

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

### **Special Education Records**

Upon a student's graduation from high school, his or her parent(s)/guardian(s) may request in writing that the District destroy the student's special education records, including any final individualized education program.

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.

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, the District 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.

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.

The District shall provide parents/guardians, or where applicable, the adult student, with a written notice of the District's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.

The District shall provide public notice of its document destruction policy at least annually.

### **Litigation Hold**

On receipt of notice from legal counsel representing the District 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 the district has received a written directive from the attorney representing the district authorizing resumption of the routine destruction of those records.

### **Right-to-Know Request Hold**

On receipt of a Right-to-Know law request to inspect or copy governmental records, the Superintendent 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 the District authorizing destruction of the records has been received.

### **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 school districts, 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 Superintendent responsible for the records. The Superintendent is responsible for assuring the accessibility of the records for the mandated period.

### **Retention Period Schedule**

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

<u><b>Type of Record</b></u>	<u><b>Statute, Rule, or Other Legal Authority</b></u>	<u><b>Retention Period</b></u>	<u><b>Responsible Party</b></u>
<b>Business Records</b>			
Accident Report (Employee)		Term of Employment, Plus Six Years	Human Resources
Accident Report (Learner)		Age of Majority, Plus Six Years	Human Resources
Accounts Receivable	RSA 33-A:3-a	Until Audited, Plus One Year	Business Office
Annual Audit	RSA 33-A:3-a (10 years)	Permanent	Business Office
Annual Report, Warrants, Annual Meeting Minutes, Budgets	RSA 33-A:3-a	Permanent	Business Office District Clerk
Application for Federal Grants	20 U.S.C. 1232f.	Five Years	Business Office

**Policy EHB-R**  
**Records Retention Schedule**  
**School Board Approved: March 20, 2023**



			Grant Project Manager
Architectural Plans		Permanent	Facilities Department
Asbestos Removal		Permanent	Facilities Department
Bank Deposit Slips and Statements	RSA 33-A:3-a	Six Years	Business Office
Bonds and Continuation Certificates	RSA 33-A:3-a (expiration plus 2 years)	Permanent	Business Office
Budget Worksheets		End of Budget, Plus One Year	Business Office
Cash Receipts, Disbursement Records, Checks		Until Audited and At Least Six Years After Last Entry	Business Office
Certified Educator		Permanent	Superintendent's Office
Child Labor Permits		One Year	Counseling Administrative Assistant
Contracts- Construction, Capital Projects, Fixed Assets That Require Accountability After Acquired*	RSA 33-A:3-a	Life of Contract, Building, Asset, Plus 20 Years	Business Office Facilities Department
Contracts* (completed awards)	RSA 33-A:3-a	Life of Contract Plus Three Years	Business Office
Contracts (unsuccessful bids)	RSA 33-A:3-a	Life of Contract Plus Three Years	Business Office Facilities Department
COBRA Notices	42 U.S.C 300bb-1 ERISA 29 U.S.C. §1027	Six Years from Date of Issue	Human Resources
Collective Bargaining Agreements		Permanent	Human Resources
Correspondence for Business Transactions*		Life of Subject Matter Plus Four Years	Business Office
Correspondence – General		Three Years or Longer When Historic/Useful	Superintendent's Office
Correspondence –	RSA 33-A:3-a	As Needed For	Superintendent's Office

**Policy EHB-R**  
**Records Retention Schedule**  
**School Board Approved: March 20, 2023**



Transitory		Reference	
Deeds		Permanent	Business Office
Engineering Surveys		Permanent	Facilities Department
Insurance Policies	RSA 33-A:3-a	Permanent	Human Resources
Learner Activities Records/Accounts	RSA 33-A:3-a	Until Audited, Plus Six Years	Building Administrative Assistants
Notes (Loan Documents)	RSA 33-A:3-a	Until Paid and Audited, Plus Six Years	Business Office
School Board/Committee Meeting Minutes	RSA 91-A:2, II RSA 33-A:3-a	Permanent	School Board Secretary
Work Study	29 C.F.R §570.37	Three Years from the Date of Enrollment	Counseling Administrative Assistant
<b>Enrollment Reports</b>			
Fall Reports A12A	RSA 189:27-b	Permanent	Database Administrator
Pupil Registers	RSA 189:27-b	Permanent	Database Administrator
Resident Pupil Membership Forms		14 Years	Database Administrator
School Opening Reports		Three Years	Database Administrator
Statistical Report A-3	RSA 189:28	Permanent	Database Administrator
<b>Internal Records</b>			
Child Abuse Reports/Allegations		Permanent	Counseling Administrative Assistant Superintendent
Criminal Investigation		Permanent	Counseling Administrative Assistant Superintendent  Local Police Departments
Personnel Investigations		Permanent	Superintendent's Office

**Policy EHB-R**  
**Records Retention Schedule**  
**School Board Approved: March 20, 2023**



Sexual Harassment		Permanent	Principal Superintendent
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	Departmental Administration
Vehicle Maintenance	RSA 33-A:3-a	Life of Vehicle, Plus Three Years	Facilities Department
<b>Personnel Records</b>			
Personnel Records	RSA 33-A:3-a	Term of Employment, Plus 50 Years	Human Resources
Application for Employment – Successful	RSA 33-A:3-a	Term of Employment, Plus 50 Years	Human Resources
Application for Employment – Unsuccessful	RSA 33-A:3-a	Current Year, Plus Three Years	Human Resources
Class Observation Forms		One Year	Principals
Criminal Record Check (no record)	RSA 189:13-a (Superintendent Only)	Destroy Immediately After Review	Superintendent's Office
Criminal Record Check (record)	RSA 189:13-a (Superintendent Only)	Destroy Within 30 Days of Receipt	Superintendent's Office
Civil Rights Forms, Discrimination Claims, Accommodations 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; (Final Disposition, Two Years, Three Years)	Six Years	Student Services Department
Deferred Compensation Plans	RSA 33-A:3-a	Seven Years	Human Resources
Dues Authorization	RSA 33-A:3-a	Term of Employment, Plus 50 Years	Human Resources
Employment Test	29 C.F.R. §1627.3	One Year from the	Human Resources

**Policy EHB-R**  
**Records Retention Schedule**  
**School Board Approved: March 20, 2023**



Papers with Results		Date of Personnel Action	
Evaluations	RSA 33-A:3-a	Term of Employment, Plus 50 Years	Human Resources
HIPAA Documentation	RSA 33-A:3-a HIPAA: 45 C.F.R. §164,316(b) & .530(j) – Six years. HITECH 42 U.S.C. §17938	Term of Employment, Plus 50 Years	Human Resources
Labor – PELRB Actions	RSA 33-A:3-a	Permanent	Superintendent’s Office (or HR?)
Labor Negotiations	RSA 33-A:3-a	Permanent	Human Resources
Leaves - Requests		One Year	Human Resources
Leaves - Taken		Three Years	Human Resources
Legal Actions – Lawsuits	RSA 33-A:3-a	Permanent	Superintendent’s Office
Medical Benefits Application	RSA 33-A:3-a	Term of Employment, Plus 50 Years	Human Resources
Medical Exams, Physical Examinations Used for Personnel Action	29 C.F.R. §1627.3 (One Year from Date of Personnel Action) RSA 33-A:3-a. 29 C.F.R. §1910.1020 (Term of Employment Plus 30 years)	Term of Employment, Plus 50 Years	Human Resources
Oaths of Office	RSA 33-A:3-a	Permanent	District Clerk
Promotion, Demotion, Transfer, Selection for Training, Layoff, Recall, or Discharge	RSA 33-A:3-a 29 C.F.R. §1627.3 (One Year from Date of Action)	Term of Employment, Plus 50 Years	Human Resources
Recruitment Documents	29 C.F.R. §1627.3	One Year from Date of Personnel Action	Human Resources
Re-Employment Letter of Assurance	RSA 33-A:3-a	Term of Employment, Plus 50 Years	Human Resources
Retirement Application	RSA 33-A:3-a	Term of Employment, Plus 50 Years	Human Resources

**Policy EHB-R**  
**Records Retention Schedule**  
**School Board Approved: March 20, 2023**



School Bus Driver Drug Tests – Positive Results And Record of Administration of Test	49 C.F.R. §382.401; 49 C.F.R. § 40.333	Five Years	Contracted Services
School Bus Driver Drug Tests – Negative and Cancelled	49 C.F.R. §382.401	One Year	Contracted Services
Separation from Employment Form/Letter	RSA 33-A:3-a	Term of Employment, Plus 50 Years	Human Resources
Settlement Agreements, Even if in Anticipation of a Lawsuit	RSA 91-A:4, VI (Ten Years)	Permanent	Superintendent's Office
Staff Development Plan		Term of Employment, Plus 50 Years	Superintendent's Office
Substitute Teacher Lists		Seven Years	Human Resources
<b>Reports/Forms - District</b>			
C-2 Unemployment		Six Years	Business Office
DES-100 (wage reports)		Six Years	Business Office
Federal Projects Documentation	Review Specific Project/Grant Program Requirements  20 U.S.C 1232f	Five Years After Submission of Final Audit Report and Documentation for Expenditures, Unless There is an Ongoing Audit	Business Office  Grants Project Manager
FICA Reports – Monthly		Seven Years	Business Office
Fixed Trip Requests/Confirmation		One Year	– not the business office – another school district has the principal listed
Fixed Assets Schedule		Permanent/As Updated	Business Office
Invoices*		Until Audited, Plus One Year	Business Office

**Policy EHB-R**  
**Records Retention Schedule**  
**School Board Approved: March 20, 2023**



		Three Years*	
Medicaid Service Logs	RSA 186-C:10-a	7 Years	Student Services
MS-22 Budget Form		Six Years	Business Office
MS-24-R Estimated Revenues		Six Years	Business Office
MS-25 Financial Report		Permanent	Business Office
MS-26 Budget Form		Six Years	Business Office
MS-DSB Budget Form		Six Years	Business Office
Payroll Records	RSA 33-A:3-a Audited, Plus Two Years  29 C.F.R. §1627.3 (Three years) ADEA: 29 U.S.C. §626, 29 CFR Part 1602 (Two Years from Job Action); 29 C.F.R § 825.500 FMLA, 29 U.S.C.§2616, Three Years	Six Years	Business Office
Purchase Orders*		Until Audited, Plus One Year	Business Office
Request for Payment Vouchers*		Until Audited, Plus One Year	Business Office
Requisitions*		Until Audited, Plus One Year	Business Office
Retirement Reports – Monthly		One Year	Business Office
Time Cards	Lab 803.03	Five Years	Business Office
Travel Reimbursements*		Until Audit, Plus One Year  Three Years*	Business Office
Treasurer's Receipts – Canceled Checks		Six Years	Treasurer
Treasurer's Report		Six Years	Treasurer



**Policy EHB-R**  
**Records Retention Schedule**  
**School Board Approved: March 20, 2023**



Vouchers Manifest*		Until Audit, Plus One Year	Business Office
<b>Student Records</b>			
Applications for Free/Reduced Lunch		Six Years	Business Office
Assessment Results	Ed 306.04 Policy Development, (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent	School Guidance Office
Attendance	Ed 306.04 Policy Development, (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent	Main Office Secretary/Administrative Assistants
Disciplinary Records		Term of Enrollment, Plus Three Years	Counseling Administrative Assistant School Administration
Early Dismissal		One Year	Main Office Secretary/Administrative Assistant
Emergency Information Form		One Year/As Updated	Main Office Secretary/Administrative Assistant
Grades	Ed 306.04 Policy Development, (h) complete and accurate records of students' attendance and scholarship be permanently kept and	Permanent	Counseling Administrative Assistant School Administration

**Policy EHB-R**  
**Records Retention Schedule**  
**School Board Approved: March 20, 2023**



	safely stored in a fire-resistant file, vault, or safe.		
Health and Physical Records		Term of Enrollment, Plus Three Years	School Nurses
Immunization Record		Term of Enrollment, Plus Three Years	School Nurses
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	Counseling Administrative Assistant Main Office Administrative Assistant
Medical Reports		Term of Enrollment, Plus Three Years	School Nurses
Registration Form		Term of Enrollment, Plus Three Years	Counseling Administrative Assistant Main Office Administrative Assistant
Special Education	At a minimum, records for Special Education students should be kept as long as the student is in a program and there is district liability for the education of the student.	All individual special education records can be destroyed after the student turns 26.	Student Services Department
Student Handbook		One Copy of Each Edition, Permanent	School Administration
Transcripts	Ed 306.04 Policy Development, (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent	Counseling Administrative Assistant

**Tax Forms**

**Policy EHB-R**  
**Records Retention Schedule**  
**School Board Approved: March 20, 2023**



W-2s, W-4, W-9, 1099	Keep All Records of Employment Taxes for at Least Four Years After Filing the Fourth Quarter for the Year – 26 C.F.R § 31.6001-1(e)(2) (Tax Advisors Say Seven Years)	Seven Years	Business Office
941-E Quarterly Taxes	Keep All Records of Employment Taxes for at Least Four Years After Filing the Fourth Quarter for the Year – 26 C.F.R § 31.6001-1(e)(2) (Tax Advisors Say Seven Years)	Seven Years	Business Office
<b>Vocational Education</b>			
AVI Forms		One Year	Business Office
Vocational Center Regional Contracts		20 Years	CTE Director
Federal Vocational Forms		Six Years	CTE Director