul>	5 years	
Travel Reimbursements	Until audit	
Treasurer's Receipts		
<ul style="list-style-type: none"> <li>Cancelled checks</li> </ul>	6 years	
Treasurer's Reports	6 years	
Vocational Education		
<ul style="list-style-type: none"> <li>AVI Forms</li> </ul>	1 year	
<ul style="list-style-type: none"> <li>Vocational Center Regional Contracts</li> </ul>	20 years	
<ul style="list-style-type: none"> <li>Federal Vocational Forms</li> </ul>		6 years
Voucher Manifests	Until audit	
*W-2's Yearly		6 years
*W-4 Withholding Exemption Certificate		6 years
*W-9		6 years
*941-E Quarterly Taxes		6 years

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Windham School District

EHB-R

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<b>Personnel Records</b>		
Application, including Criminal Records	Term of Employment	
Attendance Records		
• Leaves	1 year	
• Request for Leaves	1 year	
Classroom Observation Forms	1 year	
Criminal Records Check	Term of Employment	
*Civil Rights Forms	6 years	
Dues Authorization	Term of Employment	
Evaluation	Term of Employment	
HIPAA Documentation	6 years	
Medical Benefits Application	Term of Employment	
Medical Examinations	Term of Employment	
Re-employment Letter of Assurance	1 year	
Retirement application	Term of Employment	
Separation from Employment		
• Form/Letter	6 years	
Staff Development Plan	Term of Employment	
<b>Student Records</b>		
Disciplinary Records	Term of Enrollment	
Early Dismissal	1 year	
Emergency Information form	1 year	
Health and Physical Records, including		
• Immunization Record	Term of Enrollment	
• Medical Reports	Term of Enrollment	
• Registration Form	Term of Enrollment	
*Applications for Free Lunch	6 years	
Transcripts	Permanent	
• Attendance	Permanent	
• Grades	Permanent	
• Assessment Results	Permanent	

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<b>Type</b>	<b>Local/State Record Recommended</b>	<b>State Federal Mandated Retention</b>
<b>Internal Records</b>		
Child Abuse Reports/Allegations	Permanent	
Criminal Investigation	Permanent	
Criminal Records Check		
• Unsuccessful/Unfavorable	1 year	
Personal Investigations	Permanent	
Sexual harassment	Permanent	
<b>Special Education Records</b>		

*The Windham School District shall retain educational records for three years after a student leaves the District, with the exception of special education records.*

*Upon a student's graduation from high school, special education records shall be kept on file until the student's 26th birthday, unless the parent, or, where applicable, adult student request in writing to have the student's records destroyed prior to that time. All special education records shall be destroyed by the student's 30<sup>th</sup> birthday. The District shall provide the parent or adult student a copy of the District's policy concerning record retention upon the student's receiving a high school diploma or reaches the age of 18, whichever occurs first. The District shall provide annual public notice of its policy regarding destroying special education records.*

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