

800-AR-1. RECORDS RETENTION SCHEDULE

How To Use The Records Retention Schedule

The Records Retention Schedule lists records that are created, received or retained as a result of district operations. The schedule includes a description of the records, format in which the records will be retained, classification of the records, retention period, and disposal code. The following information will assist in applying this schedule.

Record Formats

Media codes are used to identify the format(s) that the district may choose to maintain specified records and are assigned as follows:

- A. Paper
- B. Microform
- C. Electronic (machine readable)
- D. Audiovisual (tapes, movies, film strips, etc.)
- E. Cartographic (maps, drawings, blueprints, plans, etc.)
- F. Photographic

Retention Periods

Retention periods listed on the schedule are given in years, unless otherwise indicated. Upon expiration of the retention period, all identified records will be disposed of in accordance with Board policy and this schedule.

Disposal Codes

Disposal codes are used to direct the final disposition of records. Records must be disposed of according to the assigned code listed on the schedule. Assigned disposal codes are as follows:

1. Routine Handling – No special precautions are necessary upon disposal. The records should be recycled or disposed of in accordance with standard district procedures.
2. Special Handling – The destruction of records containing privileged, confidential, exempt or sensitive information that requires special handling by shredding, burning, erasing or any other method that reduces information to an illegible condition.
3. Archival Retention – Records requiring permanent retention or records that have sufficient archival or historic value must be preserved in perpetuity.
4. Delete – For use with electronic records. When electronic records have met their retention period, they will be deleted.

Records Not On Schedule

For any record not covered by the retention schedule, the Records Management Committee will determine how long the record must be kept and recommend any necessary revisions to the retention schedule.

Schedule

Record Description	Record Format	Retention Period (in years)	Disposal Code
Administrative Records			
Feasibility Studies	A,C	3	1,4
PSSA Results	A,C	Permanent	3
Public Record Requests ¹	A,C	1 from date received	1,4
School District Report Cards	A,C	Permanent	3
Strategic Plan	A,C	One (1) copy permanent	3
Complaints/Challenges			
Investigation Records	A,C,D,E,F	6 after final resolution	2,4
Regarding District Employee(s)	A,B,C	7 after employment ends	2,4
Regarding Instructional Materials or District Programs	A,B,C	6	1,4
District Organization Records			
District Boundaries/Attendance Areas	A,C,E	Permanent	3
Photographs/Movies of Historical Value	C,D,F	Permanent	3
Employment Contracts			
Administrative Compensation Plan	A,B,C	One (1) copy permanent	3
Collective Bargaining Agreements	A,B,C	One (1) copy permanent	3
Individual Employment Contracts/Board Resolutions	A,C	4 after employment ends	1,4
Facility Use Records			
Applications	A,C	6	1,4
Fee Schedule(s)	A,C	Current	1,4
Financial Records²			
Accounts Payable	A,B,C	6	1,4
Accounts Receivable	A,B,C	6	1,4
Adopted Annual Budget	A,B,C	10	1,4
Annual Financial Reports	A,B,C	Permanent	3
Annual Audit Reports	A,B,C	Permanent	3

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Record Description	Record Format	Retention Period (in years)	Disposal Code
Bank Statements	A,B,C	6	1,4
Check Registers	A,B,C	6	1,4
Deposit Slips	A,B,C	6	1,4
General Ledger	A,B,C	Permanent	3
Grant Records (Successful)	A,C	6 after close of grant	1,4
Investment Records	A,B,C	6 after cancellation	1,4
Purchase Orders	A,B,C	6	1,4
Tax Collection Records	A,B,C	6	1,4
Free and Reduced Lunch Program Records³			
Accounts/Audits	A,B,C	5	1,4
Application for Participation	A,C	5	2,4
Program Requirements	A,B,C	5	1,4
Grievances/Arbitrations			
Complaint	A,B,C	Permanent	3
District Response	A,B,C	Permanent	3
Final Ruling/Decision of Arbitrator	A,B,C	Permanent	3
Insurance Records			
Claims	A,B,C	6 after settlement	2,4
Policies/Contracts	A,B,C	6 after expiration	1,4
Litigation Files			
Pleadings, Motions, Briefs, Other Filings	A,B,C	7 after final conclusion of litigation	1,4
Decision/Ruling	A,B,C	7 after final conclusion of litigation	1,4
Medical Records			
Medical Records (Employee)	A,C	3 after employment ends	2,4
Medical Records (Employee Exposure to Toxic Substance) ⁴	A,C	30 after employment ends	2,4
Medical Records (Student) ⁵	A,C	2 after graduation	2,4
Pre-Employment Medical Examination	A,C	3 after employment ends	2,4
Payroll Records⁶			
Deduction Authorizations	A,B,C	6	2,4
Direct Deposit Forms	A,B,C	6	2,4
Time Cards	A,B,C	6	1,4

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Record Description	Record Format	Retention Period (in years)	Disposal Code
Wage and Tax Statements (W-2 Forms)	A,B,C	6	2,4
Withholding Allowance Certificates (W-4 Forms)	A,B,C	6 after employment ends	2,4
Personnel Records			
Attendance Records (Employees)	A,C	3 after employment ends	1,4
Background Check Documentation	A,B,C	4 after employment ends	2,4
Continuing Education/Professional Development	A,C	3 after employment ends	2,4
Credentials (Certificates/Licenses)	A,B,C	4 after employment ends	1,4
Discipline Records (Employees)	A,B,C	7 after employment ends	2,4
Employment Application (Hired)	A,B,C	7 after employment ends	1,4
Employment Application (Not Hired)	A,C	4 after position filled	2,4
Equal Employment Opportunity Reports ⁷	A,C	3	1,4
Evaluations (Employees)	A,C	3 after employment ends	2,4
Leave Records (FMLA) ⁸	A,C	3 after employment ends	2,4
Leave Records (Other)	A,B,C	3 after employment ends	2,4
Pre-Employment Reference Checks	A,C	3 after employment ends	2,4
Resignations	A,B,C	7 after employment ends	1,4
Retirement Records	A,B,C	7 after employment ends	2,4
Property Records			
Building Blueprints	C,E	Permanent	3
Construction Contracts ⁹	A,B,C	12 after completion	1,4
Deeds and Related Records	A,B,C	Permanent	3
Equipment Inventories	A,B,C	6	1,4
Fixed Asset List	A,B,C	Permanent	3
Inventory Disposal Records	A,C	3 after disposition	1,4
Leases (Real Estate)	A,B,C	Permanent	3
Leases (Equipment/Vehicles)	A,B,C	6 after expiration	1,4
Pesticide Application Record ¹⁰	A,C	3	1,4
Real Property Purchase or Sale	A,B,C	Permanent	3
Purchasing Records (Goods and Services)			
Advertisements	A,B,C	6 after completion	1,4
Bid Documents (Accepted)	A,B,C	6 after completion	1,4
Bid Documents (Declined)	A,C	3 after completion	1,4
Financial Information of Bidders	A,C	3 after completion	2,4

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Specifications	A,B,C	6 after completion	1,4
Written or Telephonic Price Quotations ¹¹	A,C	3 after completion	1,4
Safety Records			
Accident Reports ¹²	A,B,C	6	2,4
Emergency Preparedness Plan	A,C	2 after revised	1,4
Material Safety Data Sheets (MSDS)	A,C	Current	1
Safe School Act Reports ¹³	A,B,C	Permanent	3
Visitor Registration	A,C	5	1,4
School Board Records			
Board Meeting Agendas	A,C	1	1,4
Board Minutes (Approved) ¹⁴	A,B,C	Permanent	3
Board Policies and Procedures (Current)	A,B,C	Permanent	3
Board Policies and Procedures (Old)	A,B,C	Permanent	3
Ethics Statement of Financial Interest ¹⁵	A,B,C	5	1,4
Notes, Recordings and/or Any Other Materials Used to Prepare Official Minutes	A,C,D	Until official minutes are approved	1,4
Official Recordings of Board Meetings	C,D	1	1,4
Student Records	Refer to Student Records Plan		
Transportation Records (Drug/Alcohol Testing)¹⁶			
Negative or Below Limit Test Results	A,C	1	2,4
Positive or Above Limit Test Results	A,C	5	2,4
Records Related to Collection Process	A,C	2	2,4
Records Related to Education and Training	A,C	2 after employment ends	2,4
Refusal to Take Required Test	A,C	5	2,4
Workers' Compensation Records	A,B,C	7 after claim closed	2,4

¹ See 65 P.S. Sec. 67.502(b)(2)(iii). See also 65 P.S. Sec. 67.506(a).

² SC 518 requires permanent retention of annual auditor's reports and annual financial reports. SC 518 also requires districts to maintain all other financial records for at least 6 years.

³ SC 1337(e) requires free and reduced lunch accounts and records to be maintained not in excess of 5 years.

⁴ 29 CFR Sec. 1910.1020(d) requires retention for at least 30 years after employment ends.

⁵ SC 1409 requires retention for at least 2 years after enrollment ends.

⁶ SC 518 requires all other financial records to be maintained for at least 6 years. 29 CFR Sec. 516.5, 516.6 and 1627.3(a) require certain payroll records to be maintained for 2 or 3 yrs.

⁷ 29 CFR Sec. 1602.39, 1602.41 requires form EEO-5 and records necessary to complete EEO-5 to be maintained for 3 years.

⁸ 29 CFR Sec. 825.500(b) requires retention for at least 3 years.

⁹ 42 Pa. C.S.A. Sec. 5536 requires claims to be filed within 12 years from completion.

¹⁰ SC 772.2 requires retention for at least 3 years.

¹¹ SC 751, 807.1 require retention for 3 years.

¹² 29 CFR Sec. 1904.33(a) requires incident reports to be retained 5 years from end of calendar year.

¹³ SC 1307-A (BEC) requires permanent retention.

¹⁴ SC 518 requires permanent retention.

¹⁵ 65 Pa. C.S.A. Sec. 1107(9) requires retention for 5 years.

¹⁶ 49 CFR 382.401 lists applicable retention periods.