

CHARTIERS-HOUSTON SCHOOL DISTRICT

Policy No. 800-AR-1

Section: Operations

POLICY GUIDE

**Title: RECORDS RETENTION
SCHEDULE**

Adopted: 9 /21 /09

Revision:

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How To Use The Retention Schedule

The records retention schedule lists records that are created, received or retained as a result of district operations. The schedule includes a description of the records, format in which the records will be retained, classification of the records, retention period, and disposal code. The following information will assist in applying this schedule.

Media codes are used to identify the format(s) of a record and are assigned as follows:

- A. Paper
- B. Microform
- C. Electronic (machine readable)
- D. Audiovisual (tapes, movies, film strips, etc.)
- E. Cartographic (maps, drawings, blue prints, plans, etc.)
- F. Photographic.

District records will be classified based on the information contained therein. Public records will be identified and made available for inspection in accordance with law and regulations. Records containing private or confidential information will be protected from unauthorized access in accordance with law, regulations, Board policy and administrative regulations.

Retention periods listed on the schedule are given in years, unless otherwise indicated. Upon expiration of the retention period, identified records will be disposed of in accordance with the schedule.

Disposal codes are used to direct the final disposition of records. Records must be disposed of according to the assigned code listed on the schedule. Assigned disposal codes are as follows:

1. Routine Handling - No special precautions are necessary upon disposal. The records should be recycled or disposed of in accordance with standard district procedures.
2. Special Handling - The destruction of records containing confidential or sensitive information that requires special handling by shredding, burning, recycling or any other method that reduces information to an illegible condition.
3. Archival Retention - Records requiring permanent retention or records that have sufficient archival or historic value must be preserved in perpetuity.
4. Delete - For use with electronic records. When electronic records have met their retention period, they will be deleted.

Records Not on Schedule

For any record not covered by the retention schedule, the Records Management Committee will determine how long the record must be kept and recommend any necessary revisions to the retention schedule.

Schedule

NOTE that the retention period listed below is the minimum period recommended or required by law or regulations.

Record Description	Record Format	Record Classification	Retention Period (in years)	Disposal Code
Accident Reports		Public	5	1
Accounts Payable		Public	6	1
Accounts Receivable		Public	6	1
Adopted Annual Budget		Public	Permanent	3
Annual Financial Reports		Public	Permanent	3
Annual Audit Reports		Public	Permanent	3
Attendance Records (Employees)		Private	7 after employment ends	2
Background Check Documentation		Private	7 after employment ends	2
Bank Statements		Public	6	2
Bid Contracts (Accepted)		Public	6 after termination	1
Bid Contracts (Declined)		Public	3 after termination	1
Board Minutes		Public	Permanent	3
Board Policies and Procedures (Current)		Public	Permanent	3
Board Policies and Procedures (Old)		Public	10	3
Budget Work Papers		Contains private info	1 after adoption	2

Record Description	Record Format	Record Classification	Retention Period (in years)	Disposal Code
Check Registers		Public	6	1
Collective Bargaining Agreements		Public	Permanent	3
Complaints (By or About Employee)		Private	7 after employment ends	2
Complaints (General)		Public	10	1
Construction Contracts		Public	12 after termination	1
Continuing Education/Professional Development		Private	6 after employment ends	2
Correspondence (General)		Public	3	2
Correspondence (Superintendent)		Public	Permanent	3
Credentials (Certificates/Licenses)		Private	7 after employment ends	2
Deeds and Related Records		Public	Permanent	3
Deposit Slips		Public	6	1
Discipline Records (Employees)		Private	7 after employment ends	2
District Organization Records		Public	Permanent	3
Emergency Preparedness Plan		Public	2 after revised	1
Employee Training Programs		Private	15 after employment ends	2
Employment Application (Hired)		Public	3	2
Employment Application (Not Hired)		Public	3	2
Employment Contracts		Public	7 after employment ends	1
Equal Employment Opportunity Reports		Public	7	1

Equipment Inventories	Public	6	1
Ethics Statement of Financial Interest	Public	7	1
Evaluations (Employees)	Private	7 after employment ends	2
Facility Use Files	Public	6	1
Fixed Asset List	Public	Permanent	3
Free and Reduced Lunch	Public	5	2
General Ledger	Public	Permanent	3
Grievances	Private	Permanent	3
Insurance Claims and Policies	Public	6 after settlement and/or expiration	1
Investment Records	Public	6 after cancellation	1
Leases (Real Estate)	Public	Permanent	3
Leases (Equipment/Vehicles)	Public	6 after expiration	1
Leave Records (FMLA)	Private	3 after employment ends	2
Leave Records (Other)	Private	3 after employment ends	2
Litigation Files	Private	7 after final conclusion of litigation	2
Medical Records (Employee)	Confidential	3 after employment ends	2
Medical Records (Student)	Private	2 after graduation	2
Payroll Records	Contains private info	6	2
Pesticide Application Record	Public	3	1
Pre-Employment Medical Examination	Confidential	3 after employment ends	2

Pre-Employment Reference Checks		Confidential	3 after employment ends	2
Press Releases		Public	Permanent	3
Purchase Orders		Public	6	1
Real Property Purchase or Sale		Public	Permanent	3
Resignation/Retirement Records		Private	7 after employment ends	2
Safe School Act Reports		Public	Permanent	3
Student Records*				
Category A		Contains private info	100	3
Category B		Contains private info	Reviewed periodically	2
Category C		Contains private info	Reviewed annually	2
Tax Collection Records		Public	6	1
Wage and Tax Statements (W-2 Forms)		Private	4	2
Withholding Allowance Certificates (W-4 Forms)		Private	4 after employment ends	2
Worker's Compensation Records		Contains private info	7 after claim closed	2

* The retention periods for student records should coincide with the district's plan for students Records. 22 PA Code Sec. 12.32 requires each district to develop a plan for the management of student records. Section 12.32 requires each district to develop a plan for the management of student records. Section 12.32 also states that the Department of Education will issue guidelines for the retention of student records. Because no current guidelines exist, the student record retention periods above are based on the previous guidelines issued by the Department.