

SANBORN REGIONAL SCHOOL DISTRICT

SRSD File: EHB-R

LOCAL RECORDS RETENTION SCHEDULE

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.

LOCAL RECORDS RETENTION SCHEDULE

<u>Type</u>	<u>Local/State Record Recommended</u>	<u>State/Federal Mandated Retention</u>
<u>Business Records</u>		
Accident Reports		
Employee	6 Years or term of employment	
Student	6 Years after age of majority	
Annual Audit	Permanent	
Annual Report (District)	Permanent	
Application for Federal Grants		5 Years
Architectural Plans	Permanent	
Engineering Surveys	Permanent	
Asbestos Removal	Permanent	
Bank Deposit Slips	Keep until Audit	
Bond Issue Materials	Permanent	
Child Labor Permits	1 Year	
Contracts	1 Year	
Certified Educator	Permanent	
Collective Bargaining Agreements	Permanent	
Correspondence for Business	4 Years	

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Deeds	Permanent	
District Meeting Minutes & Warrant	Permanent	
*Enrollment Reports		
Resident Pupil Membership Forms	14 Year	
Fall Reports A-123A (RSA189:28)	Permanent	
*Pupil Registers (RSA 189:27-b)	Permanent	
School Opening Reports	3 Years	
Statistical Report A-3 (RSA 189:28)	Permanent	
*Federal Projects Documents		5 years after submission of final audit report and documentation for expenditures, unless there is an ongoing audit.
FICA Reports – monthly	6 Years	
Quarterly Form 941	6 Years	
Fixed Trip Requests/Confirmation	1 Year	
Fixed Assets Schedule	Permanent/as updated	
Form C-2 Unemployment Wage Report (DES 100)	6 Years	
Invoices	Until Audit	
MS-22 Budget Form	6 Years	
MS-23 Budget Form	6 Years	
MS-25 Budget Form	6 Years	
Minutes of Board Meetings	Permanent	
Purchase Orders	Until Audit	
Request for Payment Vouchers	Until Audit	
Requisitions	Until Audit	
*Retirement Reports Monthly	1 Year	
Student Activities Records/Accounts	Until Audit	
<u>Type</u>	<u>Local/State Record</u>	<u>State/Federal</u>
	<u>Recommended</u>	<u>Mandated Retention</u>
<u>Business Records (continued)</u>		
Time Cards		
Bus Drivers	5 Years	
Custodial	5 Years	
Secretarial	5 Years	
Substitute Teachers Pay Slips	5 Years	
Travel Reimbursements	Until Audit	
Treasurer’s Receipts		
Cancelled Checks	6 Years	
Treasurer’s Report	6 Years	
Vocational Education		
AV1 Forms	1 Year	
Vocational Center Regional Contracts	20 Years	
Federal Vocational Forms		6 Years
Vouchers Manifests	Until Audit	

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*W-2's Yearly		6 Years
*W-4 Withholding Exemption Certificate		6 Years
*W-9		6 Years
*941-E Quarterly Taxes		6 Years
<u>Personnel Records</u>		
Application, including Criminal Records	Term of Employment	
Attendance Records		
Leaves	1 Year	
Request for Leaves	1 Year	
Class Observation Forms	1 Year	
Criminal Record Check	Term of Employment	
*Civil Rights Forms	6 Years	
Dues Authorization	Term of Employment	
Evaluations	Term of Employment	
HIPAA Documentation	6 Years	
Medical Benefits Application	Term of Employment	
Re-employment Letter of Assurance	1 Year	
Retirement Application	Term of Employment	
Separation from Employment		
Form/Letter	6 Years	
Staff Development Plan	Term of Employment	

<u>Type</u>	<u>Local/State Record Recommended</u>	<u>State/Federal Mandated Retention</u>
<u>Student Records</u>		
Disciplinary Records	Term of Enrollment	
Early Dismissal	1 Year	
Emergency Information Form	1 Year	
Health and Physical Records, including Immunization Record	Term of Enrollment	
Medical Reports	Term of Enrollment	
Registration Form	Term of Enrollment	
*Applications for Free Lunch	6 Years	
Transcripts	Permanent	
Attendance	Permanent	

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Grades	Permanent	
Assessment Results	Permanent	
<u>Internal Records</u>		
Child Abuse Reports/Allegations	Permanent	
Criminal Investigation	Permanent	
Unsuccessful/Unfavorable	1 Year	
Personnel Investigations	Permanent	
Sexual Harassment	Permanent	

<u>Special Education Records</u>		
Destruction of Records		Student's 25th birthday, except per allowed re: Policy EHB
Maintain last IEP		Student's 60th birthday, re: Policy EHB

	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. Given court decisions that are retroactive, it might be prudent to retain records for at least six (6) years after the termination or completion of the program.	
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See Policy EH, GBJ & JRA (Formerly JRA-Appendix B), EHA

Revised: February 3, 2010
 Reaffirm: October 16, 2013
 Revised: October 18, 2017