

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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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:

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

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canvassed and recorded in the minutes	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
ADMINISTRATION – EDUCATION PROGRAM REVIEW RECORDS	3 years after expired
ADMINISTRATION – OFFICIAL STATE DEPARTMENT REPORTS	Permanent
ADMINISTRATION – SCHOOL CERTIFICATION REPORTS	Permanent
ANNUAL REPORTS	Permanent
APPEAL AND REVIEW RECORDS - 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	Permanent
BOARD RECORDS – 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	Permanent
EQUIPMENT – HISTORY FILE – Equipment service agreements, includes maintenance agreements, installation and repair logs, etc	Life of asset + 3 years
EQUIPMENT MANUALS – Instruction and operating manuals	Life of asset
EQUIPMENT WARRANTIES	Terminated + 1 year
FACILITIES OPERATIONS – APPRAISALS – Building or property	3 years
FACILITIES OPERATIONS – BUILDING PLANS AND SPECIFICATIONS – Includes architectural and engineering drawings, etc	Permanent For leased structures retain 2 years after completion
FACILITIES OPERATIONS – BUILDINGS, CONSTRUCTION CONTRACT, INSPECTION RECORDS AND PROJECT FILES – Building construction contracts, surety bonds and inspection records, Planning, design, construction records & all bids, etc	Life of asset
FACILITY OPERATIONS – DAMAGE REPORTS; LOST AND STOLEN PROPERTY REPORTS	Fiscal year end + 3 years
FACILITY OPERATIONS –PROPERTY DISPOSAL RECORDS – Documenting disposal of inventoried property	Permanent
FACILITY OPERATIONS – PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS – Property logs	Until suspended + 3 years
FACILITY OPERATIONS – SECURITY ACCESS RECORDS – Documents the issuance of keys, identification cards, passes, passwords, etc.	Until superseded, date of expiration or date of termination, whichever is sooner + 2 years

FACILITY OPERATIONS – SURPLUS PROPERTY SALE REPORTS	Permanent
FACILITY OPERATIONS – UTILITY USAGE REPORTS	1 year
FACILITY OPERATIONS – VEHICLE OPERATION LOGS	1 year
FISCAL – ACCOUNTS PAYABLE/RECEIVABLE LEDGERS	Fiscal year end + 3 years
FISCAL -ANNUAL FINANCIAL REPORTS	Permanent
FISCAL – ANNUAL OPERATING BUDGETS	Fiscal year end + 3 years
FISCAL – APPROPRIATION REQUESTS – Includes any supporting documentation in the appropriation request	Fiscal year end + 3 years
FISCAL – FINAL AUDIT REPORTS	Permanent
FISCAL – BANK STATEMENTS	Fiscal year end + 3 years
FISCAL – CANCELLED CHECKS – Stubs/Warrants/Drafts	Fiscal year end + 3 years
FISCAL - CAPITAL ASSET RECORDS	Life of asset + 3 years
FISCAL - CASH RECORDS – Cash deposit slips; cash receipts log	Fiscal year end + 3 years
FISCAL – DEEDS AND EASEMENTS – Proof of ownership and right-of-way on property	Permanent
FISCAL – DETAIL CHART OF ACCOUNTS – One for all accounts in use for a fiscal year	Fiscal year end + 3 years
FISCAL – EXPENDITURE JOURNAL OR REGISTER	Fiscal year end + 3 years
FISCAL – EXPENDITURE VOUCHERS – Travel, payroll, etc.	Fiscal year end + 3 years
FISCAL – EXTERNAL REPORTS – Special purpose, i.e. federal financial reports, salary reports, etc.	Fiscal year end + 3 years
FISCAL – FEDERAL TAX RECORDS – Includes FICA	Tax due date, date the claim is filed, or date tax is paid whichever is later + 4 years
FISCAL – FEDERAL FUNDING RECORDS – Title I; Chapter 2; Title VIB	Fiscal year end + 5 years or until pending audits or reviews are completed
FISCAL – FEDERAL – USDA	Submission of final expenditure + 3 years
FISCAL – GENERAL LEDGERS; GENERAL JOURNAL VOUCHERS	Fiscal year end + 3 years
FISCAL – INSURANCE CLAIM FILES	Resolution of claim + 3 years
FISCAL – INSURANCE POLICIES – all types	Expiration or termination of policy according to its terms + 5 years
FISCAL – LONG-TERM LIABILITY RECORDS – Bonds, etc	Retirement of debt + 4 years
FISCAL – RECEIPTS JOURNAL OR REGISTER	Fiscal Year End + 3 years
FISCAL – RECONCILIATIONS	Fiscal Year End + 3 years
FISCAL – REIMBURSABLE ACTIVITIES – Requests & approval for reimbursed expenses for travel, training, etc	Fiscal Year End + 3 years
FISCAL – RETURNED CHECKS – Uncollected warrants or drafts	After deemed uncollectable + 3 years
FISCAL – SIGNATURE AUTHORIZATIONS – Records authorizing an employee to initiate financial transactions for agency. Also spending authority limits	Until Suspended + Fiscal Year End + 3 Years

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LEGAL – LITIGATION FILES - CAUTION: May contain attorney-client privileged information	Permanent
LEGAL – OPEN RECORDS REQUESTS – documentation relating to approved or denied requests for records under Idaho Public Records Law	Permanent
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	Permanent
PERSONNEL – ACCUMULATED LEAVE ADJUSTMENT REQUEST – Used to create and adjust employee leave balances	Fiscal year end + 3 years
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 years
PERSONNEL – BENEFIT PLANS	Until superseded + 1 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
PERSONNEL – DISCIPLINARY ACTION DOCUMENTATION – those actions that affect pay or status. They include demotion, dismissal, etc	Termination of employment + 3 years
PERSONNEL – EMPLOYEE STATEMENTS (Affidavits) – for insurance, personnel or other uses for which Administration has sought such statements	Termination of employment + 3 years
PERSONNEL – EMPLOYEE BENEFITS – documents relating to selection of benefits other than insurance	Until superseded
PERSONNEL -EMPLOYEE COUNSELING RECORDS – Notes, etc relating to job-specific counseling	Termination of counseling + 3 years
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
PERSONNEL – EMPLOYEE INSURANCE RECORDS – District copy of selection records by employees of insurance offered by the District	Until superseded
PERSONNEL – EMPLOYEE RECOGNITION RECORDS – Awards, incentives, etc.	Termination of employment + 3 years
PERSONNEL – EMPLOYMENT ANNOUNCEMENT	2 years
PERSONNEL – EMPLOYMENT CONTRACTS	Original dates of hire + 75 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
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
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

PERSONNEL – HIRING PROCESS – CRIMINAL HISTORY CHECKS – criminal history record information	Termination of employment + 75 years
PERSONNEL – JOB PROCEDURE RECORD/JOB DESCRIPTION – any document detailing duties of positions on position-by-position basis	Until superseded + 3 years
PERSONNEL – LEAVE STATUS REPORT – cumulative report for each pay cycle showing leave status	Fiscal year end + 3 years
PERSONNEL – LIABILITY RELEASE FORM – statements of employees, patrons, etc. who have released the district from liability	Permanent
PERSONNEL – LICENSE AND DRIVING RECORD CHECK	Until superseded
PERSONNEL – OVERTIME AUTHORIZATION & SCHEDULE	2 years
PERSONNEL – PAYROLL – DIRECT DEPOSIT APPLICATION/AUTHORIZATION	Until superseded
PERSONNEL – PAYROLL – INCOME ADJUSTMENT AUTHORIZATION – used to adjust gross pay, FICA, retirement or compute taxes	3 years
PERSONNEL – PERFORMANCE EVALUATION	Original date of hire + 75 years
PERSONNEL – PERSI ENROLLMENT FILE	6 years from filing date
PERSONNEL – PERSI RECORD OF HOURS WORKED – Irregular help, half-time or greater	Date of hire + 75 years
PERSONNEL – PERSI TERMINATION RECORD	6 years
PERSONNEL – PERSONNEL INFORMATION – documents that officially change pay, titles, benefits, etc.	2 years
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.	Fiscal year End + 3 years
PERSONNEL – TIME CARD AND TIME SHEET	3 years
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	Termination of employment + 3 years
PERSONNEL – UNEMPLOYMENT CLAIM RECORD	3 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	Fiscal year end + 3 years

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

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

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