

Procedure for General Records

1. Check the retention schedule before disposing of documents/records. If the document/record is not listed, consult with the Business Office before disposing of the document/record. If necessary the New Hampshire Department of Education, other appropriate agency, or legal counsel will be contacted for guidance.
2. Records, including electronic files, will be maintained in accordance with the retention schedule.
3. Records whose retention has expired will be properly destroyed by secured shredding or incineration.
4. Only one copy of a document needs to be retained, by the party responsible for it. If available, the original document should be retained.
5. Drafts and notes can be destroyed except when such documents are important to official business or action of the district, in which case they will be stored in the official file.
6. Except as noted in the retention schedule, the retention period runs from when the record was created or received.
7. No record relating to pending or anticipated litigation may be destroyed or altered even if the record is technically past its retention date.
8. Any e-mail message that would be saved if it had been transmitted in paper form should be printed and retained in accordance with the retention schedule. All e-mails (after those that should be retained and printed in hard copy) and are considered "Correspondence for Business" and will be automatically deleted by the system after four (4) years.
9. Junk mail and "spam" are not considered records and can be discarded immediately.
10. State law requires schools to transfer records when a student enrolls in another school in the state. A copy of the records that were forwarded to the new school will be retained in accordance with the retention schedule.

Records Retention Schedule

Business/Financial Records	Time
Annual Audit	Permanent
Annual Report	Permanent
Application for Free/Reduced Lunch	6 years
Architectural Plans	Permanent
Asbestos Removal	Permanent
Ballots	60 days after election recounts and appeal
Bank statements & Reconciliations	6 years
Bids – competitive	
Successful	3 years
Unsuccessful	3 years

Policy EHB-R
Data Storage and Record Retention Procedures
School Board Approved: December 16, 2010



Bond Issue Documentation	Permanent
Budget - approved	6 years
Budget Transfers	1 year
Budget Worksheets	1 year
Cash Receipts & Deposit Slips	6 years
Contracts	Permanent
Collective Bargaining Agreements	Permanent
Correspondence for Business	4 years
Deeds	Permanent
Department of Revenue Administration	
Apportionment Worksheets	Permanent
Default Budget	6 years
MS22 - Approved Budget	6 years
MS24 - Estimated Revenues	6 years
MS25 - Financial Report	Permanent
MS26 - Budget	6 years
District Meeting Minutes & Warrant	Permanent
DOE25 Financial Report	Permanent
Engineering Surveys	Permanent
Enrollment Reports	
Resident Pupil Membership Forms	Permanent
Fall Reports A-12-A (RSA 189:28)	Permanent
Pupil Registers (189:27-b)	Permanent (must maintain paper copy)
School Opening Reports	3 years
Statistical Reports A-3 (RSA 189:28)	Permanent
Federal Grants*	
Form 1 application	
Form 2	
Form 3	
Form 4 quarterly	
Invoices	
Inventory	
Payment Vouchers	
Purchase Orders	
Requisitions	
FICA Reports	
Monthly	6 years

Quarterly Form 941	6 years
Fixed Assets Schedule	Permanent (as updated)
Journal Entries	6 years
Unemployment Reports	
Form C-2	6 years
Wage Report	6 years
Invoices	6 years
Manifests (Accounts Payable & Payroll)	6 years
Minutes of Board Meetings	Permanent
NH School District Profile	5 years from submission of data to NHDOE
Oaths	Permanent
Payment Vouchers	1 year after audit
Purchase Orders	1 year after audit
Requisitions	1 year after audit
Retirement Reports – monthly	1 year
School Calendar	Permanent
School Board Calendar	Permanent
Student Activity Records	6 years
Technology Plan	Permanent
Time cards/pay slips	6 years
Travel Reimbursements	1 year after audit
Treasurer’s Records	
Annual Report	6 years
Bank Reconcilements	6 years
Canceled Checks	6 years
Manifests	6 years
Trust Funds	Permanent
Vocational Education	
AV-1 Forms	1 year
Equipment Inventory	5 years
Federal Forms	6 years
Regional Contracts	20 years
W-2	6 years
W-4	6 years
W-9	6 years
Internal Records	
Child Abuse Reports/Allegations	Permanent

Criminal Investigations	Permanent
Criminal Record Checks	
Unsuccessful/Unfavorable	1 year
Personnel Investigations	Permanent
Sexual Harassment	Permanent
Personnel Records	
Accident Reports	Term of employment
Applications	
Employed	Term of employment
Not Employed	3 years
Attendance Records	Term of employment
Civil Rights Forms	6 years
Class Observation Forms	1 year
Employment Contracts/Agreements	Term of employment
Evaluations	Term of employment
HIPPA Documentation	6 years
Interview Documents	
Employed	Term of employment
Not Employed	3 years
Letters of Recommendations	
Employed	Term of employment
Not Employed	3 years
Medical Benefits Application	Term of employment
Medical Examinations	Term of employment
Payroll Deduction Authorizations	Term of employment
Re-employment Letter of Assurance	1 year
Requests for Leaves	6 years
Retirement Application	Term of employment
Separation from Employment Form/Letter	6 years
Staff Development	
District Plan	Permanent
Employee Professional Development Plan	Term of employment
Employee Professional Development Documentation/Correspondence	Term of employment
Substitute Lists	6 years
Transcripts	
Employed	Term of employment

Not Employed	3 years
Student Records	
Accident Reports	6 years after age of maturity
Child Labor Permits	1 year
Co-curricular Activities	Term of enrollment
Disciplinary Records	Term of enrollment
Early Dismissal Forms	1 year
Emergency Information Forms	1 year
Health and Physical Records	Term of enrollment
Immunization Records	Term of enrollment
Insurance Forms	Term of enrollment
Medical Reports	Term of enrollment
Post High School Placement	6 years
Registration Forms	Term of enrollment
Scholarship Information*	Permanent
Transcripts	
Assessment Results	Permanent
Attendance*	Permanent
Grades	Permanent

*Complete and accurate records of student's attendance and scholarship must be permanently kept and safely stored in a fire-resistant file, vault or safe.

Student Records – Special Needs

All records should be maintained until the student reaches the age of 27. Records should be maintained permanently if the district has reason to suspect that the student poses high risk for litigation or student is chronically mentally incompetent.