

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, 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 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.

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

**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.

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.

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

<b>ADMINISTRATION – ATTENDANCE—ANNUAL ATTENDANCE SUMMARIES BY BUILDING</b>	<b>Permanent</b>
<b>ADMINISTRATION – ATTENDANCE – Enrollment attendance data</b>	<b>3 years</b>
<b>ADMINISTRATION – BALLOTS AND OATHS OF ELECTION – until</b>	<b>Not less than 8 months following</b>

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canvassed and recorded in the minutes	<b>election</b>
<b>ADMINISTRATION – BALLOTS FOR BOND ELECTIONS</b>	<b>a.) Not less than 60 days after bonds have been delivered to purchaser b.) Not less than 8 months following bond election</b>
<b>ADMINISTRATION – CONTRACTS AND LEASES</b>	<b>6 years after expired</b>
<b>ADMINISTRATION – GENERAL CORRESPONDENCE</b>	<b>3 years</b>
<b>ADMINISTRATION – DONATION/GIFT RECORDS</b>	<b>Permanent</b>
<b>ADMINISTRATION – BOARD MEETINGS – AGENDA AND MINUTES:</b> Official minutes and agenda of open meetings	<b>Permanent</b>
<b>ADMINISTRATION – BOARD MEETINGS – CLOSED:</b> Certified agendas or tape recordings of closed meetings	<b>Permanent – restricted access</b>
<b>ADMINISTRATION – EDUCATION PROGRAM REVIEW RECORDS</b>	<b>3 years after expired</b>
<b>ADMINISTRATION – OFFICIAL STATE DEPARTMENT REPORTS</b>	<b>Permanent</b>
<b>ADMINISTRATION – SCHOOL CERTIFICATION REPORTS</b>	<b>Permanent</b>
<b>ANNUAL REPORTS</b>	<b>Permanent</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>Permanent</b>
<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>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 – Includes any supporting documentation in the appropriation request</b>	<b>Fiscal year end + 3 years</b>
<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>

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<b>LEGAL – LITIGATION FILES - CAUTION:</b> May contain attorney-client privileged information	<b>Permanent</b>
<b>LEGAL – OPEN RECORDS REQUESTS –</b> documentation relating to approved or denied requests for records under Idaho Public Records Law	<b>Permanent</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>CAUTION:</b> May contain attorney-client privileges information	<b>Permanent</b>
<b>PERSONNEL – ACCUMULATED LEAVE ADJUSTMENT REQUEST –</b> Used to create and adjust employee leave balances	<b>Fiscal year end + 3 years</b>
<b>PERSONNEL – APPLICATIONS FOR EMPLOYMENT – HIRED –</b> Applications etc. required by employment advertisement	<b>Termination of employment + 5 years</b>
<b>PERSONNEL – APPLICATIONS FOR EMPLOYMENT – NOT HIRED –</b> Applications, resumes, etc. required by employment advertisement	<b>Date position is filled + 2 years</b>
<b>PERSONNEL – BENEFIT PLANS</b>	<b>Until superseded + 1 year</b>
<b>PERSONNEL – COMPLAINT RECORDS –</b> Complaints received and rewards documenting their resolution <b>CAUTION:</b> If a complaint becomes the subject of litigation, it is subject to a longer retention period	<b>Fiscal year end + 3 years</b>
<b>PERSONNEL – CORRECTIVE ACTION –</b> those actions which do not affect pay, status or tenure and are imposed to correct and improve job performance	<b>Termination of corrective action + 3 years</b>
<b>PERSONNEL – DISCIPLINARY ACTION DOCUMENTATION –</b> those actions that affect pay or status. They include demotion, dismissal, etc	<b>Termination of employment + 3 years</b>
<b>PERSONNEL – EMPLOYEE STATEMENTS (Affidavits) –</b> for insurance, personnel or other uses for which Administration has sought such statements	<b>Termination of employment + 3 years</b>
<b>PERSONNEL – EMPLOYEE BENEFITS –</b> documents relating to selection of benefits other than insurance	<b>Until superseded</b>
<b>PERSONNEL -EMPLOYEE COUNSELING RECORDS –</b> Notes, etc relating to job-specific counseling	<b>Termination of counseling + 3 years</b>
<b>PERSONNEL – EMPLOYEE DEDUCTION AUTHORIZATIONS –</b> documents relating to all deductions of Pay	<b>After termination of or after amendment, expiration or termination of authorization, whichever is sooner + 3 years</b>
<b>PERSONNEL – EMPLOYEE EARNINGS RECORDS</b>	<b>4 years</b>
<b>PERSONNEL – EMPLOYEE INSURANCE RECORDS –</b> District copy of selection records by employees of insurance offered by the District	<b>Until superseded</b>
<b>PERSONNEL – EMPLOYEE RECOGNITION RECORDS –</b> Awards, incentives, etc.	<b>Termination of employment + 3 years</b>
<b>PERSONNEL – EMPLOYMENT ANNOUNCEMENT</b>	<b>2 years</b>
<b>PERSONNEL – EMPLOYMENT CONTRACTS</b>	<b>Original dates of hire + 75 years</b>
<b>PERSONNEL – EMPLOYMENT ELIGIBILITY –</b> Documentation or verification of Federal report form INS I-9	<b>Termination of employment, with a minimum of 4 years + 4 years</b>
<b>PERSONNEL – EMPLOYMENT SELECTION RECORDS –</b> all records that document the selection process: i.e. polygraph, physicals, interview notes, etc. <b>Caution:</b> Does not include criminal history checks	<b>2 years</b>
<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 + 75 years</b>
<b>PERSONNEL – GRIEVANCE RECORDS –</b> review of employee grievances against policies and working conditions, etc. Includes record of actions taken	<b>Final decision on the grievance + 6 years</b>

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<b>PERSONNEL – HIRING PROCESS – CRIMINAL HISTORY CHECKS</b> – criminal history record information	<b>Termination of employment + 75 years</b>
<b>PERSONNEL – JOB PROCEDURE RECORD/JOB DESCRIPTION</b> – any document detailing duties of positions on position-by-position basis	<b>Until superseded + 3 years</b>
<b>PERSONNEL – LEAVE STATUS REPORT</b> – cumulative report for each pay cycle showing leave status	<b>Fiscal year end + 3 years</b>
<b>PERSONNEL – LIABILITY RELEASE FORM</b> – statements of employees, patrons, etc. who have released the district from liability	<b>Permanent</b>
<b>PERSONNEL – LICENSE AND DRIVING RECORD CHECK</b>	<b>Until superseded</b>
<b>PERSONNEL – OVERTIME AUTHORIZATION &amp; SCHEDULE</b>	<b>2 years</b>
<b>PERSONNEL – PAYROLL – DIRECT DEPOSIT APPLICATION/AUTHORIZATION</b>	<b>Until superseded</b>
<b>PERSONNEL – PAYROLL – INCOME ADJUSTMENT AUTHORIZATION</b> – used to adjust gross pay, FICA, retirement or compute taxes	<b>3 years</b>
<b>PERSONNEL – PERFORMANCE EVALUATION</b>	<b>Original date of hire + 75 years</b>
<b>PERSONNEL – PERSI ENROLLMENT FILE</b>	<b>6 years from filing date</b>
<b>PERSONNEL – PERSI RECORD OF HOURS WORKED</b> – Irregular help, half-time or greater	<b>Date of hire + 75 years</b>
<b>PERSONNEL – PERSI TERMINATION RECORD</b>	<b>6 years</b>
<b>PERSONNEL – PERSONNEL INFORMATION</b> – documents that officially change pay, titles, benefits, etc.	<b>2 years</b>
<b>PERSONNEL – POLICY AND PROCEDURES MANUAL</b> – any manual, etc. that establishes standard employment procedures	<b>Permanent</b>
<b>PERSONNEL – RESUME – UNSOLICITED</b>	<b>1 Year</b>
<b>PERSONNEL – SICK LEAVE POOL DOCUMENTATION</b> – requests submitted, approvals, number of hours transferred in and out, etc.	<b>Fiscal year End + 3 years</b>
<b>PERSONNEL – TIME CARD AND TIME SHEET</b>	<b>3 years</b>
<b>PERSONNEL – TIME OFF AND/OR SICK LEAVE REQUEST</b>	<b>Fiscal year end + 3 years</b>
<b>PERSONNEL – TRAINING AND EDUCATIONAL ACHIEVEMENT RECORD – INDIVIDUAL</b> – records documenting training, testing or continued education	<b>Termination of employment + 3 years</b>
<b>PERSONNEL – UNEMPLOYMENT CLAIM RECORD</b>	<b>3 Years</b>
<b>PERSONNEL – UNEMPLOYMENT COMPENSATION RECORDS</b>	<b>Termination of employment + 3 years</b>
<b>PERSONNEL – W-2 &amp; W-4 FORMS</b>	<b>Termination of employment + 5 years</b>
<b>PERSONNEL – WORKER’S COMPENSATION POLICIES</b>	<b>Expiration of policy + 10 years</b>
<b>PROCUREMENT – PERFORMANCE BOND</b> – bonds posted by individuals or entities under contract with District	<b>Permanent</b>
<b>PROCUREMENT – PURCHASING LOG</b> – Log, etc. providing a record of purchase orders issued, orders received, etc.	<b>Fiscal year end + 3 years</b>
<b>PROCUREMENT – BID DOCUMENTATION</b> – 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	<b>Fiscal year end + 3 years</b>

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contract	
<b>RECORDS MANAGEMENT – RECORDS RETENTION SCHEDULE: DISPOSITION LOG (listing records destroyed or transferred); CONTROL MATERIALS (indexes, card files, etc.); DESTRUCTION APPROVAL SIGN-OFFS</b>	<b>Permanent</b>
<b>SAFETY – ACCIDENT REPORTS</b>	<b>8 years- for minors - 8 years after minor reaches age of 18</b>
<b>SAFETY – DISASTER PREPAREDNESS AND RECOVERY PLANS</b>	<b>Permanent</b>
<b>SAFETY – EVACUATION PLANS</b>	<b>Permanent</b>
<b>SAFETY – FIRE ORDERS – issued by fire marshal to correct deficiencies in compliance with fire code</b>	<b>After deficiency corrected + 3 years</b>
<b>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)</b>	<b>Permanent</b>
<b>SAFETY – INCIDENT REPORTS – Reports concerning incidents which, upon investigation, were of a no-criminal nature</b>	<b>3 years - exposure records require 30 year retention per CFR § 1910.1020(d)(ii)(B) footnote (1)</b>
<b>SAFETY – INSPECTION REPORTS – Fire, safety, and other inspection records of facilities and equipment</b>	<b>Date of the correction of the deficiency, if the inspection report reveals a deficiency + 3 years</b>
<b>SAFETY – MATERIAL DATA SAFETY SHEETS/WORKPLACE CHEMICAL LISTS</b>	<b>Until superseded or product no longer used</b>
<b>STUDENTS – EDUCATION RECORDS – Student’s name, birth date, last address, dates of attendance, graduation date and grades earned</b>	<b>Permanent</b>
<b>STUDENTS – SPECIAL EDUCATION RECORDS – educational records, including eligibility, documentation and IEPs</b>	<b>Disenrollment from the district + 5 years</b>
<b>VEHICLE – INSPECTION, REPAIR AND MAINTENANCE RECORDS</b>	<b>Life of asset + 1 year</b>
<b>VEHICLE – TITLE AND REGISTRATION</b>	<b>1 year</b>
<b>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</b>	<b>End of term of volunteer or intern + 3 years</b>
<b>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.</b>	<b>1 year</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 REFERENCE: Idaho Code § 33-701 (8) Fiscal year – Payment and accounting of funds, § 33-407 Return of canvass of elections, § 33-508 Duties of Clerk, SDE Administrator’s Handbook 1.43, Idaho Records Management Guide (April 2008), Paperwork Reduction Act of 1980, Idaho Code § 33-1210**

**ADOPTED: November 16, 2009**

**AMENDED/REVISED: December 19, 2011, March 19, 2012**