



**RETENTION OF SCHOOL RECORDS**

CATEGORY OF RECORD	TYPE OF RECORD	RETENTION PERIOD	SUGGESTED KEEPER OF RECORDS
<b>ADMINISTRATIVE RECORDS</b>			
<b>School Governance</b>	School Board/Committee Minutes and Agendas	7 years	President/Principal
	By-Laws/Management Guidelines	Until superseded	President/Principal
	School Policies and Procedures	Until superseded	President/Principal
	Legal Opinions	7 Years	President/Principal
	Newsletters/Bulletins	2 Years	School Office
	Correspondence	3 Years	Author
	Strategic Plans/Task Force Reports	3 Years	President/Principal
	<b>Building and Grounds</b>	Chemical Wastes Manifest (including asbestos and radon checks)	Permanent
Blueprints		Life of Building	Parish/School Office
Equipment Inventory		Life of Items	School Office
Building Permits		6 Years after acceptance	Parish/School Office
Certificate of Occupancy		Permanent	Parish/School Office



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	Deeds/Titles/Mortgages	Permanent	Parish/School Office
<b>Transportation</b>	Bus Transportation Contract	6 Years	School Office
	Pupil Transportation Report	7 Years	School Office
	Bus Route Listing	4 Years	School Office
	Field Trip Permission	5 Years	School Office
<b>Statistical</b>	NCEA Report	Permanent	School Office
	School enrollment	Permanent	School Office
	Staff and Teacher Personnel	Permanent	School Office
<b>Program Applications</b>	Accreditation	8 Years	School Office
	Choice Reports	Permanent	School Office
	ESEA/Title Agreements	7 years	School Office



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<b>FINANCE RECORDS</b>			
<b>Purchasing/Payroll</b>	Invoices	7 Years	Business Office/Bookkeeper
	Purchase Orders	3 Years	Business Office/Bookkeeper
	Bids and Contracts	3 Years	Business Office/Bookkeeper
	W2 Forms	7 Years after retirement	Business Office/Bookkeeper
	W4 Forms	7 Years after retirement	Business Office/Bookkeeper
	Social Security Report	7 Years after retirement	Business Office/Bookkeeper
	Retirement Report	7 Years after retirement	Business Office/Bookkeeper
	Heath/Dental/Life/Disability Insurance	7 Years after retirement	Business Office/Bookkeeper
<b>Accounting/Budget</b>	Budget Report	Permanent	Business Office/Bookkeeper
	Tuition Reports	Permanent	Business Office/Bookkeeper
	Annual Audit	Permanent	Business Office/Bookkeeper
	State Aide Payment Reports	Permanent	Business Office/Bookkeeper



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	General Ledger	7 Years	Business Office/Bookkeeper
	Monthly Bank Statements	7 Years	Business Office/Bookkeeper
	Bank Deposit Receipts	7 Years	Business Office/Bookkeeper
	Canceled Checks	7 Years	Business Office/Bookkeeper
	Donor Lists/Endowment Decrees	Permanent	Business Office/Bookkeeper
<b>Insurance</b>	Insurance Policies	Permanent	Business Office/Bookkeeper
	Damage and Loss Reports	7 Years	Business Office/Bookkeeper
	Injury Reports	7 Years	Business Office/Bookkeeper
<b>Food Service Records</b>	Application/Agreement for Food and Nutrition Programs	5 Years	Food Service/School Office
	Applications for Free and Reduced Meals	5 Years	Food Service/School Office
	Joint Vendor Agreements	5 Years	Food Service/School Office
	Menus	5 Years	Food Service/School Office
	Daily Participation Records	5 Years	Food Service/School Office



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<b>PERSONNEL RECORDS</b>			
<b>Employee</b>	Teaching Certificates	6 Years after retirement, resignation, or termination	Principal
	Transcripts of College Credit	6 Years after retirement, resignation, or termination	Principal (for teachers/staff) Parish Office (for principal)
	Evaluations	6 Years after retirement, resignation, or termination	Principal (for teachers/staff) Parish Office (for principal)
	Teacher and Principal Contracts	6 Years after retirement, resignation, or termination	Principal (for teachers/staff) Parish Office (for principal)
	Applications (Hired)	6 Years after retirement, resignation, or termination	Principal (for teachers/staff) Parish Office (for principal)
	Applications (Not Hired)	3 Years	Principal (for teachers/staff) Parish Office (for principal)
	Personnel Files	6 Years after retirement, resignation, or termination	Principal (for teachers/staff) Parish Office (for principal)
	Medical/Health Records	6 Years after retirement, resignation, or termination	Principal
	Unemployment Claims	6 Years after retirement, resignation, or termination	Parish/Business Office
	Disability Claims	6 Years after final settlement of claim	Parish/Business Office
	Staff Accident Reports/Injury Claims	6 Years after final settlement of claim	Parish/Business Office



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	Grievance Files	10 Years after final settlement of claim	Parish/Business Office
	Employee Deficiency/Termination Reports	6 Years after retirement, resignation, or termination	Principal (for teachers/staff) Parish (for principal)
	Substitute Teacher Files	3 Years from date of hire	Principal
<b>STUDENT RECORDS</b>			
<b>Student Records</b>	Enrollment or Registration	Date of withdrawal plus 7 years	School Office
	Transfer of Student Records	5 Years after student graduates or leaves the school	School Office
	Athletic Records	5 Years after student graduates or leaves the school	Athletic Director
	Student Accident Report	1 Year after student leaves the school	School Office
	Teacher Grade Books	1 Year after entry of grades on cumulative record	School Office
	Lesson Plans	Until no longer of administrative value	School Office
	Teacher Attendance Records	1 Year after entry of grades on cumulative record	School Office
<b>Progress Records</b>	Student Grades	Permanent	School Office
	Student Attendance Record	Permanent	School Office

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	Courses Taken	Permanent	School Office
	Extracurricular Activities	Permanent	School Office
	Achievement and Test Results	Permanent	School Office
	Progress Records	5 Years after student graduates or leaves the school	School Office
	Degrees/Awards	Permanent	School Office
<b>Health Records</b>	Immunization Records	1 Year after the student graduates or leaves the school	School Office
	Emergency Cards	Until superseded or student ceases enrollment	School Office
	Health Care Records/Medication logs	1 Year after the student graduates or leaves the school	School Office
	Reports to Enforcement Agencies	2 Years following submission of report	Principal
	Parent/Physician Consent for Medication	2 Years after End of validity of request	School Office
<b>Behavioral Records</b>	Individual Student Disciplinary File	1 Year after student graduates or leaves the school	School Office
	Student Expulsion Report	1 Year after student graduates or leaves the school	School Office
	Student Suspension Report	1 Year after student graduates or leaves the school	School Office

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	Psychological Test Results	1 Year after student graduates or leaves the school	School Office
	Evaluation Records/IEP/Accommodations Plan	1 Year after student graduates or leaves the school	School Office
	Custody Documents	Until student is 18 years of age	School Office
<b>Other</b>	School Yearbooks	Permanent	School Office
	School Newspapers	Permanent	School Office

- Retain records for all current students, participants, volunteers, activities. Past records should be retained according to schedule below.
- Records may be paper or electronic if backed up on a server, disk, or other device.
- When discarding, paper records with personally identifiable information must be shredded; other materials may be recycled.