EHB

## RECORDS RETENTION SCHEDULE

TYPE OF RECORD	STATUTE, RULE, OR LEGAL AUTHORITY*	RETENTION PERIOD	RESPONSIBLE PARTY
		Records	
Accident Reports			
Employee		Term of employment +6 years	HR
Student		Age of majority +6 years	Principal
Accounts Receivable	RSA 33-A:3-a	Until audited, +1 year	BS
Annual Audit	RSA 33-A:3-a (10 years)	Permanent	BS
Annual Report (District), Warrants, Annual Meeting Minutes, Budgets (District & SAU)	RSA 33-A:3-a	Permanent	BS
Application for Federal Grants	20 U.S.C. 1232f., (three years after the completion of the activity for which the funds are used) other authorities may apply	5 years	BS
Architectural Plans		Permanent	BS/PO
Asbestos Removal		Permanent	BS/PO
Bank Deposit Slips	RSA 33-A:3-a	6 years	BS
Bond and continuation certificates	RSA 33-A:3-a (expiration plus 2 years)	Permanent	BS
Budget worksheets		End of budget year +1 year	BS
Cash receipts, disbursement records, checks	RSA 33-A:3-a	Until audited and at least 6 years after last entry	BS
Child Labor Permits		1 year	BS
Work-Study	29 C.F.R. §570.37	3 years from date of enrollment	PO
Construction contracts, capital projects, fixed assets that require accountability after acquired	RSA 33-A:3-a (Life of project/asset)	Life of contract, building, asset +20 years	BS/PO
Engineering Surveys		Permanent	BS/PO
Unsuccessful bids	RSA 33-A:3-a (Completion of project, plus one year)	Life of contract +3 years	BS/PO
Contracts		1 year	BS
Certified Educator		Permanent	HR
COBRA Notices	42 U.S.C. 300bb-1, et. seq. (3 years); ERISA 29 U.S.C. §1027 (6 years)	6 years from date of issue	HR

Collective Bargaining Agreements Agreements Correspondence for Business transactions Correspondence- General Correspondence- General Correspondence- General Correspondence- Transitory Deeds District Meeting Minutes and Warrants Insurance policies Notes (loan documents) RSA 33-A:3-a Notes (loan documents) RSA 33-A:3-a Reports/Forms - District Federal Projects Documents Reports/Forms - District Reports/Forms - District Form - District Fixed Trip Quarterly Form 941 Fixed Trip Requests/Confirmation Fixed Assets Schedule Permanent/as updated BS Form C-2 G years BS HR/BS  HR/BS  Documents  HR/BS  HR/BS  Documents  HR/BS  Documents  HR/BS  Documents  HR/BS  HR/BS  Documents  HR/BS  Documents  HR/BS  HR/BS  Documents  HR/BS  Documents  HR/BS  Documents  HR/BS  HR/BS  Documents  HR/BS  Documents  HR/BS  HR/BS  Documents  HR/BS  Documents  HR/BS  Documents  HR/BS  HR/BS  Documents  HR/BS  Documents  HR/BS  H	TYPE OF RECORD	STATUTE, RULE, OR LEGAL AUTHORITY*	RETENTION PERIOD	RESPONSIBLE PARTY
Agreements   Correspondence for Business transactions   Life of subject matter   44 years	Collective Bargaining	EEGIE HOHITI	Permanent	
Correspondence for Business transactions				
Business transactions			Life of subject matter	BS
Correspondence-General   Syears or longer when historic/useful   All Depts.				
General Correspondence- Transitory Deeds District Meeting Minutes and Warrants Insurance policies Notes (loan documents) RSA 33-A:3-a Reports/Forms- District Federal Projects Documents Documents Review specific project/grant program requirements. 20 U.S.C. 1232f. (3 years after the completion of the activity for which the funds are used), other authorities may apply FICA Reports — monthly Quarterly Form 941 Fixed Trip Requests/Confirmation Fixed Assets Schedule Form C-2 Unemployment Wage Report (DES 100) Invoices MS-22 Budget Form MS-22 Budget Form MS-23 Budget Form MS-25 Budget Form MS-25 Budget Form MS-25 Budget Form MS-25 Budget Form MS-26 Budget Form MS-26 Budget Form MS-27 Budget Form MS-28 Budget Form MS-29 Budget Form MS-29 Budget Form MS-20 Budget Form MS-20 Budget Form MS-20 Budget Form MS-21 Budget Form MS-22 Budget Form MS-23 Budget Form MS-24 Budget Form MS-25 Budget Form MS-26 Budget Form MS-27 Budget Form MS-28 Budget Form MS-29 Budget Form MS-20 Budget Form MS-20 Budget Form MS-20 Budget Form MS-21 Budget Form MS-22 Budget Form MS-23 Budget Form MS-24 Budget Form MS-25 Budget Form MS-26 Budget Form MS-27 Budget Form MS-28 Budget Form MS-29 Budget Form MS-20 Budget Form MS-20 Budget Form MS-20 Budget Form MS-21 Budget Form MS-22 Budget Form MS-23 Budget Form MS-24 Budget Form MS-25 Budget Form MS-26 Budget Form MS-27 Budget Form MS-28 Budget Form MS-29 Budget Fo	Correspondence-			All Depts.
Transitory Deeds District Meeting Minutes and Warrants Insurance policies Notes (loan documents)  RSA 33-A:3-a Reports/Forms - District  Federal Projects Documents  Review specifical projecty for which the funds are used), other authorities may apply  PicA Reports - monthly  Quarterly Form 941 Fixed Trip Requests/Confirmation Fixed Assets Schedule Form C-2 Unemployment Wage Report (DES 100) Invoices MS-22 Budget Form MS-23 Budget Form MS-23 Budget Form MS-25 Budget Form MS-25 Budget Form MS-25 Budget Form MS-25 Budget Form MS-26 Budget Form MS-26 Budget Form MS-27 Budget Form MS-28 Budget Form MS-29	L			1
Deeds   District Meeting   Permanent   Supt.	Correspondence-	RSA 33-A:3-a	As needed for reference	All Depts.
District Meeting   Minutes and Warrants   Insurance policies   RSA 33-A:3-a   Permanent   HR/BS	Transitory			_
Minutes and Warrants   Insurance policies   RSA 33-A:3-a   Permanent   HR/BS	Deeds		Permanent	BS
Minutes and Warrants   Insurance policies   RSA 33-A:3-a   Permanent   HR/BS	District Meeting		Permanent	Supt.
Notes (loan documents)   RSA 33-A:3-a   Until paid, audited +3 years	_			1
Reports/Forms - District	Insurance policies	RSA 33-A:3-a	Permanent	HR/BS
Reports/Forms - District	Notes (loan documents)	RSA 33-A:3-a	Until paid, audited +3	BS
Review specific project/grant program requirements. 2 U.S.C. 1232f, (3 years after the completion of the activity for which the funds are used), other authorities may apply   7 years   BS	, , , , , , , , , , , , , , , , , , ,		• '	
Review specific project/grant program requirements. 2 U.S.C. 1232f, (3 years after the completion of the activity for which the funds are used), other authorities may apply   7 years   BS		Reports/For	ms - District	
Documents	Federal Projects			BS
requirements. 20 U.S.C. 1232f, (3 years after the completion of the activity for which the funds are used), other authorities may apply  FICA Reports — monthly  Quarterly Form 941  Fixed Trip  Requests/Confirmation  Fixed Assets Schedule  Form C-2 Unemployment  Wage Report (DES 100)  Invoices  MS-22 Budget Form  MS-22 Budget Form  MS-23 Budget Form  MS-25 Budget Form  Minutes of Board Ms-25 Budget Form  Minutes of Board Meetings  Request for Payment Vouchers  Requisitions  Requisitions  Restirement Reports — monthly  Tyear  Tyear  Tyears  BS  Fyerars  BS  Fyerars  BS  Fyerars  BS  HR/BS  HR/BS  Until audit +1 year  BS  Fyeranent  BS  Permanent  Superintendent  Superintendent  BS  Retirement Reports — monthly  Until audit +1 year  BS  Harding BS  Until audit +1 year  BS  HR/BS  Until audit +1 year  BS  HR/BS  Until audit +1 year  BS  Retirement Reports — monthly  Student Activities  Records/Accounts  Time Cards:				
completion of the activity for which the funds are used), other authorities may apply  FICA Reports — monthly  Quarterly Form 941  Fixed Assets Schedule  Form C-2  Unemployment  Wage Report (DES 100)  Invoices  MS-22 Budget Form  MS-22 Budget Form  MS-25 Budget Form  MS-25 Budget Form  Minutes of Board Meetings  Purchase Orders  Requests for Payment Vouchers  Requisitions  Requisitions  Requisitions  Requisitions  Requisitions  Resident Activities Records/Accounts  Time Cards:  Tyear  7 years  BS  6 years  BS  HR/BS  HR/BS  HR/BS  HR/BS  HR/BS  Until audit +1 year  BS  Separate is an ongoing audit.  A years  BS  BS  HR/BS  Usears  BS  HR/BS  Until audit +1 year  BS  Wage Report (DES 100)  Invoices  Until audit +1 year  BS  Wind audit +1 year  BS  Until audit +1 year  BS  Until audit +1 year  BS  Until audit +1 year  BS  Wouchers  Requisitions  Until audit +1 year  BS  Retirement Reports — monthly  BS  Retiremet Activities Records/Accounts  Time Cards:				
completion of the activity for which the funds are used), other authorities may apply  FICA Reports – monthly  Quarterly Form 941  Fixed Trip Requests/Confirmation Fixed Assets Schedule Form C-2 Unemployment  Wage Report (DES 100)  Invoices  MS-22 Budget Form  MS-22 Budget Form  MS-25 Budget Form  Minutes of Board Meetings  Request for Payment Vouchers  Requisitions  Requisitions  Requisitions  Requisitions  Requisitions  Resports  Respor			expenditures, unless	
FICA Reports – monthly Quarterly Form 941 Fixed Trip Requests/Confirmation Fixed Assets Schedule Form C-2 Unemployment Wage Report (DES 100) Invoices Until audit +1 year MS-22 Budget Form MS-23 Budget Form MS-25 Budget Form Minutes of Board Meetings Permanent A:3-a Purchase Orders Request for Payment Vouchers Requisitions Retained Residues Records/Accounts Time Cards:  A years BS				
Time Cards:   May apply   FICA Reports -   Toyears   BS				
FICA Reports – monthly  Quarterly Form 941  G years  BS  Fixed Trip  Requests/Confirmation  Fixed Assets Schedule  Form C-2  Unemployment  Wage Report (DES 100)  Invoices  MS-22 Budget Form  MS-23 Budget Form  MS-25 Budget Form  Minutes of Board Meetings  Permanent  Mestings  Request for Payment  Vouchers  Requisitions  Retirement Reports – monthly  Student Activities Records/Accounts  Time Cards:  BS  BS  BS  BS  BS  BS  BS  BS  BS  B				
monthly Quarterly Form 941 Quarterly Form 941 Quarterly Form 941 Fixed Trip Requests/Confirmation Fixed Assets Schedule Form C-2 Unemployment Wage Report (DES 100) Invoices Until audit +1 year BS MS-22 Budget Form G years MS-23 Budget Form G years MS-25 Budget Form Permanent Minutes of Board Meetings A:3-a Purchase Orders Request for Payment Vouchers Requisitions Retirement Reports - monthly Student Activities Records/Accounts Time Cards:  BS  Request for Payment Until audit BS  Resimple Service Assets BS  Resimple Service Assets BS  Resimple Service Assets BS  Until audit +1 year BS  Retirement Reports - monthly Student Activities Records/Accounts Time Cards:	FICA Reports –	пау арргу	7 years	BS
Quarterly Form 9416 yearsBSFixed Trip Requests/Confirmation1 yearBSFixed Assets SchedulePermanent/as updatedBSForm C-2 Unemployment6 yearsHR/BSWage Report (DES 100)6 yearsHR/BSInvoicesUntil audit +1 yearBSMS-22 Budget Form6 yearsBSMS-23 Budget Form6 yearsBSMS-25 Budget FormPermanentBSMinutes of Board MeetingsRSA 9a-A:2, II, RSA 33-A:2, II, RSA 33-A:3-aPermanentSuperintendentPurchase OrdersUntil audit +1 yearBSRequest for Payment VouchersUntil audit +1 yearBSRequisitionsUntil audit +1 yearBSRetirement Reports - monthly1 yearHRStudent Activities Records/AccountsUntil auditBSTime Cards:Until auditBS	_		, years	
Fixed Trip Requests/Confirmation Fixed Assets Schedule Form C-2 Unemployment Wage Report (DES 100) Invoices Inv			6 years	BS
Requests/Confirmation Fixed Assets Schedule Form C-2 Unemployment Wage Report (DES 100) Invoices Invoices MS-22 Budget Form MS-23 Budget Form MS-25 Budget Form Minutes of Board Meetings Purchase Orders Request for Payment Vouchers Requisitions Retirement Reports - monthly Student Activities Records/Accounts Time Cards:  Permanent/as updated BS HR/BS	` '			
Fixed Assets Schedule Form C-2 Unemployment  Wage Report (DES 100)  Invoices  MS-22 Budget Form  MS-23 Budget Form  Minutes of Board Meetings  Permanent  RSA 9a-A:2, II, RSA 33- Purchase Orders  Requisitions  Requisitions  Retirement Reports - monthly  Student Activities Records/Accounts  Time Cards:  MR/BS  HR/BS  HR/BS  6 years  HR/BS  HR/BS  6 years  BS  Ms-28 Budget Form  6 years  BS  Permanent  BS  Permanent  Superintendent  Superintendent  BS  Until audit +1 year  BS  Retirement Reports - monthly  Student Activities Records/Accounts  Time Cards:			,	
Form C-2 Unemployment  Wage Report (DES 100)  Invoices  MS-22 Budget Form  MS-23 Budget Form  MS-25 Budget Form  Minutes of Board Meetings  Purchase Orders  Request for Payment Vouchers  Requisitions  Retirement Reports - monthly  Student Activities Records/Accounts  Time Cards:  6 years  HR/BS  HR/BS  HR/BS  HR/BS  HR/BS  6 years  BS  HR/BS  HS  BS  Wears  BS  Wears  BS  Wears  BS  Whyles  HR/BS  HI year  BS  Retirement Reports - monthly  Student Activities  Records/Accounts  Time Cards:			Permanent/as updated	BS
Unemployment  Wage Report (DES 100)  Invoices  MS-22 Budget Form  MS-23 Budget Form  MS-25 Budget Form  MS-25 Budget Form  Minutes of Board Meetings  Purchase Orders  Requisitions  Requisitions  Retirement Reports - monthly  Student Activities Records/Accounts  Time Cards:  HR/BS  HS  HR/BS  HS  HS  Superintendent  Superintendent  Until audit +1 year  BS  Until audit +1 year  BS  Retirement Reports - monthly  Student Activities  Records/Accounts  Time Cards:				HR/BS
Wage Report (DES 100)  Invoices  MS-22 Budget Form  MS-23 Budget Form  MS-25 Budget Form  Minutes of Board Meetings  Purchase Orders  Request for Payment Vouchers  Requisitions  Retirement Reports - monthly  Student Activities Records/Accounts  Time Cards:  HR/BS  HS  HR/BS  HS  HS  Superintendent  Superintendent  Superintendent  BS  Until audit +1 year  BS  HR  HR  HR  HR  HR  BS  HIT HR  HR  HR  BS  HR/BS  HR/BS  HR/BS  HS  HR/BS  HS  HR/BS  HS  HR/BS  HR/BS  HR  BS  HR/BS  HR/BS  HR  BS  HR/BS  HR/BS  HR  BS  HR/BS  HR/BS  HR  BS  HR/BS  HR/BS  HR  HR  HR  HR  HR  HR  HR  HR  HR  H	Unemployment			
Invoices   Until audit +1 year   BS			6 years	HR/BS
Invoices Until audit +1 year BS  MS-22 Budget Form 6 years BS  MS-23 Budget Form 6 years BS  MS-25 Budget Form Permanent BS  Minutes of Board RSA 9a-A:2, II, RSA 33- Permanent Superintendent Meetings A:3-a  Purchase Orders Until audit +1 year BS  Request for Payment Vouchers Until audit +1 year BS  Requisitions Until audit +1 year BS  Retirement Reports - 1 year HR  monthly Student Activities Records/Accounts  Time Cards:				
MS-22 Budget Form  MS-23 Budget Form  MS-25 Budget Form  MS-25 Budget Form  Minutes of Board Meetings  Permanent  Meetings  Purchase Orders  Request for Payment Vouchers  Requisitions  Requisitions  Retirement Reports - monthly  Student Activities Records/Accounts  Time Cards:  BS  BS  BS  BS  BY  BS  BS			Until audit +1 year	BS
MS-23 Budget Form  MS-25 Budget Form  Permanent  BS  Superintendent  Superintendent  Superintendent  Meetings  Purchase Orders  Request for Payment Vouchers  Requisitions  Requisitions  Retirement Reports - monthly  Student Activities Records/Accounts  Time Cards:	MS-22 Budget Form		6 years	BS
MS-25 Budget Form  Minutes of Board Meetings Purchase Orders Request for Payment Vouchers Requisitions Retirement Reports - monthly Student Activities Records/Accounts Time Cards:  Permanent BS Permanent BS Until audit +1 year Until audit +1 year BS				BS
Minutes of Board Meetings  RSA 9a-A:2, II, RSA 33- Purchase Orders  Request for Payment Vouchers  Requisitions  Retirement Reports - monthly  Student Activities Records/Accounts  Time Cards:  RSA 9a-A:2, II, RSA 33- Permanent Superintendent  Superintendent  Superintendent  Superintendent  BS  Until audit +1 year BS  HR  Until audit +1 year BS				
Meetings       A:3-a         Purchase Orders       Until audit +1 year         Request for Payment Vouchers       Until audit +1 year         Requisitions       Until audit +1 year         Retirement Reports - monthly       1 year         Student Activities Records/Accounts       Until audit         Time Cards:       Until audit		RSA 9a-A:2, II, RSA 33-	Permanent	
Purchase Orders  Request for Payment Vouchers  Requisitions  Retirement Reports - monthly  Student Activities Records/Accounts  Time Cards:  Until audit +1 year BS  Until audit +1 year BS  HR  Until audit +1 year BS				_
Request for Payment Vouchers       Until audit +1 year       BS         Requisitions       Until audit +1 year       BS         Retirement Reports - monthly       1 year       HR         Student Activities Records/Accounts       Until audit       BS         Time Cards:       Until audit       BS			Until audit +1 year	BS
Vouchers       Until audit +1 year       BS         Retirement Reports - monthly       1 year       HR         Student Activities Records/Accounts       Until audit       BS         Time Cards:       Until audit       BS	Request for Payment			BS
Retirement Reports - 1 year HR monthly Student Activities Until audit BS Records/Accounts Time Cards:				
Retirement Reports - 1 year HR monthly Student Activities Until audit BS Records/Accounts Time Cards:	Requisitions		Until audit +1 year	BS
monthly Student Activities Records/Accounts Time Cards:  Until audit BS  BS	-			
Student Activities Records/Accounts Time Cards:  Until audit BS				
Records/Accounts Time Cards:			Until audit	BS
Time Cards:				
Bus Drivers Lab 803.03 5 years BS				
	Bus Drivers	Lab 803.03	5 years	BS

TYPE OF RECORD	STATUTE, RULE, OR LEGAL AUTHORITY*	RETENTION PERIOD	RESPONSIBLE PARTY		
Custodial	Lab 803.03	5 years	BS		
Secretarial	Lab 803.03	5 years	BS		
Substitute Teachers pay slips	Lab 803.03	5 years	BS		
Payroll Records	RSA 33-A:3-a Audited, plus 2 year; 29 C.F.R. §1627.3 (3 years) ADEA: 29 U.S.C. §626, 29 CFR Part 1602 (2 years from job action); 29 C.F.R § 825.500 FMLA, 29 U.S.C.§2616, 3 years	6 years	BS		
Travel Reimbursements	Until audit; plus 1 year	3 years	BS		
Treasurer's Receipts:					
Cancelled checks		6 years	BS		
Treasurer's Report		6 years	BS		
		Forms			
W-2's Yearly	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)	7 years	HR		
W-4 Withholding Exemption Certificate	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)	7 years	HR		
W-9	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)	7 years	HR		
941-E Quarterly Taxes	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)	7 years	HR		
	Personnel Records				
Application-successful	RSA 33-A:3-a. Retirement or termination +50 years	Term of Employment +50 years	HR		
Application- unsuccessful	RSA 33-A:3-a	Unsuccessful applicants-current year +3 years	HR		
Attendance Records:					

TYPE OF RECORD	STATUTE, RULE, OR LEGAL AUTHORITY*	RETENTION PERIOD	RESPONSIBLE PARTY
Leaves	FMLA - 3 years	3 years	HR
Request for Leaves		1 year	HR
Class Observation Forms		1 year	Principal
Criminal Record Check:			
No criminal record	RSA 189:13-a (Superintendent only)	Destroy immediately after review	Supt.
Criminal record	RSA 189:13-a (Superintendent only)	Destroy within 30 days of receipt	Supt.
Civil Rights Forms, Discrimination claims, accommodation under ADA, information used for EEO-5 report, EEO- 5 report	29 C.F.R. §1602.40; 42 U.S.C. 12117; 42 U.S.C. § §§ 2000e-8-2000e-12; 42 U.S.C. § 2000ff-6; (final disposition, 2 years, 3 years)	6 years	HR
Deferred Compensation plans	RSA 33-A:3-a	7 years	HR
Dues Authorization	RSA 33-A:3-a. – Personnel record	Term of Employment +50 years	HR
Evaluations	RSA 33-A:3-a. – Personnel record	Term of Employment +50 years	HR
HIPAA Documentation	RSA 33-A:3-a. – Personnel record HIPPA: 45 C.F.R. §164,316(b) & .530(j) – 6 years. HITECH 42 U.S.C. §17938	Term of Employment +50 years	HR
Medical Benefits Application	RSA 33-A:3-a. – Personnel record	Term of Employment +50 years	HR
Medical Exams, Physical examinations used for personnel action	29 C.F.R. §1627.3(One year from date of personnel action) RSA 33-A:3-a. — Personnel record 29 C.F.R. §1910.1020 (term of employment plus 30 years)	Term of Employment +50 years	HR
Labor-PELRB actions	RSA 33-A:3-a	Permanent	HR
Labor Negotiations	RSA 33-A:3-a	Permanent	HR
Legal Actions - lawsuits Oaths of Office	RSA 33-A:3-a RSA 33-A:3-a Term, plus 3 years	Permanent Permanent	
Promotion, demotion, transfer, selection for training, layoff, recall, or discharge	29 C.F.R. §1627.3 (1 year from date of action) RSA 33-A:3-a. – Personnel record	Term of Employment, +50 years	HR
Recruitment Documents	29 C.F.R. §1627.3	One year from date of personnel action	HR
Re-employment Letter of Assurance	RSA 33-A:3-a. – Personnel record	Term of Employment, +50 years	HR

TYPE OF RECORD	STATUTE, RULE, OR	RETENTION PERIOD	RESPONSIBLE
7	LEGAL AUTHORITY*	- OF 1	PARTY
Retirement application	RSA 33-A:3-a. – Personnel record	Term of Employment,	HR
G .: C	RSA 33-A:3-a. –	+50 years	IID
Separation from	RSA 33-A:3-a. – Personnel record	Term of Employment,	HR
Employment	reisonner record	+50 years	
Form/Letter	DCA 01 A 4 VII (10 )	D	IID DC
Settlement agreements,	RSA 91-A:4, VI (10 years)	Permanent	HR, BS
even if in anticipation of a lawsuit			
Staff Development Plan	Term of Employment, plus	Term of Employment,	
Staff Development Flan	50 years	+50 years	
Substitute Teacher Lists	20 years	7 years	HR
Substitute Teacher Lists	Intornal	Records	TIK
Child Abuse	Three har	Permanent	Superintandant
Reports/Allegations		Permanent	Superintendent
Criminal Investigation		Permanent	HR/
			Superintendent
Personnel Investigations		Permanent	HR
Sexual Harassment		Permanent	HR
Records Management,	RSA 33-A:3-a (summary	Permanent	Departmental
transfer to storage or	report of what category of		
disposal	records, for what range of		
	dates, was put in storage or		
Vehicle maintenance	destroyed) RSA 33-A:3-a	Life of vehicle, +3 years	PO
venicle manitenance		nt Reports	10
Resident Pupil	Emonie	14 years	Principal
Membership Forms		11 years	Timoipai
Fall Reports A-12-A	RSA 189:28	Permanent	Supt.
Pupil Registers	RSA 189:27-b	Permanent	Principal
School Opening Reports		3 years	Supt.
Statistical Report A-3	RSA 189:28	Permanent	Supt.
Statistical Report 11 3		Records	Supt.
Applications for		6 years	FS
Free/Reduced Lunch		o years	
Assessment Results	Ed 306.04 Policy	Permanent	Principal
	Development, (h)		Timespar
	complete and accurate		
	records of students'		
	attendance and scholarship		
	be permanently kept and		
	safely stored in a fire- resistant file, vault, or safe.		
Attendance	Ed 306.04 Policy	Permanent	Principal
/ Ittellidane	Development, (h)	1 Officialities	1 i i i i i i i i i i i i i i i i i i i
	complete and accurate		
	records of students'		
	attendance and scholarship		
	be permanently kept and		
	safely stored in a fire-		
	resistant file, vault, or safe.		

TYPE OF RECORD	STATUTE, RULE, OR LEGAL AUTHORITY*	RETENTION PERIOD	RESPONSIBLE PARTY	
Disciplinary Records	LEGAL AUTHORITY	Term of enrollment +3	Principal	
Discipiliary Records		years	Timeipui	
Early Dismissal		1 year	Principal	
Emergency Information		1 year as updated	Principal	
Form		i jeur us up unieu		
Grades	Ed 306.04 Policy Development, (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire- resistant file, vault, or safe.	Permanent	Principal	
Health and Physical Records:	, ,			
Immunization Record		Term of enrollment +3 years	Principal	
Medical Reports		Term of enrollment +3 years	Principal	
Log of requests for access to education records	FERPA 20 U.S.C. §1232g (b)(4)(A)	As long as the education record is retained	Principal	
Registration Form		Term of enrollment +3 years	Principal	
Transcripts	Ed 306.04 Policy Development, (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire- resistant file, vault, or safe.	Permanent	Principal	
Student Handbooks		1 copy of each edition,	Principal	
		permanent		
Vocational Education				
AVI Forms		1 year	BS	
Vocational Center		20 years	BS	
Regional				
Contracts				
Federal Vocational Forms		6 years	BS	
Vouchers Manifests		Until audit +1 year	BS	

Board Approved: 09/10/2012 08/21/2023