

**NONINSTRUCTIONAL OPERATIONS**

Retention of District Records

In compliance with Idaho Code § 33-506, the Board of Trustees establishes the following guidelines to provide administrative direction pertaining to the retention and/or disposal of district records.

Method Of Destroying Official Records

The district’s official records, and any copy thereof that may be deemed to be confidential and/or not intended to be disseminated to the public, will be shredded before being disposed.

Suspending of Destroying Official Records

The district will immediately cease the destruction of all relevant records (even if destruction is authorized by an approved Retention Schedule) for the following reasons:

1. If the district receives a Freedom of Information Act (FOIA) request;
2. If the district believes that an investigation or litigation is imminent, or
3. If the district is notified that an investigation or litigation has commenced.

The Superintendent and Board Clerk are responsible for carrying out this policy.

If relevant records exist in electronic formats (such as email, digital images, word processed documents, databases, backup tapes, etc.) the district shall notify its information technology staff. Failure to cease the destruction of relevant records could result in penalties against the District.

District records shall be retained and/or disposed of as follows:

**DISTRICT RECORDS RETENTION SCHEDULE**

| <b>Retention Codes</b>   |  |
|--|--|
| <b>AC</b> —After closed, terminated, completed, expired, settled, or last date of contact<br><b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> ) | <b>LA</b> —Life of Asset<br><b>PM</b> —Permanent<br><b>US</b> —Until Superseded  |
| <b>RECORDS DESCRIPTION</b>   | <b>RETENTION PERIOD</b>  |
| <b>ADMINISTRATION</b> —ATTENDANCE--ANNUAL ATTENDANCE SUMMARIES BY BUILDING   | <b>PM</b>  |
| <b>ADMINISTRATION</b> —ATTENDANCE—Enrollment attendance data   | <b>3 yr</b>  |
| <b>ADMINISTRATION</b> —BALLOTS AND OATHS OF ELECTION—until canvassed and recorded in the minutes   | <b>Not less than 8 months following election</b>   |
| <b>ADMINISTRATION</b> —BALLOTS FOR BOND ELECTIONS  | <b>a. Not less than 60 days after bonds have been delivered to purchaser</b><br><b>b. Not less than 8 months following</b> |

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| RECORDS DESCRIPTION   | RETENTION PERIOD   |
|   | <b>bond election</b>   |
| <b>ADMINISTRATION—CONTRACTS AND LEASES</b>  | <b>AC +6 yr</b>  |
| <b>ADMINISTRATION—GENERAL CORRESPONDENCE</b>  | <b>3 yr</b>  |
| <b>ADMINISTRATION—DONATION/GIFT RECORDS</b>   | <b>PM</b>  |
| <b>ADMINISTRATION—BOARD MEETINGS—AGENDA AND MINUTES:</b> Official minutes and agenda of open meetings   | <b>PM</b>  |
| <b>ADMINISTRATION—BOARD MEETINGS—CLOSED:</b> Certified agendas or tape recordings of closed meetings  | <b>PM—Restricted Access</b>  |
| <b>ADMINISTRATION—ORGANIZATION CHARTS:</b> Any documentation that shows program accountability  | <b>PM</b>  |
| <b>ADMINISTRATION—EDUCATION PROGRAM REVIEW RECORDS</b>  | <b>AC+3 yr</b>   |
| <b>ADMINISTRATION—OFFICIAL STATE DEPARTMENT REPORTS</b>   | <b>PM</b>  |
| <b>ADMINISTRATION—SCHOOL CERTIFICATION REPORTS</b>  | <b>PM</b>  |
| <b>ANNUAL REPORTS</b>   | <b>PM</b>  |
| <b>APPEAL AND REVIEW RECORDS</b> —Records may include but are not limited to narrative history or description of appeal; minutes and testimony; exhibits; reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation.                             | <b>PM</b>  |
| <b>BOARD MEMBER RECORDS</b> —Series documents board activities and serves as a reference source for board members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, minutes, committee reports, budgets, financial statements, reports and other reference material. Records are often compiled in a notebook for each member. | <b>AC+3 yr</b><br>NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials. |
| <b>BOARD RECORDS</b> —Series documents the official proceedings of the board meetings. Records may include agendas; minutes; meeting notices; items for board action; contested case hearings schedules; committee reports; exhibits; and related correspondence and documentation. Records may also include audio recordings of meetings used to prepare summaries.                | <b>PM</b>  |
| <b>COMPUTER SYSTEMS-BACKUPS</b> —Backups on tape, disk, cd, dvd, etc.<br>CAUTION: Records stored in this format can be subpoenaed during litigation.  | <b>US or 1 year</b>  |
| <b>EQUIPMENT-HISTORY FILE</b> —Equipment service agreements, includes maintenance agreements, installation and repair logs, etc.  | <b>LA+3 yr</b>   |
| <b>EQUIPMENT MANUALS</b> —Instruction and operating manuals   | <b>LA</b>  |
| <b>EQUIPMENT WARRANTIES</b>   | <b>AC+1 yr</b>   |
| <b>FACILITIES OPERATIONS-APPRAISALS</b> —Building or property   | <b>3 yr</b>  |
| <b>FACILITIES OPERATIONS-BUILDINGS PLANS AND SPECIFICATIONS</b> —Includes architectural and engineering drawings, etc.  | <b>PM</b><br>For leased structures retain AC+2   |
| <b>FACILITIES OPERATIONS-BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES</b> —Building construction contracts, surety bonds and inspection records, Planning, design, construction records & all bids, etc.  | <b>LA</b>  |
| <b>FACILITY OPERATIONS—DAMAGE REPORTS; LOST AND</b>   | <b>FE+3 yr</b>   |

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| RECORDS DESCRIPTION  | RETENTION PERIOD  |
| STOLEN PROPERTY REPORTS  |   |
| <b>FACILITY OPERATIONS-PROPERTY DISPOSAL RECORDS</b> —<br>Documenting disposal of inventoried property   | <b>PM</b>   |
| <b>FACILITY OPERATIONS-PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS</b> —Property logs   | <b>US+3 yr</b>  |
| <b>FACILITY OPERATIONS-SECURITY ACCESS RECORDS</b> —<br>Documents the issuance of keys, identification cards, passes, passwords, etc.            | <b>AC+2 yr</b><br>AC=Until superseded, date of expiration or date of termination, whichever is sooner |
| <b>FACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTS</b>   | <b>PM</b>   |
| <b>FACILITY OPERATIONS-UTILITY USAGE REPORTS</b>   | <b>1 yr</b>   |
| <b>FACILITY OPERATIONS-VEHICLE OPERATION LOGS</b>  | <b>1 yr</b>   |
| <b>FISCAL-ACCOUNTS PAYABLE/RECEIVABLE LEDGERS</b>  | <b>FE+3 yr</b>  |
| <b>FISCAL-ANNUAL FINANCIAL REPORTS</b>   | <b>PM</b>   |
| <b>FISCAL-ANNUAL OPERATING BUDGETS</b>   | <b>FE+3 yr</b>  |
| <b>FISCAL-APPROPRIATION REQUESTS</b> —Includes any supporting documentation in the appropriation request   | <b>FE+3 yr</b>  |
| <b>FISCAL-FINAL AUDIT REPORTS</b>  | <b>PM</b>   |
| <b>FISCAL-BANK STATEMENTS</b>  | <b>FE+3 yr</b>  |
| <b>FISCAL-CANCELLED CHECKS</b> —Stubs/Warrants/Drafts  | <b>FE+3 yr</b>  |
| <b>FISCAL-CAPITAL ASSET RECORDS</b>  | <b>LA+3 yr</b>  |
| <b>FISCAL-CASH RECORDS</b> —Cash deposit slips; cash receipts log  | <b>FE+3 yr</b>  |
| <b>FISCAL-DEEDS AND EASEMENTS</b> —Proof of ownership and right-of-way on property   | <b>PM</b>   |
| <b>FISCAL-detail chart of accounts</b> —One for all accounts in use for a fiscal year  | <b>FE+3 yr</b>  |
| <b>FISCAL-EXPENDITURE JOURNAL OR REGISTER</b>  | <b>FE+3 yr</b>  |
| <b>FISCAL-EXPENDITURE VOUCHERS</b> —Travel, payroll, etc.  | <b>FE+3 yr</b>  |
| <b>FISCAL-EXTERNAL REPORTS</b> —Special purpose, i.e. federal financial reports, salary reports, etc.  | <b>FE+3 yr</b>  |
| <b>FISCAL-FEDERAL TAX RECORDS</b> —Includes FICA records   | <b>AC+4 yr</b><br>AC=Tax due date, date the claim is filed, or date tax is paid whichever is later    |
| <b>FISCAL-FEDERAL FUNDING RECORDS</b> —Title I; Chapter 2; Title VI-B  | <b>FE+5 yr</b><br>Or until all pending audits or reviews are completed                                |
| <b>FISCAL—FEDERAL—USDA</b>   | <b>AC+3 yr</b><br>AC=submission of final expenditure  |
| <b>FISCAL-GENERAL LEDGERS; GENERAL JOURNAL VOUCHERS</b>  | <b>FE+3 yr</b>  |

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| RECORDS DESCRIPTION  | RETENTION PERIOD  |
| <b>FISCAL-GRANTS</b> —State and Federal  | <b>AC+3 yr</b><br>AC=End of grant or satisfaction of all uniform administrative requirements for the grant<br>CAUTION: Retention requirements may vary depending on the specific federal funding agency |
| <b>FISCAL-INSURANCE CLAIM FILES</b>  | <b>AC+3 yr</b><br>AC=Resolution of claim  |
| <b>FISCAL-INSURANCE POLICIES</b> —all types  | <b>AC+5 yr</b><br>AC=expiration or termination of policy according to its terms   |
| <b>FISCAL-LONG-TERM LIABILITY RECORDS</b> —Bonds, etc  | <b>AC+4 yr</b><br>AC=retirement of debt   |
| <b>FISCAL-RECEIPTS JOURNAL OR REGISTER</b>   | <b>FE+3 yr</b>  |
| <b>FISCAL-RECONCILIATIONS</b>  | <b>FE+3 yr</b>  |
| <b>FISCAL-REIMBURSABLE ACTIVITIES</b> —Requests & approval for reimbursed expenses for travel, training, etc.  | <b>FE+3 yr</b>  |
| <b>FISCAL-RETURNED CHECKS</b> —Uncollectable warrants or drafts  | <b>AC+3 yr</b><br>AC=After deemed uncollectible   |
| <b>FISCAL-SIGNATURE AUTHORIZATIONS</b> —Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits | <b>US+FE+3 yr</b>   |
| <b>LEGAL-LITIGATION FILES--</b>  | <b>PM</b><br>CAUTION: May contain attorney-client privileged information  |
| <b>LEGAL-OPEN RECORDS REQUESTS</b> —documentation relating to approved or denied requests for records under Idaho Public Records Law                   | <b>PM</b>   |
| <b>LEGAL-OPINIONS AND ADVICE</b> —Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation    | <b>PM</b><br>CAUTION: May contain attorney-client privileged information  |
| <b>NEWS OR PRESS RELEASES</b>  | <b>PM</b>   |
| <b>PERSONNEL-ACCUMULATED LEAVE ADJUSTMENT REQUEST</b> —Used to create and adjust employee leave balances   | <b>FE+3 yr</b>  |
| <b>PERSONNEL-APPLICATIONS FOR EMPLOYMENT—HIRED</b> —Applications, etc required by employment advertisement   | <b>AC+5 yr</b><br>AC=Termination of employment  |
| <b>PERSONNEL-APPLICATIONS FOR EMPLOYMENT—NOT HIRED</b> —Applications, resumes, etc. required by employment advertisement                               | <b>AC+2 yr</b><br>AC=Date position is filled  |
| <b>PERSONNEL-BENEFIT PLANS</b>   | <b>US+1 yr</b>  |
| <b>PERSONNEL-COMPLAINT RECORDS</b> —Complaints received and records documenting their resolution   | <b>FE+3 yr</b><br>CAUTION: If a complaint becomes the subject of litigation, it is subject to a longer retention period   |

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| RECORDS DESCRIPTION  | RETENTION PERIOD   |
| <b>PERSONNEL-CORRECTIVE ACTION</b> —those actions which do not affect pay, status or tenure and are imposed to correct or improve job performance                  | <b>AC+3 yr</b><br>AC=Termination of corrective action.<br>CAUTION: If during the retention period these records are used to support personnel disciplinary action, the records should be retained according to Personnel Disciplinary Action series. |
| <b>PERSONNEL-DISCIPLINARY ACTION DOCUMENTATION</b> —those actions that affect pay or status. They include demotion, dismissal, etc.                                | <b>AC+3 yr</b><br>AC=termination of employment   |
| <b>PERSONNEL-EMPLOYEE STATEMENTS (Affidavits)</b> —for insurance, personnel or other uses for which Administration has sought such statements                      | <b>AC+3 yr</b><br>AC=Termination of employment   |
| <b>PERSONNEL-EMPLOYEE BENEFITS</b> —documents relating to selection of benefits other than insurance   | <b>US</b>  |
| <b>PERSONNEL-EMPLOYEE COUNSELING RECORDS</b> —Notes, etc. relating to job-specific counseling  | <b>AC+3 yr</b><br>AC=Termination of counseling   |
| <b>PERSONNEL-EMPLOYEE DEDUCTION AUTHORIZATIONS</b> —documents relating to all deductions of Pay  | <b>AC+3 yr</b><br>AC=After termination of employee or after amendment, expiration or termination of authorization, whichever is sooner.  |
| <b>PERSONNEL-EMPLOYEE EARNINGS RECORDS</b>   | <b>4 yr</b>  |
| <b>PERSONNEL-EMPLOYEE INSURANCE RECORDS</b> —District copy of selection records by employees of insurance offered by the District                                  | <b>US</b>  |
| <b>PERSONNEL-EMPLOYEE RECOGNITION RECORDS</b> —Awards, incentives, etc.  | <b>AC+3 yr</b><br>AC=Termination of employment   |
| <b>PERSONNEL-EMPLOYMENT ANNOUNCEMENT</b>   | <b>2 yr</b>  |
| <b>PERSONNEL-EMPLOYMENT CONTRACTS</b>  | <b>Original dates of hire +50 yr</b>   |
| <b>PERSONNEL-EMPLOYMENT ELIGIBILITY</b> —Documentation or verification of Federal report form INS I-9  | <b>AC+4 yr</b><br>AC=Termination of employment, with a minimum of 4 years  |
| <b>PERSONNEL-EMPLOYMENT SELECTION RECORDS</b> —all records that document the selection process: i.e. polygraph, physicals, interview notes, etc.                   | <b>2 yr</b><br>CAUTION: Does not include criminal history checks   |
| <b>PERSONNEL-FORMER EMPLOYEE VERIFICATION RECORDS</b> —minimum information includes name, social security number, exact dates of employment and last known address | <b>Original date of hire +50 yr</b>  |
| <b>PERSONNEL-GRIEVANCE RECORDS</b> —review of employee grievances against policies and working conditions, etc. Includes record of actions taken.                  | <b>AC+6 yr</b><br>AC=final decision on the grievance   |
| <b>PERSONNEL-HIRING PROCESS—CRIMINAL HISTORY CHECKS</b> —criminal history record information on job applications   | <b>AC+1 yr</b><br>AC=After hiring decision made  |
| <b>PERSONNEL-JOB PROCEDURE RECORD/JOB DESCRIPTION</b> —any document detailing duties of positions on position-by-position basis                                    | <b>US+3 yr</b>   |

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| RECORDS DESCRIPTION  | RETENTION PERIOD  |
| <b>PERSONNEL-LEAVE STATUS REPORT</b> —cumulative report for each pay cycle showing leave status  | <b>FE+3 yr</b>  |
| <b>PERSONNEL-LIABILITY RELEASE FORM</b> —statements of employees, patrons, etc. who have released the district from liability                    | <b>PM</b>   |
| <b>PERSONNEL-LICENSE AND DRIVING RECORD CHECK</b>  | <b>US</b>   |
| <b>PERSONNEL-OVERTIME AUTHORIZATION &amp; SCHEDULE</b>   | <b>2 yr</b>   |
| <b>PERSONNEL-PAYROLL-DIRECT DEPOSIT APPLICATION/AUTHORIZATION</b>  | <b>US</b>   |
| <b>PERSONNEL-PAYROLL-INCOME ADJUSTMENT AUTHORIZATION</b> ---used to adjust gross pay, FICA, retirement or compute taxes                          | <b>3 yr</b>   |
| <b>PERSONNEL-PERFORMANCE APPRAISAL</b>   | <b>2 yr</b>   |
| <b>PERSONNEL-PERSI ENROLLMENT FILE</b>   | <b>6 yr from filing date</b>  |
| <b>PERSONNEL-PERSI RECORD OF HOURS WORKED</b> —Irregular help, half-time or greater  | <b>Date of hire +50 yr</b>  |
| <b>PERSONNEL-PERSI TERMINATION RECORD</b>  | <b>6 yr</b>   |
| <b>PERSONNEL-PERSONNEL INFORMATION</b> —documents that officially change pay, titles, benefits, etc.   | <b>2 yr</b>   |
| <b>PERSONNEL-POLICY AND PROCEDURES MANUAL</b> —any manual, etc. that establishes standard employment procedures                                  | <b>PM</b>   |
| <b>PERSONNEL-RESUME-UNSOLICITED</b>  | <b>1 yr</b>   |
| <b>PERSONNEL-SICK LEAVE POOL DOCUMENTATION</b> —requests submitted, approvals, number of hours transferred in an out, etc.                       | <b>FE+3 yr</b>  |
| <b>PERSONNEL-TIME CARD AND TIME SHEET</b>  | <b>3 yr</b>   |
| <b>PERSONNEL-TIME OFF AND/OR SICK LEAVE REQUEST</b>  | <b>FE+3 yr</b>  |
| <b>PERSONNEL-TRAINING AND EDUCATIONAL ACHIEVEMENT RECORD-INDIVIDUAL</b> —records documenting training, testing or continued education            | <b>AC+3 yr</b><br>AC=Termination of employment  |
| <b>PERSONNEL-UNEMPLOYMENT CLAIM RECORD</b>   | <b>3 yr</b>   |
| <b>PERSONNEL-UNEMPLOYMENT COMPENSATION RECORDS</b>   | <b>AC+3 yr</b>  |
| <b>PERSONNEL-W-2 &amp; W-4 FORMS</b>   | <b>5 yr from date of termination</b>  |
| <b>PERSONNEL—WORKER’S COMPENSATION POLICIES</b>  | <b>AC+10 yr</b><br>AC=expiration of policy  |
| <b>PROCUREMENT-PERFORMANCE BOND</b> —bonds posted by individuals or entities under contract with District  | <b>PM</b>   |
| <b>PROCUREMENT-PURCHASING LOG</b> —Log, etc. providing a record of purchase orders issued, orders received, etc.                                 | <b>FE+3 yr</b>  |
| <b>PROCUREMENT-BID DOCUMENTATION</b> —includes bid requisition/authorizations, invitation to bid, bid specifications and evaluations             | <b>FE+3 yr</b><br><b>CAUTION:</b> If a formal written contract is the result of a bid, etc., the bid and its supporting documentation must be retained for the same period as the contract. |

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| RECORDS DESCRIPTION   | RETENTION PERIOD   |
| <b>RECORDS MANAGEMENT</b> —RECORDS RETENTION SCHEDULE; DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS  | <b>PM</b>  |
| <b>SAFETY-ACCIDENT REPORTS</b>  | <b>8 yrs*</b><br>For Minors, 8 yrs after minor reaches age of 18   |
| <b>SAFETY-DISASTER PREPAREDNESS AND RECOVERY PLANS</b>  | <b>PM</b>  |
| <b>SAFETY-EVACUATION PLANS</b>  | <b>PM</b>  |
| <b>SAFETY-FIRE ORDERS</b> —issued by fire marshal to correct deficiencies in compliance with the fire code  | <b>AC+3 yr</b><br>AC=deficiency corrected  |
| <b>SAFETY-HAZARDOUS MATERIALS DISPOSAL RECORDS</b> —<br>Material safety data sheets must be kept for those chemicals currently in use that are affected by the Hazard Communication Standard in accordance with 29 CFR § 1910.1200(g).                                      | <b>PM</b>  |
| <b>SAFETY-INCIDENT REPORTS</b> —Reports concerning incidents which, upon investigation, were of a non-criminal nature   | <b>3 yr (or 30 yr*)</b><br>*Exposure records require 30 year retention per 29 CFR § 1910.1020(d)(ii)(B)Footnote(1) |
| <b>SAFETY-INSPECTION RECORDS</b> —Fire, safety, and other inspection records of facilities and equipment  | <b>AC+3 yr</b><br>AC=Date of the correction of the deficiency, if the inspection report reveals a deficiency.      |
| <b>SAFETY-MATERIAL DATA SAFETY SHEETS</b>   | <b>30 yrs after the end of use of the substance</b>  |
| <b>SAFETY-WORKPLACE CHEMICAL LISTS</b>  | <b>30 yr</b>   |
| <b>STUDENTS</b> —EDUCATION RECORDS—Student’s name, birth date, last address, dates of attendance, graduation date and grades earned   | <b>PM</b>  |
| <b>STUDENTS</b> —SPECIAL EDUCATION RECORDS—educational records, including eligibility documentation and IEPs  | <b>FE+5 yr</b>   |
| <b>VEHICLE-INSPECTION, REPAIR AND MAINTENANCE RECORDS</b>   | <b>LA+1 yr</b>   |
| <b>VEHICLE-TITLE AND REGISTRATION</b>   | <b>1 yr</b>  |
| <b>VOLUNTEER RECORDS</b> —records may include recruitment and selection records, volunteer personnel and intern personnel information forms, intern agreements, volunteer and intern time records, emergency notification forms, insurance documentation and correspondence | <b>AC+3 yr</b><br>AC=End of term of volunteer or intern  |
| <b>WEBSITE/WEB PAGES</b> —INTERNET/INTRANET—system development documentation for initial setup; subsequent changes and content of pages   | <b>PM</b>  |

In the event that district records do not correspond to any of the above listed categories, the Superintendent will determine the period of retention for a particular record.

Legal References: I.C. § 33-701(8) Fiscal Year—Payment and accounting of funds  
 I.C. § 33-407 Return of canvass of elections  
 I.C. § 33-508 Duties of Clerk

SDE Administrator's Handbook 1.43  
Federal Regulation  
Idaho Records Management Guide, November, 2004

Policy History:

Adopted on: 7/15/09

Revised on: