

Category P

See also EH, JRA, & GBJ

The Superintendent shall develop procedures for a records retention system that is in compliance with RSA 189:29-a and Department of Education regulations. The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by law. Additionally, the Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

Legal References:

RSA 91-A, Right to Know Law

RSA 189:29-a, Records Retention and Disposition

NH Code of Administrative Rules, Section Ed 306.04(a)(4), Records Retention

NH Code of Administrative Rules, Section Ed 306.04(h), Records Retention

20 U.S.C. 1232g, Family Educational Rights and Privacy Act (FERPA)

Appendix EHB-R, Records Retention Schedule

Approved KBE: 6/8/10

ADMINISTRATIVE PROCEDURE TO ACCOMPANY POLICY EHB, DATA/RECORDS
RETENTION

By statute, the Board of Education is responsible for maintaining the records of the district. This responsibility is delegated to the Superintendent of Schools who is charged with providing for the safekeeping of all documents. The Superintendent of Schools may further delegate some of the specifics of Retention of Records to his/her subordinates.

At the district level, the following items are considered 'PERMANENT" and may not be destroyed:

- Annual Reports
- Bond Issue Materials
- Deeds
- District Meeting Minutes (maintained by the School District Clerk)
- School District Warrant (maintained by the School District Clerk)
- Minutes of Board of Education Meetings
- Minutes of Subcommittees of the Board of Education
- Minutes of Special Study Committees
- Student Permanent Records
- MS 25 Financial Reports (were F-3)
- Enrollment Reports
 - Resident Pupil Membership Forms
 - Fall Reports, A12-A
 - Pupil Registers
 - School Opening Reports
 - Pupil Statistical Reports, A-3
 - Resident Attendance

Records to be maintained fall into three basic categories: business, personnel, students. Records may be written, typed, on tape, film, microfilmed, or upon such other medium as is reasonably calculated to maintain the records in a useful form. The permanency of the record will, of course, be related to the form of retention. Retained records will be inspected periodically to determine their physical status.

A complete record shall be kept of all materials destroyed or discarded with notation of the method of disposal and the date of disposal.

Records to be retained shall include, but not be limited to the following:

School District Ballots	1 year
School District Petitions	1 year
Voter Checklists	1 year
Student Enrollment/Transfer Cards	1 year

Students

Student educational records are maintained by the Keene School District in a Cumulative Folder and a Transcript.

A student's Cumulative Folder is a non-permanent record which contains basic biographical information, report cards, standardized test results, examples of work, anecdotal reports, attendance data, disciplinary records¹, and such other information, data, opinions, reports, records, etc. as are inserted by educational personnel and parents in an effort to provide useful information to other educators who participate or will participate in the education of the student.

A student's Transcript is a permanent record which contains identifying biographical information, grades issued to the student in courses taken in grades 9 through 12, standardized test results, class rank, and date of graduation or withdrawal from Keene High School.

Both the Cumulative Folder and the Transcript are subject to the provisions of the Family Educational Rights and Privacy Act and other rules concerning student records.

¹ Because Keene High School works in a "house" system, it may be necessary to check the house counselor's office to ascertain up-to-date disciplinary records.

If a student transfers from Keene to a different secondary school, then, upon request, the student's Cumulative Folder will be forwarded to the new school or to the student's parents as set forth in the Family Educational Rights and Privacy Act.

If a student withdraws from Keene High School, but fails to graduate, the student's Cumulative Folder will be maintained at Keene High School for approximately three years from the date of withdrawal.

If a student graduates from Keene High School, the student's Cumulative Folder will be maintained at Keene High School for approximately one year from the date of graduation. Recommendations written for a student by staff members may be kept for a longer period.

Other records pertaining to a student shall be retained upon the following schedule and may be destroyed thereafter:

Accident Reports	6 years after age of maturity for suit
Health/Physical Records	term of enrollment
Child Labor Permits	1 year
Early Release Forms	1 year
Foster Children Applications	5 years
Emergency Procedure Form	1 year
Correspondence Student	4 years

In addition, special education records which may contain test results, meeting minutes and notes, SPEDIS forms, IEPs, forms and notices which are required by the IDEA or similar special education law, logs and anecdotal records, correspondence, and other information which is part of the special education process shall be maintained at the appropriate school and/or the office of the Director of Special Education for as long as the student is in attendance and/or there is district responsibility or liability for the education of the student.

Business

Annual Audit	6 years
Application for Federal Grant	6 years
Bank Deposit Slips	6 years
Budgets	6 years
District	
School Administrative Unit	
Worksheets	1 year
Correspondence for Business	4 years
FICA Reports	6 years
Gas Tax Application	1 year
Invoices	1 year [until audit]
Job Orders	1 year
Ledger/Journals	6 years
MS-22 or MS-23 Budget Forms	6 years
Monthly Reconciliations	1 year
Monthly Financial Status	1 year
Property Inventories and Record Cards	6 years
Purchase Orders	until audit

Request of Payment Vouchers	until audit
Rental Agreements	5 years
Requisitions	until audit
Supply Orders	1 year
Student Activity Records	6 years
Telephone Log Sheets	1 year
Transportation Reports	1 year
Travel Reimbursements	until audit
Treasurer's Receipts	6 years
Cancelled Checks	
Treasurer's Reports	6 years
Voucher Manifests	until audit
Work Orders	1 year
Federal Project Papers	5 years after submission of final
Form 1	audit report, unless there is an
Form 1-A	ongoing audit taking place
Form 2	
Form 3	
Form 3-A	
Form 4 Quarterly	
Title I	
Title IV	
Vocational Technical Education	
Vocational Rehabilitation	

Personnel Records

Accident Reports (Employee)	6 years
BLS Labor Report (Monthly)	1 year
CETA Forms	5 years
Class Observation Forms	1 year
Contracts	1 year
Aides	(Should keep a sample
	permanently)
Custodial	
Extracurricular	
Secretarial	
Teacher	

SAU Office

Credit Union Applications	4 years
Form C-2 Unemployment Wage Report	6 years
Medical Benefit Applications	1 year
Retirement Applications	1 year
Retirement Reports - Monthly	1 year
Professional Leave	Term of Employment
Substitute Teachers' Pay Slips	6 years
Time Cards	6 years
W-2 Forms	6 years
W-4 Withholding Exemption Certificate	6 years
941-E Quarterly Taxes	6 years
Applications (employed)	Term of Employment
Not Employed	3 years
Interview Documents	Permanent
Letters of Recommendation	Permanent
Transcripts	Permanent
Attendance Records	1 year
Requests for Leaves	
Leaves	
Civil Rights Forms	6 years
Evaluations	Term of Employment
Instructions for Substitutes	1 year
Loyalty Oaths	Term of Employment
Medical Examinations	1 year
Miscellaneous Correspondence	
for Personnel	4 years
Record of Leave	1 year
Reemployment	1 year
Letters of Assurance to Employees	
Staff Development Plan	Term of Individual's Plan
Substitute Lists	6 years
Teacher Record Cards	Term of Employment
Teacher Master Contracts	Length of Contract, one kept permanently
Termination Forms	6 years