

RECORDS RETENTION SCHEDULE

| TYPE OF RECORD | STATUTE, RULE, OR LEGAL AUTHORITY* | RETENTION PERIOD | RESPONSIBLE PARTY |
|---|---|---|-------------------|
| Business 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, <i>et. seq.</i> (3 years); ERISA 29 U.S.C. §1027 (6 years) | 6 years from date of issue | HR |

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| Collective Bargaining Agreements | | Permanent | HR |
| Correspondence for Business transactions | | Life of subject matter +4 years | BS |
| Correspondence-General | | 3 years or longer when historic/useful | All Depts. |
| Correspondence-Transitory | RSA 33-A:3-a | As needed for reference | All Depts. |
| Deeds | | Permanent | BS |
| District Meeting Minutes and Warrants | | Permanent | Supt. |
| Insurance policies | RSA 33-A:3-a | Permanent | HR/BS |
| Notes (loan documents) | RSA 33-A:3-a | Until paid, audited +3 years | BS |
| Reports/Forms - District | | | |
| Federal Projects 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 | 5 years after submission of final audit report and documentation for expenditures, unless there is an ongoing audit. | BS |
| FICA Reports – monthly | | 7 years | BS |
| Quarterly Form 941 | | 6 years | BS |
| Fixed Trip Requests/Confirmation | | 1 year | BS |
| Fixed Assets Schedule | | Permanent/as updated | BS |
| Form C-2 Unemployment | | 6 years | HR/BS |
| Wage Report (DES 100) | | 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 Meetings | RSA 9a-A:2, II, RSA 33-A:3-a | Permanent | Superintendent |
| Purchase Orders | | 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: | | | |
| Bus Drivers | Lab 803.03 | 5 years | BS |

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| 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 |
| Tax 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: | | | |

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| 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 | RSA 33-A:3-a | Permanent | |
| Oaths of Office | RSA 33-A:3-a Term, plus 3 years | 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 |

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| Retirement application | RSA 33-A:3-a. – Personnel record | Term of Employment, +50 years | HR |
| Separation from Employment Form/Letter | RSA 33-A:3-a. – Personnel record | Term of Employment, +50 years | HR |
| Settlement agreements, even if in anticipation of a lawsuit | RSA 91-A:4, VI (10 years) | Permanent | HR, BS |
| Staff Development Plan | Term of Employment, plus 50 years | Term of Employment, +50 years | |
| Substitute Teacher Lists | | 7 years | HR |
| Internal Records | | | |
| Child Abuse Reports/Allegations | | Permanent | Superintendent |
| Criminal Investigation | | Permanent | HR/ Superintendent |
| Personnel Investigations | | Permanent | HR |
| Sexual Harassment | | Permanent | HR |
| Records Management, transfer to storage or disposal | RSA 33-A:3-a (summary report of what category of records, for what range of dates, was put in storage or destroyed) | Permanent | Departmental |
| Vehicle maintenance | RSA 33-A:3-a | Life of vehicle, +3 years | PO |
| Enrollment Reports | | | |
| Resident Pupil Membership Forms | | 14 years | Principal |
| 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. |
| Student Records | | | |
| Applications for Free/Reduced Lunch | | 6 years | FS |
| Assessment Results | Ed 306.04 <u>Policy Development</u> , (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 |
| Attendance | Ed 306.04 <u>Policy Development</u> , (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 |

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|---|---|---|-------------------|
| Disciplinary Records | | Term of enrollment +3 years | Principal |
| Early Dismissal | | 1 year | Principal |
| Emergency Information Form | | 1 year as updated | Principal |
| 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, permanent | Principal |
| Vocational Education | | | |
| AVI Forms | | 1 year | BS |
| Vocational Center Regional Contracts | | 20 years | BS |
| Federal Vocational Forms | | 6 years | BS |
| Vouchers Manifests | | Until audit +1 year | BS |

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