

DISTRICT RECORDS RETENTION SCHEDULE

RETENTION CODES	
AC - After closed, terminated, completed, expired, settled, or last date of contact AV - As long as administratively valuable CE - Calendar Year End (December 31) FE - Fiscal Year End (June 30)	LA - Life of Asset PM - Permanent UA - University Archives US - Until Superseded
RECORDS DESCRIPTION	RETENTION PERIOD
ADMINISTRATION - ATTENDANCE - ANNUAL ATTENDANCE SUMMARIES BY BUILDING	PM
ADMINISTRATION - ATTENDANCE - Enrollment Attendance data	3 yrs
ADMINISTRATION - BALLOTS & OATHS OF ELECTION - Until canvassed and recorded in the minutes	Not less than 8-months following election
ADMINISTRATION - BALLOTS FOR BOND ELECTIONS	a. Not less than 60-days after bonds have been delivered to purchaser b. Not less than 8-months following bond election
ADMINISTRATION - CONTRACTS & LEASES	AC + 6 yrs
ADMINISTRATION - GENERAL CORRESPONDENCE	3 yrs – excluding email
ADMINISTRATION - DONATION/GIFT RECORDS	PM
ADMINISTRATION - BOARD MEETINGS - AGENDA AND MINUTES - Official Minutes and Agenda of open meetings	PM
ADMINISTRATION - BOARD MEETINGS - CLOSED - Certified agendas or tape recordings of closed meetings	PM - Restricted Access
ADMINISTRATION - ORGANIZATION CHARTS: any documentation that shows program accountability	US
ADMINISTRATION - EDUCATION PROGRAM REVIEW RECORDS	AC + 3 yrs
ADMINISTRATION - OFFICIAL STATE DEPARTMENT REPORTS	PM
ADMINISTRATION - SCHOOL CERTIFICATION REPORTS	PM

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ANNUAL REPORTS	PM
APPEAL AND REVIEW RECORDS - Records may include, but are not limited to, narrative history or description of appeal; minutes and testimony; exhibits; reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; related correspondence and documentation.	PM
BOARD MEMBER RECORDS - Series documents board activities and serves as a reference source for board members. Records may include, but are not limited to, correspondence, plans, statements of goals and objectives, minutes, committee reports, budgets, financial statements, reports, and other reference material. Records are often compiled in a notebook for each member.	AC + 3 yrs NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.
BOARD RECORDS - Series documents the official proceedings of the board meetings. Records may include agendas; minutes; meeting notices; items for board action; contested case hearings schedules; committee reports; exhibits; related correspondence and documentation. Records may also include audio recordings of meetings used to prepare summaries.	PM
COMPUTER SYSTEMS - BACKUPS - Backups on tape, disk, CD, DVD, etc. <i>CAUTION:</i> records stored in this format can be subpoenaed during litigation.	US
COMPUTER SYSTEMS - email	2 yrs
EQUIPMENT - HISTORY FILE - Equipment service agreements, includes maintenance agreements, installation and repair logs, etc.	LA + 3 yrs
EQUIPMENT MANUALS - Instruction and Operating manuals	LA
EQUIPMENT WARRANTIES	AC + 1 yr

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RECORDS DESCRIPTION	RETENTION PERIOD
FACILITIES OPERATIONS - APPRAISALS - Building or Property	3 yrs
FACILITIES OPERATIONS - BUILDINGS PLANS AND SPECIFICATIONS - Includes architectural and engineering drawings, etc.	PM For leased structures retain AC + 2 yrs
FACILITIES OPERATIONS - BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS, AND PROJECT FILES - Building Construction Contracts, Surety bonds, Inspection records, Planning, design, and construction records, and all bids, etc.	LA
FACILITY OPERATIONS - DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTS	FE + 3 yrs
FACILITY OPERATIONS - PROPERTY DISPOSAL RECORDS - Documenting disposal of inventoried property	PM
FACILITY OPERATIONS - PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS - Property logs	US + 3 yrs
FACILITY OPERATIONS - SECURITY ACCESS RECORDS - Documents the issuance of keys, identification cards, passes, etc.	AC + 2 yrs AC = Until superseded, date of expiration or date of terminations, whichever is sooner
FACILITY OPERATIONS - SURPLUS PROPERTY SALE REPORTS	PM
FACILITY OPERATIONS - UTILITY USAGE REPORTS	1 yr
FACILITY OPERATIONS - VEHICLE OPERATION LOGS	1 yr
FISCAL - ACCOUNTS PAYABLE/RECEIVABLE LEDGERS	FE + 5 yrs
FISCAL - ANNUAL FINANCIAL REPORTS	PM
FISCAL - ANNUAL OPERATING BUDGETS	FE + 5 yrs

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FISCAL - APPROPRIATION REQUESTS - Includes any supporting documentation in the appropriation request.	FE + 3 yrs
FISCAL - FINAL AUDIT REPORTS	PM
FISCAL - BANK STATEMENTS	FE + 5 yrs
FISCAL - CANCELLED CHECKS - Stubs/Warrants/Drafts	FE + 5 yrs
FISCAL - CAPITAL ASSET RECORDS	PM
FISCAL - CASH RECORDS - Cash deposit slips; cash receipts log	FE + 3 yrs
FISCAL - DEEDS AND EASEMENTS - Proof of ownership and right-of-way on property.	PM
FISCAL - DETAIL CHART OF ACCOUNTS - One for all accounts in use for a fiscal year.	FE - 3 yrs
FISCAL - EXPENDITURE JOURNAL OR REGISTER	FE + 3 yrs
FISCAL - EXPENDITURE VOUCHERS - Travel, Payroll, etc.	FE + 5 yrs
FISCAL - EXTERNAL REPORTS - Special purpose (i.e., federal financial reports, salary reports, etc.)	FE + 5 yrs
FISCAL - FEDERAL TAX RECORDS - Includes FICA records	AC + 4 yrs AC = Tax due date, date the claim is filed, or date tax is paid, whichever is later
FISCAL - FEDERAL FUNDING RECORDS - Title I; Chapter 2; Title VI-B	FE + 5 yrs Or until all pending audits or reviews are completed
FISCAL - FEDERAL - USDA	AC + 3 yrs AC=Submission of final expenditure
FISCAL - GENERAL LEDGERS; GENERAL JOURNAL VOUCHERS	FE + 3 yrs

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FISCAL - GRANTS - State and Federal allocations, payments, and related documentation	<p>AC + 5 yrs AC = End of grant or satisfaction of all uniform administrative requirements for the grant <u>CAUTION:</u> Retention requirements may vary depending on the specific federal funding agency</p>
FISCAL - INSURANCE CLAIM FILES	<p>AC + 3 yrs AC = Resolution of claim</p>
FISCAL - INSURANCE POLICIES - All types	<p>AC + 5 yrs AC = expiration or termination of policy according to its item</p>
FISCAL - LONG-TERM LIABILITY RECORDS - Bonds, etc.	<p>AC + 4 yrs AC = retirement of debt</p>
FISCAL - RECEIPTS JOURNAL OR REGISTER	FE + 3 yrs
FISCAL - RECONCILIATIONS	FE + 5 yrs
FISCAL - REIMBURSABLE ACTIVITIES - Request and approval for reimbursed expenses for travel, training, etc.	FE + 5 yrs
FISCAL - RETURNED CHECKS - Uncollectable warrants or drafts.	<p>AC + 3 yrs AC = after deemed uncollectible</p>
FISCAL - SIGNATURE AUTHORIZATIONS - Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits.	US + FE + 3 yrs
LEGAL - LITIGATION FILES	<p>PM <u>CAUTION:</u> may contain attorney-client privileged information</p>
LEGAL - OPEN RECORDS REQUEST - Documentation relating to approved or denied requests for records under Idaho Public Records Law.	PM
LEGAL - OPINIONS & ADVICE - does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation.	<p>PM <u>CAUTION:</u> may contain attorney-client privileged information</p>

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NEWS OR PRESS RELEASES	PM
PERSONNEL - ACCUMULATED LEAVE ADJUSTMENT REQUEST - Used to create and adjust employee leave balances.	FE + 3 yrs
PERSONNEL - APPLICATIONS FOR EMPLOYMENT - HIRED - Applications, etc., required by employment advertisement.	AC + 5 yrs AC = termination of employment
PERSONNEL - APPLICATIONS FOR EMPLOYMENT - NOT HIRED - Applications, resumes, etc., required by employment advertisement	AC + 2 yrs AC = date position is filled
PERSONNEL - BENEFIT PLANS	US + 1 yr
PERSONNEL - COMPLAINT RECORDS - Complaints received and records documenting their resolution.	FE + 3 yrs <i>CAUTION:</i> if a complaint becomes the subject of litigation, it is subject to a longer retention period
PERSONNEL - CORRECTIVE ACTION - Those actions that do not affect pay, status, or tenure, and are imposed to correct or improve job performance.	AC + 3 yrs AC = termination of corrective action. <i>CAUTION:</i> if during the retention period these records are used to support personnel disciplinary action, the records should be retained according to Personnel Disciplinary Action series.
PERSONNEL - DISCIPLINARY ACTION DOCUMENTATION - Actions that affect pay or status. They include demotion, dismissal, etc.	AC + 3 yrs AC = termination of employment
PERSONNEL - EMPLOYEE STATEMENTS (Affidavits) - For insurance, personnel, or other uses for which Administration has sought such statements.	AC + 3 yrs AC = termination of employment
PERSONNEL - EMPLOYEE BENEFITS - Documents relating to selection of benefits other than insurance.	US
PERSONNEL - EMPLOYEE COUNSELING RECORDS - Notes, etc., relating to job-specific counseling.	AC + 3 yrs AC = termination of counseling

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PERSONNEL - EMPLOYEE DEDUCTION AUTHORIZATIONS - Documents relating to all deductions of pay.	AC + 3 yrs AC = after termination of employee or after amendment, expiration or termination of authorization, whichever is sooner.
PERSONNEL - EMPLOYEE EARNINGS RECORDS	4 yrs
PERSONNEL - EMPLOYEE INSURANCE RECORDS - District copy of selection records by employees of insurance offered by the District.	US
PERSONNEL - EMPLOYEE RECOGNITION RECORDS - Awards, incentives, etc.	AC + 3 yrs AC = termination of employment
PERSONNEL - EMPLOYMENT ANNOUNCEMENT	2 yrs
PERSONNEL - EMPLOYMENT CONTRACTS	Original dated of hire + 50 yrs
PERSONNEL - EMPLOYMENT ELIGIBILITY - Documentation or verification of Federal Report Form INS I-9.	AC + 4 yrs AC = termination of employment, with a minimum of 4 yrs
PERSONNEL - EMPLOYMENT SELECTION RECORDS - all records that document the selection process: i.e., polygraph, physicals, interview notes, etc.	2 yrs <u>CAUTION:</u> does not include criminal history checks
PERSONNEL - FORMER EMPLOYEE VERIFICATION RECORDS - Minimum information includes name, social security number, exact dates of employment, and last known address.	Original date of hire + 50 yrs
PERSONNEL - GRIEVANCE RECORDS - Review of employee grievances against policies and working conditions, etc., includes record of actions taken.	AC + 6 yrs AC = final decision on the grievance
PERSONNEL - HIRING PROCESS - CRIMINAL HISTORY CHECKS - Criminal history record information on job applications.	AC + 1 yr AC = after hiring decision made
PERSONNEL - JOB PROCEDURE RECORD/JOB DESCRIPTION - Any document detailing duties of positions on position-by-position basis.	US + 3 yrs

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PERSONNEL - LEAVE STATUS REPORT - Cumulative report for each pay cycle showing leave status.	FE + 3 yrs
PERSONNEL - LIABILITY RELEASE FORM - Statements of employees, patrons, etc., who have released the District from liability.	PM
PERSONNEL - LICENSE AND DRIVING RECORD CHECK	US
PERSONNEL - OVERTIME AUTHORIZATION AND SCHEDULE	2 yrs
PERSONNEL - PAYROLL - DIRECT DEPOSIT APPLICATION/AUTHORIZATION	US
PERSONNEL - PAYROLL - INCOME ADJUSTMENT AUTHORIZATIONS - Used to adjust gross pay, FICA, retirement, or compute taxes.	3 yrs
PERSONNEL - PERFORMANCE APPRAISAL	PM (kept in the employee personnel file)
PERSONNEL - PERSI ENROLLMENT FILE	6 yrs from filing date
PERSONNEL - PERSI RECORD OF HOURS WORKED - Irregular help, half/part- time, or greater.	Date of hire + 50 yrs
PERSONNEL - PERSI TERMINATION RECORD	6 yrs
PERSONNEL - PERSONNEL INFORMATION - Document that officially change pay, titles, benefits, etc.	2 yrs
PERSONNEL - POLICY & PROCEDURES MANUAL - Any manual, etc., that established standard employment procedures.	PM
PERSONNEL - RESUME - UNSOLICITED	1 yr
PERSONNEL - SICK LEAVE POOL DOCUMENTATION - Requests submitted, approvals, number of hours transferred in and out, etc.	FE + 3 yrs
PERSONNEL - TIME CARD & TIME SHEET	3 yrs

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PERSONNEL - TIME OFF AND/OR SICK LEAVE REQUEST	FE + 3 yrs
PERSONNEL - TRAINING & EDUCATIONAL ACHIEVEMENT RECORD - INDIVIDUAL - Records documenting training, testing, or continued education.	AC + 3 yrs AC = termination of employment
PERSONNEL - UNEMPLOYMENT CLAIM RECORD	3 yrs
PERSONNEL - UNEMPLOYMENT COMPENSATION RECORDS	AC + 3 yrs
PERSONNEL - W-2 & W-4 & I-9 FORMS	5 yrs from date of termination
PERSONNEL - WORKER’S COMPENSATION POLICIES	AC + 10 yrs AC = expiration of policy
PROCUREMENT - PERFORMANCE BOND - Bonds posted by individuals or entities under contract with District.	PM
PROCUREMENT - PURCHASING LOG - Log, etc., providing a record of purchase orders issued, orders received, etc.	FE + 3 yrs
PROCUREMENT - BID DOCUMENTATION - Includes bid requisition/authorizations, invitation to bid, bid specifications, and evaluations.	FE + 3 yrs <i>CAUTION:</i> if a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the contract.
RECORDS MANAGEMENT - RECORDS RETENTION SCHEDULE - DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS	PM
SAFETY - ACCIDENT REPORTS	8 yrs* *for Minors - 8 yrs after minor reaches age of 18
SAFETY - DISASTER PREPAREDNESS & RECOVERY PLANS - District Emergency Management Plan	PM

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SAFETY - EVACUATION PLANS - District Emergency Management Plan	PM
SAFETY - FIRE ORDERS - Issued by Fire Marshal to correct deficiencies in compliance with the fire code.	AC + 3 yrs AC = deficiency corrected
SAFETY - HAZARDOUS MATERIALS DISPOSAL RECORDS - Material safety data sheets must be kept for those chemicals currently in use that are affected by the Hazard Communication Standard in accordance with 29 CFR § 1910.1200(g).	PM
SAFETY - INCIDENT REPORTS - Reports concerning incidents, which upon investigation, were of a non-criminal nature.	3 yrs (or 30 yrs*) *exposure records require 30-year retention per 29 CFR § 1910.1020(d)(ii)(B) Footnote(1)
SAFETY - INSPECTION RECORDS - Fire, safety, and other inspection records of facilities and equipment.	AC + 3 yrs AC = date of the correction of the deficiency, if the inspection report reveals a deficiency
SAFETY - MATERIAL DATA SAFETY SHEETS	30 yrs after the end of use of the substance
SAFETY - WORKPLACE CHEMICAL LISTS	30 yrs
STUDENTS - EDUCATION RECORDS - student’s name, birth date, last address, dates of attendance, graduation date, and grades earned.	PM
STUDENTS – HARASSMENT, INTIMIDATION, ABUSE, & BULLYING DOCUMENTATION/RECORDS – all witness statements, investigative reports and correspondence, written record, action(s) taken, etc.	PM
STUDENTS - SPECIAL EDUCATION RECORDS - educational records, including eligibility documentation and IEPs.	FE + 7 yrs
STUDENTS - MEDICAL AND/OR MEDICINE TRACKING FORMS - Dispensing of medicine forms, parents request to administer medicine, doctor’s requests to administer medicine, etc.	1 yr

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RECORDS DESCRIPTION	RETENTION PERIOD
STUDENTS - MEDICAID RECORDS - Claims, reimbursements, and supporting documentation.	FE + 5 yrs
STUDENTS - WHITE CARDS - Paper and/or electronic	FE + 2 yrs
VEHICLE - INSPECTION, REPAIR, & MAINTENANCE RECORDS	LA + 1 yr
VEHICLE - TITLE & REGISTRATION	1 yr
VOLUNTEER RECORDS - Records may include recruitment and selection records; volunteer personnel and intern personnel information forms; intern agreements; volunteer and intern time records; emergency notification forms; insurance documentation and correspondence.	AC + 3 yrs AC = end of term of volunteer or intern
WEBSITE/WEB PAGES - INTERNET/INTRANET - System development documentation for initial setup; subsequent changes, and content of pages; teachers' webpages; district webpages; website backup.	US

In the event that district records do not correspond to any of the above listed categories, the Superintendent will determine the period of retention for a particular record.

ELECTRONIC RECORDS

The district will retain electronic records, such as e-mail messages, according to the following:

Information and reference material such as publications, reports, and memos will be deleted when no longer useful.

Non-record correspondence such as personal messages unrelated to district business and spam/unsolicited e-mail will be deleted at will.

General correspondence related to the conduct of routine district business will be retained for a period of at least three (3) years after the matter is closed, terminated, completed, expired, settled, or the date of last contact.

Executive correspondence pertaining to the programs and administration of the district such as annual or summary reports, policies and procedures, and meeting minutes will be retained indefinitely.



LEGAL REFERENCE:

Idaho Code 33-701(8) Fiscal Year - Payment and Accounting of Funds

Idaho Code 33-407 Return of Canvass of Elections

Idaho Code 33-506 Organization & Government of Board of Trustees

Idaho Code 33-508 Duties of Clerk

Idaho Code 56-209h Administrative Remedies

ISBA - Policy Update 04/01/15

SDE Administrator's Handbook 1.43

Federal Regulation

Idaho Records Management Guide (August 2013), available at:

http://history.idaho.gov/sites/default/files/uploads/RC_2014_%2002_%2018%20Idaho%20State%20Records%20Manual.pdf

ADOPTED: First adopted July 21, 2015, as policy; then June 21, 2016 as procedure to the policy

Revised: March 23, 2017

Reviewed: January 16, 2018

The *Idaho Records Management Guide* provides guidance for developing and maintaining a district records management program. It contains information on establishing a records management program, electronic document management, public records access, storage requirements, and e-mail retentions considerations.