

# RECORDS MANAGEMENT MANUAL

## SCHOOL DISTRICTS

### SCHEDULE 1 SCHOOL

#### BOARD RECORDS

General Description: Records generally relating to the elected school board and its members that govern the school district. The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

1. **Minutes of the Meetings of the Board of Education** that record the issues that come before the board at all official meetings and the board's decisions to these issues.

Retention Permanent

2. **Legal Opinions** requested by the Board and supplied by school district counsel or the courts, that provide legal guidance on various matters pertinent to the school district.

Retention Permanent

3. **Certification of School Board Election Results** that have been validated and affirmed by the county clerk and record the number of votes each prospective board member or board ballot issue received.

Retention Permanent

4. **Organization and Reorganization Records Of The School District** that may include but are not limited to:

- a. Citizen petitions
- b. Legal descriptions and maps
- c. Requests for exclusion
- d. Mill levy data
- e. Election results
- f. Court orders

Retention Permanent

5. **Board Meeting Packets** that include summary and detail information to be considered at the upcoming Board meeting.

Retention Permanent

6. **Board Meeting Agendas** that provide the schedule of topics that the Board will consider at each meeting.

Retention 1 year

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7. **School Board Election Records** that include but are not limited to:

- a. Absentee voter ballots
- b. Election ballots
- c. Voter signature cards
- d. List of registered voters

Retention 30 days after the election provided the election or the results of it have not been challenged. Should an election be contested all records are to be retained until such time that the appropriate court allows them to be destroyed.

8. **Board Policy and Procedures Manual** that identifies the official district policies and procedures that are to be followed by staff and students

Retention Permanent

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### SCHEDULE 2

#### GENERAL ADMINISTRATIVE RECORDS

General Description: Records generally relating to the administration and direction of the school district's various programs. The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

1. **Affidavits of Publication** - proof of publication provided by newspapers that are required of the school district's such as budget, board meetings and other special notices

Retention 6 years

2. **Agreements and Contracts** of various kinds that document some form of agreement or contract that is enforceable by law between the school district and other parties regarding leases, franchises, professional services and other ones that the school district should enter in to.

Retention Duration of the agreement or contract plus 6 years, to include any terms limiting action there under

3. **Annual Report** of the school district to the Board of Education and/or citizens of the district.

Retention Permanent

4. **Awards and Honors** that the district has received from various public or private sources.

Retention Permanent

5. **Committee Records** - Internal that document the actions and decisions of various committees, task forces or other special school sanctioned groups that meet on an ongoing basis or are established for a specific purpose. Some examples of these would be textbook review, school lunch program and the parent – school resource groups.

- a. Ongoing Committees

Retention 2 years, provided records have no long-term value

- b. Specific Purpose Committees

Retention Until work of the committee ends and there is no long- term value.

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6. **Complaints** - communications that are received from parents and/or other persons regarding objections, dissatisfactions or disagreement with school district policies or actions.

Retention 2 years after response or action by the school district, and all rights of appeal have been exhausted

7. **Correspondence – Routine** - is written communication that is sent or received by one or more individuals via the US mail, private courier, facsimile transmission or electronic mail. The information contained in this type of correspondence is general in nature and does not convey district policy or legal/fiscal positions.

Retention 2 years

8. **Correspondence – Legal, Fiscal, Policy** - this written communication is sent in the same manner as the routine correspondence, but its' value is important to the school district by the very nature of its' subject matter. Examples of this type of correspondence are communications dealing with district fiscal policy, legal issues, property records, court filings and other topics that may be needed for future use.

Retention Permanent

9. **Electronic Mail** is an electronic message that is transmitted between two or more computers or electronic terminals.

Retention Follow the School District's E-mail Policy

10. **Forms – Blank** that are not considered to be records and should be separated from the school district's records. However, a master forms file may be maintained to track the evolution of the form and instructions regarding use of the form.

Retention Until superseded, except retain one copy permanently if a master forms file is maintained

11. **General Administrative Records** that are created or received in the course of administering programs, including daily, weekly or monthly activity reports which are summarized in the district's annual report

Retention: 2 years or until no longer needed for reference

12. **Housekeeping Files** that are maintained by an office and that do not relate directly to the primary educational mission of the office. Includes such records as charity fund drives, office parties, custodial service requests, parking space assignments, telephone and fax logs and distribution of keys.

Retention: Until no longer needed for reference

13. **Mail & Postage Records** that record the amounts of mail dispatched, the cost center to be charged and the total amounts of postage charged.

Retention 2 years

14. **Minutes of the School Board** that serve as the official record of the actions and decisions of the school district

Retention Permanent

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15. **Maps & Drawings** that relate to building construction and/or remodeling, site plans, engineering, cartographic or other graphic presentations that are needed for the continued operation of the school district and its facilities.

Retention Permanent

16. **News Releases** that are prepared statements or announcements issued to the news media regarding school board decisions, changes in senior administrative personnel, and or program changes or termination of specific school programs. It should be noted that major policy or historical news releases should be retained indefinitely.

Retention 4 years

17. **Policy and Program Development** Records that document the formulation and adoption of policies, procedures and functions of the school district. Includes narrative and/or statistical reports, related correspondence on program activities, organizational charts and records related to significant events in which the school district participated.

Retention Permanent

18. **Publications** that are produced for wide internal or external distribution, including district brochures, pamphlets, studies, proposals, newsletters, proposed instructional materials, and similar materials produced and made available to the public. One copy should be retained permanently and extra copy destroyed.

Retention Permanent

19. **Reports** (Daily, Monthly, Quarterly) that are prepared by various school district departments regarding the educational operation and/or activities, and are for use in compiling other reports, planning and budgeting, monitoring academic achievement and progress, etc....

Retention 3 years

20. **Resolutions of the School Board** that relate to the school district's endorsement of a position, action or policy on a given topic such as supporting a statewide referendum on school funding.

Retention Permanent

21. **Rules & Regulations** adopted by the school board in relation to various school activities and functions. Examples of these would be to protect students and staff, set standards of conduct and dress, and provide accountability to the taxpayers.

Retention Permanent

22. **Studies & Plans** prepared by the school district or contractors for the district. Examples include feasibility studies, planning and land use, population estimates, educational achievement, capital projects, transportation projections and other documents that have long-term reference or historical value to the school district.

Retention Permanent

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23. **Surveys & Questionnaires** or other similar documents used by the district to evaluate or gain feedback from students and citizens.

Retention Until no longer needed for administrative or educational purposes

24. **Training & Conference Materials** that document school employees at seminars, conferences or other training events not sponsored by the school district, including instructional materials obtained at these meetings or training sessions.

Retention 2 years

25. **Worksheets & Drafts** such as rough notes, calculations or drafts assembled or created and used to prepare or analyze other documents; records of preliminary or working stage which are used in preparation of the final version or a document or report.

Retention: Until no longer needed

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### SCHEDULE 3

#### STUDENT SERVICES RECORDS

General Description: Records generally relating to academic records of children within the school district. The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

NOTE: RECORDS OF THE STUDENT FROM ELEMENTARY, MIDDLE AND JUNIOR HIGH SCHOOL SHOULD BE MERGED INTO THE STUDENT PERMANENT RECORD WHEN HE OR SHE REACHES HIGH SCHOOL.

1. **Student Permanent Record** These records are divided into three categories: personal information, enrollment history and academic performance. Each Colorado school district keeps information about students in different ways and on different forms. Therefore, the retention schedule presents the kinds of information or data elements that are maintained in files, rather than the names of the forms on which information may be found.
  - A. Personal Information --This information, except for the immunization record, is usually found with the student's permanent record.
    - Student's identification number - A number used for recordkeeping purposes. It might be one assigned by the district or a Social Security number
    - Legal name of student
    - Legal name of parent or guardian
    - Date of birth
    - Address
    - Sex
    - Telephone number
    - Immunization record for withdrawals
  - B. Enrollment History -- This information may be with the transcript or it may be on a different form, depending upon the district. It consists of the following:
    - Exact date the student enrolled in the district
    - Name, city and state of the previous school(s) attended outside the district
    - The schools attended within the district
    - The dates and grade levels of the student
    - Date the student withdrew or graduated from the district
    - Name, city and state of the school to which the student is withdrawing

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C. Academic Performance -- usually found on the transcript or on report cards.

- Classes and/or grade level taken
- Semester grades
- Postsecondary courses/semester grades
- Standardized test scores
- Advanced placement (AP) test scores
- Grade point average (GPA)
- Class rank
- College placement test scores (i.e., ACT/SAT)

Retention Permanent

2. **Student Fall Enrollment Report (October Count)** (Report to the Colorado Department of Education of the number of students enrolled.)

Retention Permanent

3. **Student End of School Year Enrollment Report to the Colorado Department of Education that reports the number of students in school at the close of the academic year.**

Retention Permanent

- **Student Cumulative Records that contain optional information on students attending school in the district. The record may contain but is not limited to:**
- Other such information as shall enable school officials to counsel with students and plan appropriate activities.
- Immunization record for graduates
- Ethnic code - This code is of use only to the district in which the student is enrolled.
- Withdrawal Grades (sometimes called grades in progress) - Withdrawal grades are not official grades, i.e., no credits are earned. Their purpose is to facilitate enrollment at the student's next school.
- Supplementary programs - Examples of such programs are gifted and talented, bi-lingual, English as a Second Language (ESL), Chapter 1, etc.
- Health records - Hearing and vision screenings, visits to the school clinics, or similar records are not required information.
- Signed releases of records - The purpose of this record is to document whether or not student record information was released, as requested by the parent or student.
- Progress reports - Mid-semester grades which inform parents and students of how the student is doing. These are not official grades and do not have long-term value.
- Out-of-district records
- School fines
- Emergency information
- Marriage licenses - Students may obtain a copy from the state or country in which they were married. It is not the responsibility of the school district to maintain these records permanently.
- Birth certificates - Students may obtain a copy from the state or country in which they were born. It is not the responsibility of the school district to maintain these records permanently.
- Court orders denying access to records
- Adoptions - The child's legal name should be changed on the transcript, although the previous name should also remain part of the transcript. It is not the responsibility of the school district to maintain permanent adoption records.

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- Guardianships - It is not the responsibility of the school district to maintain guardianship records.
- GED records - This information is retained permanently at the Colorado State Department of Education.

Retention (1) For graduates: purge immediately after graduation. (2) For withdrawals: destroy after the student leaves the district unless there is a compelling need to keep it longer.

5. **Student Drop Out Records are distinct from the student cumulative record and are maintained as a separate file.**

Retention 10 years

6. **Student Transfer In-Transfer Out Records are distinct from the student cumulative record and are maintained as a separate file.**

Retention 10 years

7. **New Student Orientation Schedules.**

Retention 1 year

8. **Report Cards** that document the periodic report by a school about a student's academic, social, emotional, and physical progress. Information includes but is not limited to full legal name of student; teacher's name; name and address of school; indication of attendance during reporting period; grades; and other related information.)

Retention 1 year after school year in which records were created provided semester grade is recorded in the student permanent record

9. **Student Schedules File** of forms completed by school personnel for student scheduling into class. Information includes printouts of student schedules, class lists, student class assignments and requests for change of schedule.

Retention Until no longer needed for administrative purposes, then destroy

10. **Student Discipline, Suspension, and Expulsion Records** documenting inappropriate student behavior and corrective actions taken. Information includes referral and action form, notes, letters to parents, suspension documentation, detention documents, hearing notices, bus driver referrals, statements and conference notes.

Retention (1) When suspended and subsequently expelled permanently: Transfer to Student Permanent Record File and retain until student reaches the age of 21.(2) When disciplined or temporarily suspended and returned to school with no further rules infractions: 3 years Return to Colorado School District Records Management Manual Main Page

11. **Student Truancy Records** - Records created to document student's excessive absences and action taken to correct the problem by school personnel. Information includes referral and action forms, letters to parents, attendance profile sheets, correspondence, release forms, copies of initial court petitions, copies of court orders, hearing notes, affidavits and visitation documentation.

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Retention 3 years after school year in which records were created

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### SCHEDULE 4

#### SPECIAL SERVICES/SPECIAL EDUCATION RECORDS

General Description: Records generally relating to special needs of children within the school district. The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

1. **Special Services Student File** - Records may include but are not limited to:

- a. EP and Supporting Documentation
- b. ISP (Individual Service Plan)
- c. IFSP (Individual Family Service Plan)
- d. Testing Documentation
- e. Health Record
- f. Psychological Report
- g. Student Achievement
- h. Referrals, Permissions & Notices
- i. Student Assessment Reports
- j. Evaluations and Accompanying Reports
- k. Outside Agency Information
- l. Literacy Plan
- m. Behavior Support Plan
- n. Communication Plan
- o. Health Plan
- p. Service Plan
- q. Request for Records
- r. Record of Access

Retention: Five years after all special services/special education and related services have ended PROVIDED that the school district has issued a notification of pending destruction to the parents and/or guardians.

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### SCHEDULE 5

#### BUILDINGS & GROUNDS RECORDS

General Description: Records generally relating to the construction and operation of facilities and grounds within the school district. The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

1. **Construction Project Files** -Records may include but are not limited to:

- a. Surveys and plot plans that pertain to school real estate
- b. Final blueprints, specifications and shop drawings and all modifications made thereto
- c. ADA plan
- d. Evacuation plan
- e. Federal and state environmental reports (asbestos, lead, radon etc.)
- f. Certificate of occupancy and final building inspection reports

Retention Permanent

2. **Deeds to Real Property** that legally convey the land to the school district ownership and include the filing reception number in the county clerk and recorder's office.

Retention Permanent

3. **Building Key Schedules** that itemize the list of different master keys and individual keys, and the assigned holders of those keys.

Retention Until superseded plus 1 year

4. **Inventory of Buildings or Grounds Equipment** that itemizes the authorized support equipment assigned to each school or facility.

Retention Until superseded plus 1 year

5. **Maintenance Records for Each School Facility** that record the service and repair record on the building and equipment.

Retention Life of the equipment or 10 years whichever comes later

6. **Record of Utility Usages** documents the electricity, gas, water or other utility that each building consumes each month or year.

Retention 5 years or until no longer needed

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7. **Application and Approval for Use of School Premises** for purposes other than regular school activities.

Retention 2 years

8. **Working Drafts of Proposed Drawings** that are used to provide for making estimates and other needs before proceeding to request official cost estimates for construction or alteration work.

Retention 2 years

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### SCHEDULE 6

#### STUDENT ACTIVITIES RECORDS

General Description: Records generally relating to the operation of student activities programs, athletic events, clubs and organizations within the school district. The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

1. **School Yearbooks** that are printed each year to record the highlights of the school year and document those students who attended each grade level.

Retention Permanent

2. **Student School Policy Handbook** that inform and advise the student of the Board of Education rules and regulations and any specific school building requirements.

Retention Until superceded

3. **Student Organization Records** that serve the as the by-laws, election documentation and minutes of the organization. Some of these organizations are:

- National Honor Society
- Future Homemakers of America
- Future Farmers of America
- Future Business leaders of America
- Student Council and other school clubs

Retention Until no longer needed by the organization

4. **Alumni Lists** that identify the names of students who have graduated.

Retention Until updated

5. **Scholarship Awards** that document the students and scholarships that were awarded to them.

Retention 5 years

6. **Scorebooks (Athletics)** that have recorded the game scores and statistics for various athletic events.

Retention 5 years

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7. **Athletic Equipment Inventory** a summary of authorized uniforms, equipment and other athletic support items necessary for class instruction or interscholastic sports.

Retention Until audited plus 2 years

8. **Athletic Agreements Between Schools** provide for the specifics of when and where an athletic event will be played and who will provide for officiating and other contest requirements.

Retention 2 years after expiration of the agreement

9. **Athletic Officials Contracts** these are independent game contracts that an official agrees to officiate on a specific day and time for a set fee. Most, if not all, are coordinated with the Colorado High School Activities Association.

Retention 2 years

10. **Athletic Conference Reports** may document the reporting required by the athletic conference, proposed game schedules and other procedural information.

Retention 2 years or until no longer needed

11. **Athletic Eligibility Certificates and Reports** that verify the eligibility of students to participate in interscholastic events.

Retention 1 year

12. **Athletic Event Schedules**, which identify the date, time, location and team being played.

Retention 2 years

13. **Physical Education Excuses** that exempt a student from physical education classes or contests.

Retention Until no longer needed

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### SCHEDULE 7

#### FINANCIAL RECORDS

General Description: Records documenting and ensuring accountability for the receipt and expenditure of public funds. The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

1. **Accounts Payable Records** - that serve as the basis for payment of bills by the school district, including copies of bills paid, copies of checks, invoices, purchase orders and receiving reports, and correspondence with vendors.

- Accounts Payable Records in General

Retention 6 years + current

- Balance Sheets

Retention Until updated

- Bills Paid - Includes invoices and statements.

Retention 6 years + current

- Charge Slips and Credit Card Statements - Documentation of charges for items such as printing and meals or credit card transactions.

Retention 2 years + current

- Credit Card Records - Records of credit cards issued to the school district for official school use.

Retention 1 year + current after cancellation

- Expense Records -Records maintained to document travel, mileage, claims for reimbursement and other expenses of school officials while on educational business, including requests, authorizations, reimbursements and other similar.

Retention 2 years, provided audit has been completed

- Form 1099 - Sent to vendors such as contractors when the vendor's charges for services

Retention: 4 years

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- Petty Cash Records - Records of petty cash funds account and requests for petty cash for various purposes.

Retention 1 year + current

- Vendor Files - Files maintained as a unit to track accounts payable activity for specific vendors, including information such as Federal Taxpayer Identification Number, name and address, correspondence, copies of checks, etc.

Retention 6 years + current

2. **Accounts Receivable Records** that serve as the basis for collection of amounts owed by vendors, organizations and citizens having accounts with the school district and documentation of billing and collection of monies.

- Accounts Receivable Records in General

Retention 2 years + current

- Balance Sheets

Retention Until updated

- Cash Books, Receipts and Reports - Cash book showing receipts, cash account pre-edit listing, daily cash reports and other documentation of receipt of monies for fees, parking tickets, rentals, registrations, etc.

Retention 2 years + current

- Cash Register Validation Tape

Retention 1 year + current

- Invoices and Statements Issued by School District - Billings by school district to outside companies or institutions for damages, supplies, services or repairs, etc.

Retention 6 years + current

3. **Audit Records** documenting external audits of the financial position of the school district

- Audit Reports - Annual or special reports prepared by external auditors examining and verifying the school district financial activities or the financial activities of a fund, department or other component of the municipal government.

Retention Permanent

- Audit Work Papers - Documentation consisting of routine correspondence with auditors and copies of school district records compiled for use by auditors in performing an audit.

Retention 2 years + current after completion of audit

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### 4. **Bank Records** that document the current status and transaction activity of school district funds held at banks

- Bank Statements - Monthly statements showing the amount of money on deposit to the credit of the school district

Retention 6 years + current

- Check Records
  - Cancelled Checks

Retention 6 years + current

- Duplicate Copies of Checks - Carbon copies or photocopies of checks issued and maintained solely as a quick reference source.

Retention: 1 year + current

- Register - Check - Chronological listing of check entries.

Retention 6 years + current

- Stubs - Check

Retention 1 year + current

- Deposit Pass Books - records of school district savings account deposits, withdrawals and balances.

Retention 6 years + current

- Deposit Slips - Bank cashiers' slips showing amount and date of deposit of monies into school district accounts.

Retention 1 year + current

- Reconciliations

Retention 6 years + current

- Trial Balances

Retention 2 years + current

### 5. **Bond Issue Records**

- Bond Issue Files - Records that document the authorization to finance school improvements through bonded indebtedness and implementation of school bond issues, including bond anticipation notes, industrial development revenue bonds, general obligation bonds, revenue and refunding bonds, water bonds and special improvement bonds; usually include correspondence and general documentation,

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authorizations supporting financial arrangements, bond ratings, contracts or sales agreements, and sample copies or specimens of bonds sold as evidence of school district indebtedness.

Retention 2 years after final payment

- Bond Issue Proceedings Books - Certified record of proceedings related to a bond issue, containing specimen (usually original) documents related to the approval process and issuance of bonds typically compiled in book form for presentation to the school district by the bond agent or bond counsel.

Retention Permanent

- Bonds, Notes and Coupons Paid - Cancelled or redeemed bonds and coupons received from paying agents throughout the lifetime of the bond issue; cancelled upon receipt.

Retention 1 year after maturity

- Bond Registers and Ledgers - Used to document the redemption of coupons for school district bonds. Bond registration and redemption transactions may be handled by a bond registration or paying agent for some school districts.

Retention Permanent

### 6. Budget Records

- Budget - Final Adopted - Final financial plan for the budget established by the school district as approved by the school board for the allocation and budgeting of all expenditures of the school district .

Retention Permanent- Duplicate Copies Until superceded

- Budget - Preliminary - Draft version of the budget presented for public inspection and review prior to consideration of the budget by the school board.

Retention 1 year after adoption of final budget

Duplicate Copies Until final budget is adopted

- Budget Reports
  - Monthly or Quarterly Reports - Periodic reports regarding the status of receipts and disbursements in comparison to the adopted budget.

Retention 2 years + current

- Year-End Reports - Summary annual budget reports compiled at year-end.

Retention 6 years + current

- Budget Work Papers - Papers used to assist in the preparation and review and decision-making processes for department budget request, including reports, budget instructions, work sheets, spending plans, budget proposals, financial forecasting reports and similar records.

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Retention 1 year + current

7. **Fee and Rate Schedules** that document the fees and rates collected by the school district for various services.

Retention Retain current and previous schedules

8. **Financial Guarantees** - Records relating to the acquisition and release of various forms of financial guarantee -- including escrow accounts, letters of credit, liens, promissory notes -- required by the school district from other parties to ensure performance, payments or the completion of certain specified actions, such as the completion of projects, required improvements or the payment of delinquent bills or assessments.

Retention 1 year after expiration, completion of guaranteed project (if applicable) or release of the guarantee by the school district

9. **Fixed Asset Records** - Inventories and listings kept to track and control the fixed assets of the school district, including buildings, real estate, office equipment, tools, machinery, and other equipment.

- Annual Reports - Work sheets compiled for annual reports listing totals of all fixed assets, purchases and disposition of assets.

Retention Until superseded

- Auction Records - Summary reports and other records of school district property sold at public auction.

Retention 2 years + current

- Depreciation Detail

Retention 3 years + current

- Disposition Records - Records of disposal of school district property (non real estate) and unclaimed, abandoned or confiscated property such as bicycles and computer equipment by competitive bidding or destruction, including date, department name, description of item, value, disposition, method and reason for disposition, condition, value and approvals.

Retention 3 years + current after disposition of property

- Fixed Asset Files - Listings of all school district property (buildings and real estate), vehicles, equipment and furniture. Includes description, cost, date purchased, location, name of vendor and depreciation.

Retention 10 years

- Inventories - Fixed Assets - Listings of expendable and non-expendable property of the school district, including buildings, real estate, vehicles, furniture, equipment, supplies and other items owned or administered by the school district.

Retention Until revised + 1 year

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- Surplus Property Records - Documentation of the sale of surplus real property, including invitations, bids, acceptances, lists of materials, evidence of sales and related correspondence.

Retention 6 years after final payment

### 10. **Trust Fund Records** - Documentation of bequests to the school district

Retention 2 years after trust fund closed

### 11. **Government Revenue Programs** - Records pertaining to governmental programs allocating state or federal revenue sharing funds to school district for specific purposes.

- Federal Revenue Programs
  - Federal Excise Tax - Exemption certificates from gasoline vendors issued to the school district, which are required for allowance of federal tax credits for vendors to bill less the excise tax.

Retention 6 years + current

- Revenue Sharing - Documentation and reports of the school district's receipt and reallocation of federal revenue sharing funds, including public notices, expenditure records and reports, project records, financial and payroll records, etc.

Retention 6 years + current

- Instructions for Completing Government Forms

Retention Until superseded or obsolete

### 12. **Grant Records** - Files pertaining to applications for grants and the administration, monitoring and status of grants received by the school district from private and governmental sources.

- Awarded Grants – Documentation of awarded grants that are accepted by the school district, including records of grant application, performance under the grant, grant contracts and agreements, annual and final performance reports.

Retention Duration of grant + 6 years

- Rejected Grants - Documentation of grants applied for by the school district and either rejected by the grantor or not accepted by the school district.

Retention 2 years + current after rejection or withdrawal

- Reports - Grant Funded Programs - Periodic reports on the administrative and fiscal operations of federal or state funded programs compiled on a monthly, quarterly, or semiannual basis.

Retention 3 years after completion of all applicable audits

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- Supporting Documentation - Background supplemental information relating to grant applications and administration.

Retention 3 years after conclusion of the grant

### 13. Insurance Records

- Certificates of Insurance - Documentation provided by insurance providers as proof of insurance coverage for specific purposes.

- Major School District

Retention 10 years after substantial completion

- Other Certificates of Insurance

Retention 6 years after expiration

- Claim Records - Records of claims for damages made by the school district against other parties and made by other parties against the school district.

- Claim Records - Statements of claims and completed claim forms.

Retention 6 years + current

- Claim Reports - Summary reports regarding handling and disposition of claims made against the school district and/or its insurance company by other parties

Retention 6 years + current

- Employee Insurance Claim Records - Records pertaining to employee claims for medical, dental, long term disability and other insurance coverage.

Retention 3 years + current after incident is closed and all rights of appeal have expired

- Insurance Policies - Documents issued by the insurance company to outline liability, theft, fire, accident, property damage and other coverage and risk control standards for the school district under the insurance policy.

Retention: 6 years after expiration of policy, or after all claims made under the policy are settled, whichever is later

### 14. Investment Records -Records documenting various investments made by the school district.

- Bank Statements - Investments

Retention 2 years after investment ends

- Certificates of Deposit - Registers

Retention 6 years after maturity

# RECORDS MANAGEMENT MANUAL

## SCHOOL DISTRICTS

- Money Market Certificates

Retention 6 years + current after maturity

- Reports - Investment of Funds

Retention 6 years provided audit has been completed

- Saving Bond Records

Retention 6 years + current after final payment

- Treasury Bills and Notes

Retention 6 years + current after maturity

### 15. Ledgers and Journals

- General Ledger - Year-end summary of receipts and disbursements by account and fund reflecting the general financial condition and operation of the school district. May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

Retention Permanent

- Subsidiary Ledgers and Journals - Daily, monthly or quarterly transaction detail showing receipts and expenditures such as depositor payment amount, date payee, purpose, fund credited or debited, and check number; provides backup documentation to General Ledger.

In General

Retention 2 years

### 16. Loan Records - Records of loans entered into by the school district

Retention 6 years + current after payment and cancellation

### 17. Purchasing Records - Records pertaining to procurement of services or commodities, including purchase requisitions, purchase order, vouchers, field order, work orders, invoices and supporting documentation for purchases.

- Purchasing Records in General (Orders and Requisitions)

Retention 4 years + current

- Bids - Bids, quotes and proposals regarding services and commodities received by the school district in response to solicitations.

- Accepted Bids - Received from successful bidders.

Retention 6 years \_ current after acceptance of the bid

# RECORDS MANAGEMENT MANUAL

## SCHOOL DISTRICTS

- Rejected/Unsuccessful Bids - Received from unsuccessful bidders.

Retention 2 years + current

- Unsolicited Bids - Received from bidders without solicitation

Retention 2 years + current

- Lease-Purchase Records - Records pertaining to the acquisition of property by lease-purchase transactions.

Retention Term of lease-purchase arrangement + 6 years

- Procurement and Purchasing Policies - Directives, memoranda or manuals pertaining to policies established by the school district for the procurement of commodities and services

Retention Permanent

Duplicate Copies Until superseded

- Purchasing Control Forms - Purchase orders, purchase requisitions, field purchase orders, vouchers and other forms documentation to procurement process.

Retention 6 years + current

- Solicitations and Specifications - Requests for proposals (RFPs), requests for quotations (RFQs), and other solicitations by the school district for competitive bids, proposals or quotes for the provision of services or commodities; includes bid specifications.

Retention 6 years + current

- State Bid List

Retention Until superseded

- Vendor Lists - Listings of vendors providing goods and services to the school district, usually including names, addresses, phone numbers, description of goods or services provided.

Retention Until superseded or obsolete

18. **Reports – Financial** - Reports created for internal use to document the status of funds, bank accounts, investments and other accounting of school district funds, including financial projection reports.

- Annual Financial Reports - Statistical reports on the financial affairs of the school district or specific departments, including a statement on the value of all school district owned property and an accounting of all income and expenditures in relationship to the final budget.

Retention Permanent

# RECORDS MANAGEMENT MANUAL

## SCHOOL DISTRICTS

- County Treasurer's Reports - Periodic reports of the County Treasurer regarding the distributions of taxes collected on behalf of the school district, including information regarding taxes collected, interest and fees.

Retention 10 years + current

- Revenue and Expenditure Reports - Reports including information regarding cost analysis, itemized expenditures and revenue sharing.

Retention 6 years + current

- Departmental Expenditure Reports

Retention 1 year + current

- Financial Reports - Monthly

Retention 2 years + current

### 19. Cash Receipt Journals

Retention 2 years + current

20. Worksheets Financial - Documents such as rough notes, calculations or drafts assembled or created and used to prepare or analyze other documents; spreadsheets, worksheets, preparatory notes, tentative financial estimates and projections, and other documentation of a preliminary or deliberative and transitory nature.

Retention Until no longer needed.

# RECORDS MANAGEMENT MANUAL

## SCHOOL DISTRICTS

### SCHEDULE 8

#### TRANSPORTATION RECORDS

General Description: Records generally relating to the operation and maintenance of the school district's transportation program. The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

1. **Driver Qualification File** – to include but not limited to:

- a. CDE school bus driver annual written test
- b. CDE small vehicle driver annual written test
- c. Driving performance test
- d. DOT medical report
- e. Motor vehicle record check
- f. First aid certificate
- g. Commercial driving license (CDL) copy

Retention 6 years

2. **Driver Qualification File Continued** – new hires:

- a. Pre-service training record outline
- b. Mountain driving written test
- c. Adverse weather driving written test
- d. CDL skills test

Retention Until driver resigns, is terminated or retires

3. **Vehicle Maintenance File** – to include but not limited to:

- a. Annual inspection form
- b. Vehicle repair form
- c. Preventive maintenance inspection form

Retention Life of the vehicle or 10 years

4. **Daily Pre-Trip Inspection Sheets** that verify the driver has completed the required inspections.

Retention 6 months

# RECORDS MANAGEMENT MANUAL

## SCHOOL DISTRICTS

5. **Emergency Evacuation Drills** that document the driver's knowledge and application of evacuation procedures.

Retention 3 years

6. **Emergency Evacuation Talk Checklist** that spell out the correct and proper procedures for students and teachers to follow in the event of an emergency.

Retention: 6 months

7. **Transportation Service Hours** that detail the schedule of service for the district's vehicles.

Retention 6 months

8. **Drug and Alcohol Test Results** that are required of transportation section employees.

Retention 5 years

9. **In-Service Training Record** that documents the annual training provided to each driver and maintenance person.

Retention 6 years

10. **Fingerprint Reports** from the Colorado Bureau of Investigation and FBI

Retention Until driver resigns, is terminated or retires

11. **Annual Inspector Files** that verify an inspector's competence in certain areas.

- a. Initial certification
- b. Hands on score sheets
- c. Inspector written test
- d. Re-certification sticker
- e. Brake inspector qualifications

Retention Until inspector resigns, is terminated or retires

# RECORDS MANAGEMENT MANUAL

## SCHOOL DISTRICTS

### SCHEDULE 9

#### INSTRUCTION RECORDS

General Description: Records generally relating to the teaching instruction efforts that occur within the school district. The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

1. **District Test Scores (State and Federal Mandated)** that reflect student academic achievement.

Retention Permanent

2. **Textbook Inventory** of instructional books that are used in the classroom.

Retention Retain until superceded + 1 year

3. **Teacher's Grade Books** that record the daily and term grades for each student.

Retention 1 year + current provided term grades are recorded to the permanent student record

4. **Application for Approval for Matching Federal Funds to Train Driver Education Teachers**

Retention 3 years + current

5. **Application for Federal Matching Funds to Purchase Driver Education Simulation Equipment**

Retention 3 years + current

6. **Counselor Records** that are used to counsel a student on specific and general aptitudes, and areas of student interest.

Retention 3 years + current

7. **Teacher Prep Plans** completed by the classroom teacher that identify the weekly educational objectives and/or goals of each class instruction period.

Retention Until no longer needed

# RECORDS MANAGEMENT MANUAL

## SCHOOL DISTRICTS

### SCHEDULE 10

#### LIBRARY AND MEDIA RECORDS

General Description: Records generally relating to the operation and maintenance of the school district's library program. The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

1. **Acquisition and Deaccession Records** that document the process of requesting, purchasing and acquiring, as well as deaccessioning, books, periodicals, audio-visual, and other library materials. Records may include but are not limited to accession and deaccession registers; correspondence with publishers; questionnaires; request forms; bibliographic data; receipt notations; and related documentation.

Retention 3 years + current

2. **Audio-Visual Materials and Equipment Loan Records** that document the loan, rental, scheduling, and delivery of audio-visual or media material and equipment to school, district, faculty or staff. Records may include but are not limited to request forms; extension and cancellation records; borrower identification; title and material identification; shipping or delivery information; booking records; attendance and number of times media used or shown; usage statistics; accounting records concerning the cost of material; and related documentation.

Retention 3 years + current

3. **Circulation Records** that document the borrowing of circulating library, audiovisual, media and learning resource center materials by students and faculty. Records may include but are not limited to name of borrower, title of material borrowed, due date, overdue status, overdue notices, and related documentation.

Retention 1 year after school year in which records were created.

4. **Copyright and Duplication Records** that document permission received from authors, publishers, producers, and distributors of video programs and other media and materials to allow the school or district to duplicate the material without copyright infringement. Records may include but are not limited to agreements which state the terms and conditions, copyright releases, authorizing signatures, and related documentation and correspondence.

Retention 6 years + current

# RECORDS MANAGEMENT MANUAL

## SCHOOL DISTRICTS

5. **Library and Media Inventory Records** that document approved lists of books, periodicals, audio-visual materials, and other library materials. Records may include but are not limited to annual inventories and lists of books, periodicals, audio-visual materials, and other materials; and lists of books and materials on specific subjects. Lists document material approved for use in the school or district; materials that may be borrowed from centralized media and resource centers; and are used in the acquisition of materials.

Retention 3 years + current

6. **Library Catalog Records** that document the maintenance, and retrieval of the holdings of the school library; professional library; teaching resource center; and audiovisual, media, or resource center of the school and district.

Retention Until updated + 1 year

# RECORDS MANAGEMENT MANUAL

## SCHOOL DISTRICTS

### SCHEDULE 11

#### FOOD SERVICE RECORDS

General Description: Records generally relating to providing food services within the school district. The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

1. **Food Inventories** that document all foods purchased, received and distributed by the schools.  
Retention Until audited + 1 year
2. **Food Equipment Inventories** that record major pieces of equipment and include warranties and guarantees of cafeteria and kitchen equipment.  
Retention Life of the equipment + 1 year
3. **Menus** which list the planned food to be served for each school day.  
Retention 3 years after the end of the federal fiscal year to which they pertain
4. **Daily Food Production Records** documenting the quantities of food used each day.  
Retention 3 years after the end of the federal fiscal year to which they pertain
5. **Meals Served** that identifies the daily number of meals served in each school.  
Retention 3 years after the end of the federal fiscal year to which they pertain
6. **Prepaid Meal Records** that records meal ticket information of payments made in advance.  
Retention 3 years after the end of the federal fiscal year to which they pertain
7. **Free/Reduced Meal Roster** that lists the names of the participating students.  
Retention 3 years after the end of the federal fiscal year to which they pertain
8. **Free/Reduced Price Meal Records** which include application for free or reduced prices and compliance and verification records. May include additional criteria that a district uses in making a decision to approve an application.  
Retention 3 years after the end of the federal fiscal year to which they pertain

# RECORDS MANAGEMENT MANUAL

## SCHOOL DISTRICTS

9. **Daily Receipt Reports** that document the food/meal sales receipts for each day. May include cash register tape sales, cash sales, and a summary report.

Retention Until audited + 1 year

10. **Federal Claim for Reimbursement** that documents the total number of free, reduced, paid breakfasts and lunches served during the month that are being claimed for reimbursement of federal funds.

Retention 3 years after the end of the federal fiscal year to which they pertain

11. **Receipts/Receipt Books** that documents monies received by Food Services for meals and services rendered.

Retention 3 years after the end of the federal fiscal year to which they pertain

12. **Food Purchase Orders** (includes food commodities) that authorize the delivery of a specified food product, merchandise showing the amount of funds authorized for the same.

Retention 3 years after the end of the federal fiscal year to which they pertain

13. **Payment Vouchers for Food Service Claims** that identify a request for payment to a vendor for food goods or services in accordance with approved purchase orders.

Retention 3 years after the end of the federal fiscal year to which they pertain

14. **Food Services Annual Report** which documents in summary fashion the activities of this service area for the past year.

Retention 5 years + current

15. **Commodity Records** related to the distribution and usage of USDA donated foods that may include the following:

- a. Commodity Agreement with the school district
- b. Allocation Form of food offered, accepted or rejected.
- c. Current/Daily Commodity Inventory
- d. Semi-Annual Commodity Inventory
- e. Food Preference Reports
- f. Commodity Delivery Invoices/Delivery Tickets (Signed)
- g. Processing and Storage Invoices
- h. USDA Commodity Rebate Forms
- i. Food Transfer Record (food transferred to another school)
- j. Food Loss/Destroyed Inventory

Retention 3 years after the end of the federal fiscal year to which they pertain

# RECORDS MANAGEMENT MANUAL

## SCHOOL DISTRICTS

### SCHEDULE NO. 15

#### PERSONNEL RECORDS

General Description: Records relating to the hiring, employment, safety, benefits, compensation, retirement and termination of school district employees. The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).

Duplicate Copies: Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.

1. **Affirmative Action Records** - See Schedule 15 Compliance with Regulatory Requirements.

2. **Agreements and Contracts** – Personnel - See also Schedule 7 Agreements and Contracts.

- Collective Bargaining Agreements

Retention 3 years after expiration [29 CFR 516.5]

- Employment Contracts Individual employment contracts or where contracts or agreements are not in writing, a written memorandum summarizing the terms.

Retention 3 years after expiration [29 CFR 516.5]

3. **Americans with Disability Act Records** See Schedule 15 Compliance with Regulatory Requirements.

4. **Benefits** - Records pertaining to fringe benefits, insurance coverage and benefit plans for employees.

- Group Health Insurance – Continuation of Coverage Records showing covered employees, their spouses and dependents have received written notice of continuing group health insurance and COBRA<sup>1</sup> rights, and whether the covered employees, spouses and dependents elected or rejected coverage.

Retention 3 years + current<sup>2</sup>

- Benefit Plans Documentation relating to employee health, dental, vision and other insurance plans; Social Security, pension, deferred compensation, Individual Retirement Accounts, money purchase plans, retirement and similar plans; including a benefit plan description and/or a summary benefit plan description.

Retention Full period that plan or system is in effect, plus 1 year after termination of the plan [29 CFR 1627.3]

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<sup>1</sup> COBRA means Consolidated Omnibus Budget Reconciliation Act of 1985. <sup>2</sup> Retention period not specified in federal law 26 CFR 4980 B (f)(6) or 29 USC 1166.

# RECORDS MANAGEMENT MANUAL

## SCHOOL DISTRICTS

- Plan Basis Records providing the basis for all required plan descriptions and reports necessary to certify the information, including vouchers, worksheets, receipts, applicable resolutions.

Retention Not less than 6 years after filing date of documents [29 USC 1027 and 29 CFR 2520]

5. **Bonds – Public Officials** - Fidelity, surety, blanket or other bonds intended to guarantee honest and faithful performance of officials such as the financial officer or administrator [CRS 31-4-219, CRS 31-4-401].

Retention 6 years + current after term expires

6. Compliance with Regulatory Requirement - Affirmative Action Compliance Records relating to the school district's compliance with Title VII of the Civil Rights Act [29 CFR 1602].

- Affirmative Action Plan

Retention Permanent

- Affirmative Action Records Records of requests for job applicant's reasonable accommodation applications, hiring, promotion, demotion, transfer, layoff, termination, rates of pay, selections for training or apprenticeship.

Retention 2 years [29 CFR 1602.31]

- Report EEO-4 Records submitted to the Equal Employment Opportunity Commission (EEOC) documenting compliance with EEOC requirements by school districts with 15 or more employees.

Retention 3 years [29 CFR 1602.30; 29 CFR 1602.32]

- Americans with Disabilities Act (ADA) Compliance - See Schedule 15 Physical and Medical Records.
- Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) Compliance - See Schedule 15 Benefits – Group Health Insurance – Continuation of Coverage.
- Family and Medical Leave Act (FMLA) Compliance - See Schedule 15 Physical and Medical Records.
- Occupational Safety and Health Act (OSHA) Compliance - See Schedule 15 Physical and Medical Records.

7. **Employee Records – Active and Terminated** Documentation of an individual employee's work history, including information regarding active and terminated employees maintained because of the employer-employee relationship, such as records pertaining to age, address, telephone number and social security number; notices of appointment; tuition reimbursement; classification questionnaires; commendations; disciplinary and personnel actions relating to the employee, including hiring, evaluation, demotion, promotion and termination of school employees; letters of commendation; letters of resignation; emergency notification forms; oaths of office; job-related training documentation; performance evaluations; salary documentation; selection of benefit plans, etc. [CRS 24-72-202(4.5)]. See also other employee and personnel records listed elsewhere in Schedule 15.

# RECORDS MANAGEMENT MANUAL

## SCHOOL DISTRICTS

Retention 10 years after retirement or separation, provided that records relating to hazardous material exposure are retained 30 years after separation<sup>2</sup>

Duplicate Copies Transfer to custodian of record copy upon termination of employment.

8. **Employee Records – Temporary and Seasonal** -Records and documentation relating to employment of temporary and seasonal employees, except for payroll and fiscal information.

Retention 3 years after termination, except payroll and fiscal records

9. **Expense Records** - See Schedule 5 Accounts Payable Records.

10. **Garnishments** See Schedule 15 Payroll Records.

11. **Grievances** Records of personnel grievances filed by employees.

Retention 3 years + current after settled

12. **Health and Safety Records** See also Schedule 15 Physical and Medical Records and Workers' Compensation.

- Hazardous Materials Exposure - Records of any personal or environmental monitoring of exposure to hazardous materials, lead and asbestos, chemicals, toxic substances, noise, dust, heat, cold, repetitive motion, blood-borne pathogens, biological agents, bacteria, virus, fungus, radiation, or other dangerous work-related conditions.

Retention 30 years after separation [29 CFR 1910.1020 and 15 USC 2622]

- 3.

- HIPPA Authorizations for Release of Information - Employee (patient) authorizations for release of protected information.

Retention 6 years from date of creation of the record

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<sup>2</sup> Retention previously specified permanent retention; however, the Colorado State Archives now recommends the listed retention period. Research notations: Age records, 3 years [29 CFR 516.2, 41 CFR 50.201, and 29 CFR 1627.3]; demotion records, 1 year [29 CFR 1627.3 and 29 CFR 16902.14]; hiring records, 3 years [29 CFR 1602.14 and 29 CFR 1627.3]; promotion records, 1 year from date record made or personnel action taken, whichever is later [29 CFR 1602.14]; termination records, 1 year from date record made or personnel action taken, whichever is later [29 CFR 1602.14]; involuntary terminations, 2 years from date of termination, or in cases of charges of discrimination retain until final disposition of charge or action [29 CFR 1602.31]

# RECORDS MANAGEMENT MANUAL

## SCHOOL DISTRICTS

- Material Safety Data Sheets (MSDS) -Employers must have a MSDS on file for each hazardous chemical they receive and use and ensure copies are readily accessible to employees in their work area. Employer must keep records of chemicals used, where they were used and for how long [29 CFR 1910.1200]. Retention Until superseded or 1 year + current after chemical is disposed of or consumed provided the employer retains some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used for at least 30 years

Retention Until superseded or 1 year + current after chemical is disposed of or consumed provided the employer retains some record of the identity (chemical name if known) of the substance or agent, where it was used and when it was used for at least 30 years.

- Safety Committee Records - See Schedule 7 Committees – Internal.
- Safety Policies and Procedures - See Schedule 7 Policies and Procedures Documentation.
- Safety Training Information - Manuals, handbooks and similar documentation of safety training ovided to employees.

Retention 1 year + current

13. **I-9 Forms** Record of verification of citizenship and eligibility to work in the United States, including verification documentation that establishes identity and eligibility (Immigration and Naturalization Services Form I-9, Employment Eligibility Verification Form); applies to all employees hired after November 6, 1986.

Retention 3 years from date of hire or 1 year after separation, whichever is later [8 CFR 274a.2]

14. **Insurance – Employee** - See Schedule 15 Benefits and Schedule 5 Insurance Records.

### 15. Job Records

- Advertisements of Job Opportunities Advertisements and announcements regarding job openings, promotions, training programs or overtime work.

Retention 1 year + current [29 CFR 1627.3]

- Applications for Employment and Supporting Documentation Applications, resumes and supporting documentation and other replies to job advertisements, including applications for temporary positions.

Retention 2 years from the date record was made or human resource action was taken, whichever is later [29 CFR 1627.4, 29 CFR 1602.14]

- Applications for Employment – Not Hired Applications, resumes and supporting documentation submitted for school employment by individuals not hired.

Retention 2 years from the date of the making of the record or the personnel action involved, whichever occurs later [29 CFR 1602.31]

# RECORDS MANAGEMENT MANUAL

## SCHOOL DISTRICTS

- Examinations Tests administered by the school district in connection with screening job applicants to determine aptitude or skills.

Retention 2 years + current from the date of making record or action, whichever occurs last [29 CFR 1627.3 and 29 CFR 1607.4]

- Job Descriptions and Specifications Written descriptions of duties performed, qualifications and physical requirements for school positions.

Retention Until superseded

- Polygraph Records – Job Applicants

Retention 2 years + current

- Polygraph Records - Routine (Not Job Related) <Added 3/06>

Retention Until administrative need ends

### 16. **Oaths of Office** - Oaths of office taken by appointed school officials [CRS 31-4-401].

Retention Term of office + 1 year

### 17. **Payroll Records**

- Basis of Pay<sup>3</sup> Records pertaining to additions or deductions from wages paid; the basis on which wages are paid; earnings per week; records containing employee's name, address, date of birth, occupation, rate of pay and compensation earned per week; includes payroll records pertaining to both FLSA-Exempt and FLSA-Non-Exempt Employees.

Note: The basis on which wages are paid must be documented in sufficient detail to permit calculation for each pay period including benefits and prerequisites. The records may include payment of wages, wage rates, job evaluations, merit and incentive programs and seniority systems. The basic reason for these records is to give the Wage-Hour Division an indication on whether or not sex discrimination exists.

Retention 3 years [29 CFR 516.5]

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<sup>3</sup> Research notations: Additions or Deductions from Wages Paid, 3 years [29 CFR 516.5]; Age Discrimination in Employment Act Records, 3 years [29 CFR 1627.3]; Basis on Which Wages Are Paid, 2 years [29 CFR 1620.32 and 29 CFR 516.6]; Earnings Per Week, 3 years [29 CFR 1627.3 and 29 CFR 516.5]; FLSA-Exempt Employees, 3 years [29 CFR 516.5]; FLSA-Non Exempt Employees, 3 years [29 CFR 516.5]; Title VII and Americans with Disabilities Act, 1 year from date record made or personnel action taken, whichever is later [29 CFR 1602.14].

# RECORDS MANAGEMENT MANUAL

## SCHOOL DISTRICTS

- Compensation Plans

- Pay Plans - Written plans outlining job titles and pay scales for school employees.

Retention Permanent

- Seniority or Merit Systems

Retention For the full period the plan or system is in effect plus 1 year [29 CFR 1627.3]

- Credit Union Deduction Requests

Retention 1 year after superseded<sup>4</sup>

- Direct Deposit Reports

Retention 1 year + current

- Employee Longevity Reports

- Report related to individual employee.

Retention 10 years after separation

- Garnishments

- Documentation of requests and court orders served on the school district to withhold the wages of employees for garnishments, tax levies, support payments and other reasons.

Retention 3 years

- Leave Records

- Balance Reports
  - Year-End

Retention Duration of employee file

- Other Periodic Reports

Retention: 2 years

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<sup>4</sup> 5 21 29 CFR 516.6 specifies retention for 2 years.

# RECORDS MANAGEMENT MANUAL

## SCHOOL DISTRICTS

- Leave Requests - Applications submitted by employees for sick, vacation, compensatory, personal business, family and medical leave, long-term leave and other leave time.

Retention 1 year + current

- Pay Plans - See Compensation Plans above.
- Payroll Reports

- Employee Longevity Reports

Retention Permanent

- End of Pay Period

Retention 1 year + current

- FICA Reports – Quarterly

Retention 6 years + current

- Quarterly

Retention 2 years + current

- Year-End

Retention 6 years + current provided Payroll Register is retained permanently

- Payroll Tax Records - Records of collection, distribution, deposit and transmittal of federal and state income taxes, including federal miscellaneous income statements (1099), request for taxpayer identification number and certificate (W-9), employer's quarterly federal tax return (941, 941E) and other similar federal and state forms.

Retention 5 years + current

- Register – Payroll [Year-End] - Documentation of the earnings, voluntary and required deductions and withholdings of school employees.

Retention Permanent

- Salary Surveys - Studies and surveys conducted by the school district or its agents to gather comparative salary information for school positions in comparable organizations.

Retention 3 years + current

# RECORDS MANAGEMENT MANUAL

## SCHOOL DISTRICTS

- Time Worked Records - All basic time and earnings cards or sheets and work production sheets of individuals where all or part of the employee's earnings are determined.

Retention 5 years + current [CRS 8-72-107]<sup>5</sup>

- Wage-Rate Tables - All tables or schedules (from their last effective date) of the employer which provide the piece rates or other rates used in computing straight-time earnings, wages, or salary, or overtime pay computation.

Retention 2 years; however the Department of Labor may request records back 3 years [29 CFR 516.6]

- W-2 Forms - Annual wage and tax statements documenting individual employee earnings and withholdings for state and federal income taxes and social security tax.

Retention 4 years + current

- W-4 Forms - Withholding allowance certificates documenting exemption status of individual school district employees.

Retention Throughout employment

### 18. Pension Records

- Actuarial Reports - Reports by actuaries concerning the financial soundness of a pension plan.

Retention Permanent

- Pensions Awarded - Records of applications for pensions, determinations regarding award of pensions and actuarial calculations for the pension.

Retention Permanent

- Pension Plans - See Schedule 15 Benefits – Benefit Plans.

### 19. **Physical and Medical Records** - Records documenting an individual employee's work-related medical history [29 CFR 1630.14]. Note: These records are not personnel records and must be kept physically separate from employee personnel records in a separate location as required by the Americans with Disabilities Act. See also Schedule 15 Health and Safety Records.

- Age Discrimination in Employment Act (ADEA) and Americans with Disabilities Act (ADA) Records - Records required to be retained under Age Discrimination in Employment Act (ADEA) and Americans with Disabilities Act (ADA) containing results of physical examinations considered in connection with personnel actions.

Retention 1 year [29 CFR 1627.3]

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<sup>5</sup>29 CFR 1602.31 and 29 CFR 516.6 specify retention for 2 years. The school retention schedule follows state law.

# RECORDS MANAGEMENT MANUAL

## SCHOOL DISTRICTS

- Family and Medical Leave Act (FMLA) Records - Records required to be retained under Family and Medical Leave Act (FMLA); includes an FMLA leave request relating to medical certifications, recertification or medical histories of employees or employees' family members. These records shall be maintained in separate files/records and be treated as confidential medical records, except that supervisors and managers may be informed regarding necessary restrictions and accommodations, not the nature of the condition, first aid and safety personnel may be informed (when appropriate) if the employee may/might require emergency treatment, and government officials investigating compliance with FMLA shall be provided relevant information.

Retention 3 years [29 CFR 825.500]

- Occupational Safety and Health Act (OSHA) Records - Records required under Occupational Safety and Health Act (OSHA), including complete and accurate records of all medical examinations required by OSHA law. Note: These records may be retained by the medical provider.

Retention Duration of employment + 30 years, unless a specific OSHA standard provides a different time period [29 CFR 1910.1020]

20. **Policies and Procedures – Personnel** - Handbooks, manuals, directives and other written statements or summaries of policies and procedures governing personnel and human resource matters pertaining to employment with the school district.

Retention Until updated, except retain permanently all documentation that would be useful in establishing past policies or procedures in settling personnel disputes

- Recruitment and Interviewing Procedures - Guidelines for recruitment and interviewing processes for hiring of school employees.

Retention 1 year + current

21. **Regulatory Agency Information** - See Schedule 7 Legislation and Regulatory Actions.

22. **Reports – Personnel** -See Schedule 15 Pension Records and Payroll Records.

23. **Safety** -See Schedule 15 Health and Safety Records.

24. **Signature Certificates** - Facsimile signature certificates for the superintendent and treasurer that are filed with the Secretary of State's office for authentication and verification of the signature of the official on school district documents.

Retention 1 year after end of employment

25. **Social Security** - See Schedule 15 Benefits – Benefit Plans.

26. **Test Records** - See Schedule 15 Job Records.

27. **Training Information** - Information presented to orient new employees regarding policies and procedures.

Retention 1 year + current

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28. Unemployment Insurance - Reports and claim records for unemployment insurance payments.

Retention 6 years + current

29. Volunteer Worker Records - Records documenting work performed for the school district by citizens without compensation for their services.

Retention 3 years after separation

30. Work Schedules

- Employee On-Call Schedule

Retention 2 years + current

31. **Workers' Compensation** - Injury reports and supplemental reports and claim records for workers' compensation.

Retention 6 years + current