

AMHERST Policy

EHB - DATA/RECORDS RETENTION

Members of the School Board shall establish a records retention and disposition schedule for all official records of the School District including electronic files, disposition and access. Complete and accurate records of students' attendance and scholarship shall be permanently kept and safely stored in a fire-resistant file, vault or safe. Access to all student records and information shall be controlled by written procedures designed to protect individual rights and to preserve the confidential nature of various types of records in compliance with the federal "Family Education Rights and Privacy Act" (FERPA) and RSA 91-A, Access to Public Records.

The Superintendent shall develop procedures for a records retention system that is in compliance with RSA 189:29-a and Department of Education regulations. A complete record of all records destroyed or discarded shall be maintained along with notations of the methods and dates of disposal.

Legal References:

RSA 189:29-a, Records Retention and Disposition
NH Code of Administrative Rules, Section Ed. 306.04 (a)(4), Records Retention
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g
RSA 91-A, Access to Public Records

Appendix EHB-R, Records Retention Schedule

ADOPTED: May 08, 2008

NHSBA APPENDIX		
EHB-R		
LOCAL RECORDS RETENTION SCHEDULE		
Type	Local/State Record Recommended	State/Federal Mandated Retention
Business Records		
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	6 Years	6 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	
Deeds	Permanent	
District Meeting Minutes & Warrant	Permanent	
*Enrollment Reports		
Resident Pupil Membership Forms	14 year	
Fall Reports A-12-A (RSA 189:28)	Permanent	
*Pupil Registers (RSA 189:27-b)	Permanent	
School Opening Reports	3 years	
Statistical Report A-3 (RSA 189:28)	Permanent	
*Federal Projects Documents	6 Years	6 Years
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	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	1 year	
Monthly		
Student Activities Records/Accounts	Until audit	
Time Cards	6 Years	
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		
AVI forms	1 year	
Vocational Center Regional Contracts	20 years	
Federal Vocational Forms	6 Years	6 Years
Vouchers Manifests	Until audit	
*W-2's Yearly	6 Years	6 Years
*W-4 Withholding Exemption Certificate	6 Years	6 Years
*W-9	6 Years	6 Years
*941-E Quarterly Taxes	6 Years	6 Years

<u>Type</u>	<u>Local/State Record</u>	
	<u>Recommended</u>	
Personnel Records		
Application, including Criminal Records	Term of Employment	
Attendance Records	Permanent	
Leaves	1 year	
Requests 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	
Medical Examinations	Term of Employment	
Re-employment Letter of Assurance	1 year	
Retirement application	Term of Employment	
Separation from Employment	Permanent	
Form/Letter	6 years	
Staff Development Plan	Term of Employment	
Student Records		
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	
Grades	Permanent	
Assessment Results	Permanent	
Internal Records		
Child Abuse Reports/Allegations	Permanent	
Criminal Investigation	Permanent	
Criminal Records Check		
Unsuccessful/Unfavorable	1 year	
Personnel Investigations	Permanent	
Sexual harassment	Permanent	
Special Education Records		
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.		