

Three Rivers School District

Code: EH-AR
Revised/Reviewed: *NEW*
Orig. Code: EH-AR

Records and Data Management

Employee Responsibilities

1. Employees will evaluate the content and purpose of each record to determine which retention schedule requirement defines the record's required retention period.
2. It is recommended that employees retain only the final message in a communication string that documents the contents of all previous communications. This is preferable to retaining each individual message, containing duplicate content.
3. Employees shall retain records, e.g., documents or email, that have not fulfilled the legally-mandated retention period.
4. Employees will organize their records so they can be located and used.
5. Employees are responsible for ensuring that records that are public records are properly archived prior to any district system auto clean-up schedules.

State School District Retention

Table of Contents

Administrative Records	166-400-0010
Activity and Room Scheduling	
Activity Reports, General	
Annual Reports	
Association and Organization Membership	
Audit Records, Internal	
Bond Election	
Calendars and Scheduling	
Child Care Facility License	
Committee and Board Meetings	
Committee and Board Member	
Conference and Workshop	
Contracts and Agreements	
Correspondence	
Eighth Grade Examination	
Fax Reports	
Food/Nutrition Service Program	
Health Log Book	
Immunization Records, Administrative	

Legal Case
 Legal Opinion and Advice
 Legislative Tracking
 Lobbyist
 Mitigation Program
 Notary Public Log Books
 Oregon School Register
 Organization
 Parent-Teacher Organization
 Policy and Planning
 Policy Statements and Directives
 Procedure Manuals
 Professional Membership
 Public Notice
 Reports and Studies
 Requests and Complaints
 Routing and Job Control
 School Census
 School, District or ESD History
 Special Education Census
 Special Event and Celebration
 Staff Meeting
 Standardization
 Student Information and Demographic
 Student Organization Administrative
 Superintendent of Schools
 Surveys, Polls and Questionnaires
 Test Administration
 Work Order
 Work Schedule and Assignment
 Year 2000 (Y2K) Planning
Curriculum and Instruction Records [166-400-0015](#)
 Course Descriptions
 Curriculum Development Records
 Instructional Materials Selection and Adoption Records
 Talented and Gifted Program (TAG) Records
 Teacher Daily Instructional Plans
Financial Records [166-400-0025](#)
 Accounts Payable Records
 Accounts Receivable Records
 Audit Reports
 Bank Transaction Records
 Bond Records
 Budget Preparation Records
 Budget Records
 Check Conversion Records
 Competitive Bid Records
 Credit and Debit Receipts

Credit Slips
Employee Bond Records
Financial Reports
General Ledgers
Gift and Contribution Records
Grant Records
Investment Records
Lease Records
Petty Cash Fund Records
Purchasing Records
Revenue Records
Signature Authorization Records
Student Organization Financial Records
Subsidiary Ledgers, Journals, and Registers
Travel Expense Records
Unclaimed Property Report Records
Vendor Records

Information and Records Management Records [166-400-0030](#)

Computer System Maintenance Records
Computer System Program Documentation
Computer System Security Records
Computer System Wiring Records
Federal Communications Commission (FCC) License Records
Filing System Records
Forms Development Records
Information Service Subscription Records
Information System Planning and Development Records
Microfilm and Image Quality Control Records
Public Records Disclosure Request Records
Records Management Records
Software Management Records
Telecommunications System Management Records
User Support Records

Library and Media Records [166-400-0035](#)

Acquisition and Deaccession Records
Audio-Visual Materials and Equipment Loan Records
Circulation Records
Copyright and Duplication Records
Library and Media Inventory Records
Library Catalog Records

Supplemental Materials Selection and Adoption Records

Payroll Records [166-400-0045](#)
Deduction Authorization Records
Deduction Registers
Employee Payroll Records
Employee Time and Attendance Records
Federal and State Tax Records
Garnishment Records

Leave Applications
Leave Balance Reports
Payroll Administrative Reports
Payroll Registers
Unemployment Compensation Claim Records
Unemployment Reports
Wage and Tax Statements
Withholding Allowance Certificates

Personnel Records

[166-400-0050](#)

Affirmative Action Records
Benefits Continuation Records
Collective Bargaining Records
Comparable Worth Study Records
Compensation Plan Records
Criminal Background Check Records
Disciplinary Action Records
Drug Testing Records
Employee Benefits Records
Employee Medical Records
Employee Personnel Records
Employee Recognition Records
Employee Suggestion Award Records
Employment Eligibility Verification Forms (I-9)
Equal Employment Opportunity Commission Compliance Records
Grievance Records
Hazard Exposure Records
Layoff, Dismissal, and Non-Renewal Records
Personnel Research Records
Photo Identification Records
Position Description and Classification Records
Recruitment and Selection Records
Teacher Registration and Licensure (Certification) Records
Training Program Records
Volunteer Program Records
Wellness Program Records

Property and Equipment Records

[166-400-0020](#)

Architectural Drawings, Blueprints, and Maps
Asbestos Management Records
Building and Grounds Repair, Remodeling, and Construction Records
Capital Construction Project Records
Damaged/Stolen Property Records
Equipment Loan Records
Equipment Records
Facility Use Records
Hazardous Materials Management Records
Inventory Records
Property Disposition Records
Property Records

Underground Storage Tank Management Records
Utilities Systems Operating and Maintenance Records
Work Orders

Safety and Risk Management Records [166-400-0055](#)

Accident and Injury Reports
Accident Insurance Fund Claim Records
Contractor Liability Insurance Verification Records
Contractor Performance Bond Records
Disaster Preparedness Plan Records
Emergency Response and Safety Plans and Procedures
Hazard Communications Program Records
Hazardous Substance Employer Survey Records
Insurance Claim Records
Insurance Policy Records
Liability Claims Records
Liability Waivers
Master Material Safety Data Records
Occupational Injury and Illness Records
Property Damage Records
Risk Factor Evaluation Records
Safety Committee Records
Safety Inspection and Compliance Records
Tort Liability Claim Records
Vehicle Accident Records
Workers' Compensation Claim Records
Workers' Compensation Reports

School Administration Records [166-400-0040](#)

Communication Logs
District Boundary Records
District Clerk's Records
Interscholastic Athletic Activity Program Records
Key and Keycard Records
Mailing Lists
Parking Records
Postal Records
Press Releases
Publications
Scheduling Records
Security Records
Student Handbooks
Visitor Logs

Student Education Records [166-400-0060](#)

Alternative School Referral Records
Attendance Records
Behavioral Records, Major (Class/Group A)
Behavioral Records, Minor (Class/Group B)
Certificate of Advanced Mastery (CAM) Records
Certificate of Initial Mastery (CIM) Records

Child Abuse Reports
Child Care Facility Residency Records
Compensatory Education Programs Student Records
Compulsory Attendance Excuse Records
Education Counseling Records
Educational Programs Student Records
Grade Records
Grade Reports, Administrative
Grievance Records
High School Dual Program Student Records
Home Schooling Records
Inter-District Transfer Agreement Records
Intervention Programs Student Records
Non-Resident Student Records
Oregon Student Record
Parental/Custodial Delegation Records
Parent-Teacher Conference Records
Personal/Locker Search Records
Psychological Guidance and Counseling Records
Registration Records
Report Cards
Special Education Student Records
Student Athletic Activity Records
Student Health Records
Student Health Screening Records
Student Immunization Records
Transfer Application Records
Truancy Records
Tutoring Records
Withdrawal Records
Transportation Records
Bus Driver Records
Bus Incident and Vandalism Reports
Bus Schedule and Route Records
Bus Service Records
Fuel Records
Transportation Complaint Reports
Transportation Safety Records
Vehicle Maintenance Records
Vehicle Records
Vehicle Usage Records

[166-400-0065](tel:166-400-0065)