

**POLICY TITLE: Retention of District Records**

**POLICY NO:**

**872.00**

**Minidoka County Joint School District # 331**

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The Board of Trustees establishes the following guidelines to provide administrative direction pertaining to the retention and/or disposal of district records.

### **Retention of District Records**

In compliance with Idaho Code, the Board of Trustees establishes the following guidelines to provide administrative direction pertaining to the retention and/or disposal of District records. This schedule likewise identifies the anticipated physical location of where such records may be kept or maintained by the District, in addition to the possible document retention of all categories of records on the school's servers and computer systems.

The District's Public Records ~~Coordinator~~ Custodian(s), in conjunction with the Superintendent, Board Clerk, or designee, is responsible for the maintenance, safeguarding and destruction of the District's records. Performance of such duties shall be in cooperation with the District's Business Office, Directors of Maintenance and Transportation, Technology Coordinator, the Principals at the school's buildings and other administrative personnel employed by the District. However, each school employee is likewise responsible for having knowledge of this policy and the requirement to safeguard the District's records, electronic or otherwise, consistent with the chart below.

The District's Public Records ~~Coordinator~~ Custodian(s) shall work in conjunction with the District's Technology department to assure that the school's staff is aware of the routine destruction of electronic District records, including emails, such that they are able to assure that the District's public records are retained consistent with this schedule, regardless of whether they are maintained in a hard copy or an electronic copy. In such a process, the District's employees need to retain District records included on the schedule below, particularly student educational records, personnel records, and investigative records, in a format that is not part of the District's routine electronic records destruction and/or notify the technology personnel of the District that a particular document is not to be destroyed as part of the routine destruction of electronic records.

Unless otherwise prohibited by applicable law, all District records may be maintained electronically and/or in hard physical copy.

### **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.

### **Destruction of Electronic Mail/e-mail**

The District will store electronic mail/e-mails for a maximum period of \_\_\_\_\_. All email will be automatically deleted from the District's system at the end of this retention period. It is the responsibility of every district employee to assure that District documents that need to be retained for a longer period of time due to federal law, State law, or the provisions of this policy are retained accordingly and in a different format than electronic mail. An employee's failure to retain District documents accordingly could serve as a basis for discipline, up to and including possible termination.

**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 Public Records Custodian\(s\) and Superintendent 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 [Administrative personnel shall notify its information technology staff to cease the destruction of records relating to the subject matter of the suit/potential suit or investigation. Failure to cease the destruction of relevant records could result in penalties against the District.](#)  
[shall notify its information technology staff.](#)

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

**DISTRICT RECORDS RETENTION SCHEDULE**

<b><u>RECORDS DESCRIPTION</u></b>	<b><u>RETENTION PERIOD</u></b>
ADMINISTRATION – ATTENDANCE—ANNUAL ATTENDANCE SUMMARIES BY BUILDING	Permanent
ADMINISTRATION – ATTENDANCE – Enrollment attendance data	3 years
ADMINISTRATION – BALLOTS AND OATHS OF ELECTION – until canvassed and recorded in the minutes	Not less than 8 months following election
ADMINISTRATION – BALLOTS FOR BOND ELECTIONS	a.) Not less than 60 days after bonds have been delivered to purchaser b.) Not less than 8 months following bond election
ADMINISTRATION – CONTRACTS AND LEASES	6 years after expired
ADMINISTRATION – GENERAL CORRESPONDENCE	3 years
ADMINISTRATION – DONATION/GIFT RECORDS	Permanent
ADMINISTRATION – BOARD MEETINGS – AGENDA AND MINUTES: Official minutes and agenda of open meetings	Permanent
ADMINISTRATION – BOARD MEETINGS – CLOSED: Certified agendas or tape recordings of closed meetings	Permanent – restricted access
<a href="#">ADMINISTRATION – ORGANIZATION CHARTS:</a> <a href="#">Any documentation that shows program accountability</a>	<a href="#">PM</a>
ADMINISTRATION – EDUCATION PROGRAM REVIEW RECORDS	3 years after expired
ADMINISTRATION – OFFICIAL STATE DEPARTMENT REPORTS	Permanent
ADMINISTRATION – SCHOOL CERTIFICATION REPORTS	Permanent
ANNUAL REPORTS	Permanent

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<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>Permanent</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.	<u>After Closed +3 yr</u> <u>NOTE: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.</u>
<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; budgets; exhibits; and related correspondence and documentation. Records may also include audio recordings of meetings used to prepare summaries	<b>Permanent</b>
<b>COMPUTER SYSTEMS-BACKUPS</b> —Backups on tape, disk, CD, DVD, etc. <u>CAUTION: Records stored in this format can be subpoenaed during litigation.</u>	<u>Until Superseded or 1 year</u>
<b>EQUIPMENT – HISTORY FILE</b> – Equipment service agreements, includes maintenance agreements, installation and repair logs, etc	<b>Life of asset + 3 years</b>
<b>EQUIPMENT MANUALS</b> – Instruction and operating manuals	<b>Life of asset</b>
<b>EQUIPMENT WARRANTIES</b>	<b>Terminated + 1 year</b>
<b>FACILITIES OPERATIONS – APPRAISALS</b> – Building or property	<b>3 years</b>
<b>FACILITIES OPERATIONS – BUILDING PLANS AND SPECIFICATIONS</b> – Includes architectural and engineering drawings, etc	<b>Permanent</b> For leased structures retain 2 years after completion
<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>Life of asset</b>
<b>FACILITY OPERATIONS – DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTS</b>	<b>Fiscal year end + 3 years</b>
<b>FACILITY OPERATIONS –PROPERTY DISPOSAL RECORDS</b> – Documenting disposal of inventoried property	<b>Permanent</b>
<b>FACILITY OPERATIONS – PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS</b> – Property logs	<b>Until suspended + 3 years</b>
<b>FACILITY OPERATIONS – SECURITY ACCESS RECORDS</b> – Documents the issuance of keys, identification cards, passes, passwords, etc.	<b>Until superseded, date of expiration or date of termination, whichever is sooner + 2 years</b>
<b>FACILITY OPERATIONS – SURPLUS PROPERTY SALE REPORTS</b>	<b>Permanent</b>
<b>FACILITY OPERATIONS – UTILITY USAGE REPORTS</b>	<b>1 year</b>
<b>FACILITY OPERATIONS – VEHICLE OPERATION LOGS</b>	<b>1 year</b>
<b>FISCAL – ACCOUNTS PAYABLE/RECEIVABLE LEDGERS</b>	<b>Fiscal year end + 3 years</b>
<b>FISCAL -ANNUAL FINANCIAL REPORTS</b>	<b>Permanent</b>
<b>FISCAL – ANNUAL OPERATING BUDGETS</b>	<b>Fiscal year end + 3 years</b>
<b>FISCAL – APPROPRIATION REQUESTS</b> – Includes any supporting documentation in the appropriation request	<b>Fiscal year end + 3 years</b>

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<b>FISCAL – FINAL AUDIT REPORTS</b>	<b>Permanent</b>
<b>FISCAL – BANK STATEMENTS</b>	<b>Fiscal year end + 3 years</b>
<b>FISCAL – CANCELLED CHECKS – Stubs/Warrants/Drafts</b>	<b>Fiscal year end + 3 years</b>
<b>FISCAL - CAPITAL ASSET RECORDS</b>	<b>Life of asset + 3 years</b>
<b>FISCAL - CASH RECORDS – Cash deposit slips; cash receipts log</b>	<b>Fiscal year end + 3 years</b>
<b>FISCAL – DEEDS AND EASEMENTS – Proof of ownership and right-of-way on property</b>	<b>Permanent</b>
<b>FISCAL – DETAIL CHART OF ACCOUNTS – One for all accounts in use for a fiscal year</b>	<b>Fiscal year end + 3 years</b>
<b>FISCAL – EXPENDITURE JOURNAL OR REGISTER</b>	<b>Fiscal year end + 3 years</b>
<b>FISCAL – EXPENDITURE VOUCHERS – Travel, payroll, etc.</b>	<b>Fiscal year end + 3 years</b>
<b>FISCAL – EXTERNAL REPORTS – Special purpose, i.e. federal financial reports, salary reports, etc.</b>	<b>Fiscal year end + 3 years</b>
<b>FISCAL – FEDERAL TAX RECORDS – Includes FICA</b>	<b>Tax due date, date the claim is filed, or date tax is paid whichever is later + 4 years</b>
<b>FISCAL – FEDERAL FUNDING RECORDS – Title I; Chapter 2; Title VIB</b>	<b>Fiscal year end + 5 years or until pending audits or reviews are completed</b>
<b>FISCAL – FEDERAL – USDA</b>	<b>Submission of final expenditure + 3 years</b>
<b>FISCAL – GENERAL LEDGERS; GENERAL JOURNAL VOUCHERS</b>	<b>Fiscal year end + 3 years</b>
<b>FISCAL – INSURANCE CLAIM FILES</b>	<b>Resolution of claim + 3 years</b>
<b>FISCAL – INSURANCE POLICIES – all types</b>	<b>Expiration or termination of policy according to its terms + 5 years</b>
<b>FISCAL – LONG-TERM LIABILITY RECORDS – Bonds, etc</b>	<b>Retirement of debt + 4 years</b>
<b>FISCAL – RECEIPTS JOURNAL OR REGISTER</b>	<b>Fiscal Year End + 3 years</b>
<b>FISCAL – RECONCILIATIONS</b>	<b>Fiscal Year End + 3 years</b>
<b>FISCAL – REIMBURSABLE ACTIVITIES – Requests &amp; approval for reimbursed expenses for travel, training, etc</b>	<b>Fiscal Year End + 3 years</b>
<b>FISCAL – RETURNED CHECKS – Uncollected warrants or drafts</b>	<b>After deemed uncollectable + 3 years</b>
<b>FISCAL – SIGNATURE AUTHORIZATIONS – Records authorizing an employee to initiate financial transactions for agency. Also spending authority limits</b>	<b>Until Suspended + Fiscal Year End + 3 Years</b>
<b>LEGAL – LITIGATION FILES - CAUTION: May contain attorney-client privileged information</b>	<b>Permanent</b>
<b>LEGAL – OPEN RECORDS REQUESTS – documentation relating to approved or denied requests for records under Idaho Public Records Law</b>	<b>Permanent</b>
<b>LEGAL – OPINIONS AND ADVICE – Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation CAUTION: May contain attorney-client privileges information</b>	<b>Permanent</b>
<b><u>NEWS OR PRESS RELEASES</u></b>	<b><u>Permanent</u></b>
<b>PERSONNEL – ACCUMULATED LEAVE ADJUSTMENT REQUEST – Used to create and adjust employee leave balances</b>	<b>Fiscal year end + <del>3</del>5 years</b>

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PERSONNEL – APPLICATIONS FOR EMPLOYMENT – HIRED – Applications etc. required by employment advertisement	Termination of employment + 5 years
PERSONNEL – APPLICATIONS FOR EMPLOYMENT – NOT HIRED – Applications, resumes, etc. required by employment advertisement	Date position is filled + 2-3 years
PERSONNEL – BENEFIT PLANS	Until superseded + 1-5 year
PERSONNEL – COMPLAINT RECORDS – Complaints received and rewards documenting their resolution CAUTION: If a complaint becomes the subject of litigation, it is subject to a longer retention period	Fiscal year end + 3 years
PERSONNEL – CORRECTIVE ACTION – those actions which do not affect pay, status or tenure and are imposed to correct and improve job performance	Termination of corrective action + 3 years Permanent
PERSONNEL – DISCIPLINARY ACTION DOCUMENTATION – those actions that affect pay or status. They include demotion, dismissal, etc	Termination of employment + 3 years Permanent
PERSONNEL – EMPLOYEE STATEMENTS (Affidavits) – for insurance, personnel or other uses for which Administration has sought such statements	Termination of employment + 3 years Permanent
PERSONNEL – EMPLOYEE BENEFITS – documents relating to selection of benefits other than insurance	Until superseded + 5 years
PERSONNEL –EMPLOYEE COUNSELING RECORDS – Notes, etc relating to job-specific counseling	Termination of counseling + 3 years Permanent
PERSONNEL – EMPLOYEE DEDUCTION AUTHORIZATIONS – documents relating to all deductions of Pay	After termination of or after amendment, expiration or termination of authorization, whichever is sooner + 3 years
PERSONNEL – EMPLOYEE EARNINGS RECORDS	4 years Permanent
PERSONNEL – EMPLOYEE INSURANCE RECORDS – District copy of selection records by employees of insurance offered by the District	Until superseded + 5 years
PERSONNEL – EMPLOYEE RECOGNITION RECORDS – Awards, incentives, etc.	Termination of employment + 3 years Permanent
PERSONNEL – EMPLOYMENT ANNOUNCEMENT	2 years
PERSONNEL – EMPLOYMENT CONTRACTS	Original dates of hire + 75-50 years
PERSONNEL – EMPLOYMENT ELIGIBILITY – Documentation or verification of Federal report form INS I-9	Termination of employment, with a minimum of 4 years + 4 years 3 years after employee start date or 1 year after termination date, whichever is greater
PERSONNEL – EMPLOYMENT SELECTION RECORDS – all records that document the selection process: i.e. polygraph, physicals, interview notes, etc. Caution: Does not include criminal history checks	2 years
PERSONNEL – FORMER EMPLOYEE VERIFICATION RECORDS – minimum information includes name, social security number, exact dates of employment and last known address	Original date of hire + 75 years Permanent
PERSONNEL – GRIEVANCE RECORDS – review of employee grievances against policies and working conditions, etc. Includes record of actions taken	Final decision on the grievance + 6 years Permanent
PERSONNEL – HIRING PROCESS – CRIMINAL HISTORY CHECKS – criminal history record information	Termination of employment + 75 years Permanent
PERSONNEL – JOB PROCEDURE RECORD/JOB DESCRIPTION – any document detailing duties of positions on position-by-position basis	Until superseded + 3-8 years
PERSONNEL – LEAVE STATUS REPORT – cumulative report for each pay cycle showing leave status	Fiscal year end + 3 years

Commented [t1]: Andrea's correction – Compliance with ADA

Commented [t2]: Andrea's correction – USCIS retaining Form I-9 directions

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PERSONNEL – LIABILITY RELEASE FORM – statements of employees, patrons, etc. who have released the district from liability	Permanent
PERSONNEL – LICENSE AND DRIVING RECORD CHECK	<del>Until superseded</del> Permanent
PERSONNEL – OVERTIME AUTHORIZATION & SCHEDULE	<del>2</del> 5 years
PERSONNEL – PAYROLL – DIRECT DEPOSIT APPLICATION/AUTHORIZATION	Until superseded + 3 years
PERSONNEL – PAYROLL – INCOME ADJUSTMENT AUTHORIZATION – used to adjust gross pay, FICA, retirement or compute taxes	Until superseded + 3 years
PERSONNEL – PERFORMANCE EVALUATION	<del>Original date of hire + 75 years</del> Permanent
PERSONNEL – PERSI ENROLLMENT FILE	<del>6 years from filing date</del> Permanent
PERSONNEL – PERSI RECORD OF HOURS WORKED – Irregular help, half-time or greater	Date of hire + <del>75</del> 50 years
PERSONNEL – PERSI TERMINATION RECORD	<del>6 years</del> Permanent
PERSONNEL – PERSONNEL INFORMATION – documents that officially change pay, titles, benefits, etc.	<del>2 years</del> Permanent
PERSONNEL – POLICY AND PROCEDURES MANUAL – any manual, etc. that establishes standard employment procedures	Permanent
PERSONNEL – RESUME – UNSOLICITED	1 Year
PERSONNEL – SICK LEAVE POOL DOCUMENTATION – requests submitted, approvals, number of hours transferred in and out, etc.	<del>Fiscal year End</del> Life of Asset + 3 years
PERSONNEL – TIME CARD AND TIME SHEET	<del>3 years</del> Permanent
PERSONNEL – TIME OFF AND/OR SICK LEAVE REQUEST	Fiscal year end + 3 years
PERSONNEL – TRAINING AND EDUCATIONAL ACHIEVEMENT RECORD – INDIVIDUAL – records documenting training, testing or continued education	<del>Termination of employment + 3 years</del> Permanent
PERSONNEL – UNEMPLOYMENT CLAIM RECORD	<del>Termination of employment + 3 Years</del> years
PERSONNEL – UNEMPLOYMENT COMPENSATION RECORDS	Termination of employment + 3 years
PERSONNEL – W-2 & W-4 FORMS	Termination of employment + 5 years
PERSONNEL – WORKER’S COMPENSATION POLICIES	Expiration of policy + 10 years
PROCUREMENT – PERFORMANCE BOND – bonds posted by individuals or entities under contract with District	Permanent
PROCUREMENT – PURCHASING LOG – Log, etc. providing a record of purchase orders issued, orders received, etc.	Fiscal year end + 3 years
PROCUREMENT – BID DOCUMENTATION – includes bid requisition/authorizations, invitation to bid, bid specifications and evaluations CAUTION: 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	Fiscal year end + 3 years
RECORDS MANAGEMENT – RECORDS RETENTION SCHEDULE: DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS	Permanent

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<del>SAFETY – ACCIDENT REPORTS</del>	<del>8 years – for minors – 8 years after minor reaches age of 18</del>
<del>SAFETY – DISASTER PREPAREDNESS AND RECOVERY PLANS</del>	<del>Permanent</del>
<del>SAFETY – EVACUATION PLANS</del>	<del>Permanent</del>
<del>SAFETY – FIRE ORDERS – issued by fire marshal to correct deficiencies in compliance with fire code</del>	<del>After deficiency corrected + 3 years</del>
<del>SAFETY – HAZARDOUS MATERIALS DISPOSAL RECORDS – 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)</del>	<del>Permanent</del>
<del>SAFETY – INCIDENT REPORTS – Reports concerning incidents which, upon investigation, were of a no-criminal nature</del>	<del>3 years - exposure records require 30 year retention per CFR § 1910.1020(d)(ii)(B) footnote (1)</del>
<del>SAFETY – INSPECTION REPORTS – Fire, safety, and other inspection records of facilities and equipment</del>	<del>Date of the correction of the deficiency, if the inspection report reveals a deficiency + 3 years</del>
<del>SAFETY – MATERIAL DATA SAFETY SHEETS/WORKPLACE CHEMICAL LISTS</del>	<del>30 yrs after the end of use of the substance Until superseded or product no longer used</del>
<del>STUDENTS – EDUCATION RECORDS – Student’s name, birth date, last address, dates of attendance, graduation date and grades earned</del>	<del>Permanent</del>
<del>STUDENTS – SPECIAL EDUCATION RECORDS – educational records, including eligibility, documentation and IEPs</del>	<del>Disenrollment from the district + 5 years Fiscal year end + 6 years</del>
<del>STUDENTS-MEDICAID RECORDS-claims, reimbursements, and supporting documentation</del>	<del>Date of billing + 6 years</del>
<del>VEHICLE – INSPECTION, REPAIR AND MAINTENANCE RECORDS</del>	<del>Life of asset + 1 year</del>
<del>VEHICLE – TITLE AND REGISTRATION</del>	<del>1 year</del>
<del>VOLUNTEER RECORDS – 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</del>	<del>End of term of volunteer or intern + 3 years</del>
<del>WEBSITE/WEB PAGES INFORMATION TECHNOLOGY – INTERNET/INTRANET/COMPUTER SYSTEMS – system development documentation for initial setup; subsequent changes and content of pages. Backups on tape, disk, cd, dvd, etc.</del>	<del>1 year Permanent</del>

Commented [t3]: Jenn Webb’s correction – Medicaid billing guidelines

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 REFERENCE:** ~~Idaho Code § 33-701 (8) – Fiscal year – Payment and accounting of funds~~  
~~Idaho Code § 33-407 – Return of canvass of elections~~  
~~Idaho Code § 33-508 – Duties of Clerk, SDE~~  
~~Administrator’s Handbook~~  
~~1.43, Idaho Records~~  
~~Management Guide (April~~  
~~2008), Paperwork Reduction~~  
~~Act of 1980~~

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**Idaho Code § 33-1210**

**Legal References: I.C. § 33-407 Return of Canvass of Elections**

**I.C. § 33-508 Duties of Clerk**

**I.C. § 33-701(8) Fiscal Year—Payment and Accounting of Funds**

**I.C. § 56-209h Administrative Remedies**

**I.C. § 67-4131 Records Management Services—Rules,  
Guidelines, Procedures**

**I.C. § 74-101 Definitions**

**I.C. § 74-119 Agency Guidelines**

**SDE Idaho Special Education Manual Revised 2009, Chapter 11,  
Section E**

**SDE Administrator's Handbook 1.43**

**Federal Regulation**

**Idaho Records Management Guide, August, 2013**

**ADOPTED: November 16, 2009**

**AMENDED/REVISED: December 19, 2011, March 19, 2012; June 19, 2017**