

### Records Retention Schedule

#### BOARD REPORTS

<b>Series Name</b>	<b>Description</b>	<b>Retention Period</b>	<b>Destruction/Preservation Method</b>	<b>Record Administrator</b>
<b>Election Records</b>	<i>Board Election Ballots (Including Absentee)</i>	<i>Retain one copy permanently; ballots completed by voters retain 22 months</i>	<i>Shred</i>	<i>Business Manager</i>
	<i>Board Election Notices</i>	<i>45 days after election</i>	<i>Recycle</i>	<i>Business Manager</i>
	<i>Certificate of election</i>	<i>Retain for 10 years after CFY</i>	<i>Send to state archives</i>	<i>Business Manager</i>
	<i>Election Official Oaths</i>	<i>45 days after election</i>	<i>Recycle</i>	<i>Business Manager</i>
	<i>Oath of Office</i>	<i>Retain for entire term of office + 6yrs</i>	<i>Send to state archives</i>	<i>Business Manager</i>
	<i>Petitions: Recall and Election</i>	<i>10 years from date approved</i>	<i>Send to state archives</i>	<i>Business Manager</i>
	<i>Poll Books</i>	<i>10 years from date of election</i>	<i>Send to state archives</i>	<i>Business Manager</i>
	<i>Poll Tallies</i>	<i>10 years from date of election</i>	<i>Send to state archives</i>	<i>Business Manager</i>
	<i>Statement of Interest (SFN 10172)</i>	<i>10 years after CFY</i>	<i>Recycle</i>	<i>Business Manager</i>
<b>Meeting Records</b>	<i>Board Minutes</i>	<i>Permanently</i>	<i>N/A</i>	<i>Business Manager</i>
	<i>Committee Meeting Minutes</i>	<i>Retain for 10 years after CFY</i>	<i>Send to state archives</i>	<i>Business Manager</i>
	<i>Executive Session Tapes</i>	<i>Minimum of 6 months; 6 years if the executive session was related to contract negotiations, nonrenewal, discharge, or expulsion</i>	<i>Destroy</i>	<i>Business Manager</i>
	<i>Meeting Agendas</i>	<i>Retain for 10 years after CFY</i>	<i>Send to state archives</i>	<i>Business Manager</i>

	<i>Meeting Packets</i>	<i>Retain for 10 years after CFY</i>	<i>Send to state archives</i>	<i>Business Manager</i>
<b>Training Records</b>	<i>New Board Member Training Verification</i>	<i>Term of office +6 years</i>	<i>Recycle</i>	<i>Business Manager</i>
	<i>Board Member Service Award Tracking</i>	<i>1 yr after awarded</i>	<i>Offer to board member then recycle</i>	<i>Business Manager</i>

**HUMAN RESOURCES RECORDS**

<b>Series Name</b>	<b>Description</b>	<b>Retention Period</b>	<b>Destruction/Preservation Method</b>	<b>Record Administrator</b>
<b>Operational Documents and Agreements</b>	<i>Annexation, Reorganization, and Dissolution Committee Material</i>	<i>Permanently</i>	<i>N/A; file copy with state archives</i>	<i>Business Manager</i>
	<i>Annexation, Reorganization, and Dissolution Plans/Agreements</i>	<i>Permanently</i>	<i>N/A; file copy with state archives</i>	<i>Business Manager</i>
	<i>Budgets (Proposed and Approved)</i>	<i>See "Finance Records" Section</i>		
	<i>Co-Op Agreements</i>	<i>Life of agreement + 6 years</i>	<i>Recycle</i>	<i>Business Manager</i>
	<i>Joint Powers Agreements</i>	<i>Permanently</i>	<i>N/A</i>	<i>Business Manager</i>
	<i>Board Correspondence</i>	<i>3 yrs after CFY</i>	<i>Recycle</i>	<i>Business Manager</i>
	<i>Policies</i>	<i>6 years from date rescinded</i>	<i>Recycle</i>	<i>Business Manager</i>
<b>Benefits Records (Excluding Leaves)</b>	<i>403 B Annuity Billings/ Payment Confirmation</i>	<i>5 yrs after separation</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
	<i>Certificates of Insurance</i>	<i>6 yrs after final action</i>	<i>Shred</i>	<i>Business Manager</i>
	<i>Benefits Bills (e.g., BCBS bill, AFLAC bill)</i>	<i>6 yrs after plan yr</i>	<i>Shred</i>	<i>Business Manager/ Accounting</i>
	<i>COBRA Forms</i>	<i>6 yrs after final action</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
	<i>COBRA payments</i>	<i>6 yrs after final action</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
	<i>Flex Benefit/125/ Cafeteria Plan Application Form</i>	<i>5 yrs after separation</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>

	<i>Flex Benefit/125/ Cafeteria Plan Billings</i>	<i>6 yrs after plan's termination</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
	<i>Insurance Applications (Medical, Vision, Aflac, Dental, Etc.)</i>	<i>5 yrs after separation</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
	<i>Insurance Monthly Statements</i>	<i>6 yrs from date paid</i>	<i>Shred</i>	<i>HR Director or Business Manager</i>
	<i>PERS Defined Benefit Retirement Membership Application (SFN 2561)</i>	<i>1 year after separation</i>	<i>Contact PERS to ensure info is on file, then shred</i>	<i>Human Resources/ Accounting</i>
	<i>PERS Designation of Beneficiary for Group Retirement Plan (SFN 25060)</i>	<i>1 year after separation</i>	<i>Contact PERS to ensure info is on file, then shred</i>	<i>Human Resources/ Accounting</i>
	<i>PERS Monthly Report of Contributions</i>	<i>1 year after separation</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
	<i>TFFR Member Action Form (SFN 5098)</i>	<i>1 year after separation</i>	<i>Contact TFFR to ensure info is on file, then shred</i>	<i>Human Resources/ Accounting</i>
	<i>TFFR Member Certification (SFN 11732)</i>	<i>1 year after CFY</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
	<i>TFFR Monthly Report of Contributions</i>	<i>5 yrs after created</i>	<i>Contact TFFR to ensure info is on file, then shred</i>	<i>Human Resources/ Accounting</i>
	<i>TFFR Notice of Termination (SFN 17144)</i>	<i>5 yrs after separation</i>	<i>Contact TFFR to ensure info is on file, then shred</i>	<i>Human Resources/ Accounting</i>
	<i>Waiver of Insurance</i>	<i>5 yrs after separation</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
<b>Employment Contracts and Rehiring Forms</b>	<i>Employee Work Agreement</i>	<i>6 yrs after separation</i>	<i>Shred</i>	<i>HR Director or Superintendent</i>
	<i>Employment Contracts</i>	<i>6 yrs after separation</i>	<i>Shred</i>	<i>Business Manager</i>
	<i>Negotiated Agreements (including Salary Schedules)</i>	<i>6 yrs after separation of last employee covered by the agreement (e.g., last teacher hired in 1980 retires in 2015; retain 1980</i>	<i>Recycle</i>	<i>Business Manager</i>

		<i>negotiated agreement until 2021)</i>		
<b>Employment History</b>	<i>Dates of employment, pay changes, dates of actions taken such as transfers, promotions, disciplinary measures</i>	<i>50 yrs after separation</i>	<i>Shred</i>	<i>HR Director or Business Manager</i>
<b>Hiring Records</b>	<i>Cover Letters</i>	<i>6 yrs after hiring decision</i>	<i>Recycle or shred (if contains ss#)</i>	<i>Superintendent or HR Director</i>
	<i>Criminal History Records</i>	<i>6 yrs after hiring decision (if not hired); 6 yrs after separation if hired</i>	<i>Shred</i>	<i>Record Adjudicator</i>
	<i>Credit Checks</i>	<i>2 yrs after selection process</i>	<i>Shred</i>	<i>Superintendent or HR Director</i>
	<i>Driver's License Copy</i>	<i>1 yr after date of termination</i>	<i>Shred</i>	<i>Business Manager</i>
	<i>Driving Record Check</i>	<i>Until updated or 6 yrs</i>	<i>Shred</i>	<i>Superintendent or HR Director</i>
	<i>Employment Contracts</i>	<i>See series labeled "Employment Contracts"</i>	<i>Shred</i>	<i>Superintendent or HR Director</i>
	<i>Job Advertisement</i>	<i>6 yrs after hiring decision</i>	<i>Recycle</i>	<i>HR Director, Superintendent, or Business Manager</i>
	<i>Job Application</i>	<i>6 yrs after hiring decision</i>	<i>Shred</i>	<i>HR Director or Business Manager</i>
	<i>Job Description</i>	<i>6 yrs after separation</i>	<i>Recycle</i>	<i>HR Director</i>
	<i>Job Service New Hire Report</i>	<i>1 yr after submission</i>	<i>Shred</i>	<i>HR Director/ Business Manager</i>
	<i>I-9</i>	<i>4 yrs after CFY or 3 yrs after separation (whichever is longer)</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
	<i>Interview Notes</i>	<i>6 yrs after hiring decision</i>	<i>Shred</i>	<i>HR Director</i>
	<i>Interview Questions</i>	<i>6 yrs after hiring decision</i>	<i>Recycle</i>	<i>HR Director</i>

	<i>Offer of Employment Letter</i>	<i>6 yrs after separation</i>	<i>Shred</i>	<i>Business Manager or HR Director</i>
	<i>Orientation Checklist</i>	<i>6 yrs after separation</i>	<i>Recycle</i>	<i>Human Resources/ Accounting</i>
	<i>Reference Check Information/ Notes (e.g., Verification of Employment)</i>	<i>6 yrs after decision to hire</i>	<i>Shred</i>	<i>Business Manager</i>
	<i>Reference Letters/Checks</i>	<i>6 yrs after decision to hire</i>	<i>Shred</i>	<i>Business Manager</i>
	<i>Rejection Letter (Employment)</i>	<i>6 yrs after issuing</i>	<i>Recycle</i>	<i>HR Director, Business Manager, or Superintendent</i>
	<i>Resumes</i>	<i>6 yrs after decision to hire</i>	<i>Shred</i>	<i>HR Director, Business Manager or Superintendent</i>
	<i>Social Security Card (copy)</i>	<i>1 year after separation</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
	<i>Social Security Verification</i>	<i>6 yrs after separation</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
<b>Leave Records</b>	<i>Conference/Seminar Registration Information</i>	<i>CFY +4yrs</i>	<i>Recycle</i>	<i>Business Manager</i>
	<i>FMLA Forms</i>	<i>5 yrs after separation</i>	<i>Shred</i>	<i>Business Manager or HR Director</i>
	<i>Leave Balance Reports</i>	<i>3 yrs from date of creation</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
	<i>Leave Request Forms (other than FMLA) (includes sick bank)</i>	<i>5 yrs after separation</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
	<i>Travel Authorization Request/Approval Form</i>	<i>CFY +4 yrs</i>	<i>Shred</i>	<i>Business Manager/ Accounting</i>
	<i>Travel Reimbursement Log/Reports</i>	<i>CFY +4 yrs</i>	<i>Shred</i>	<i>Business Manager/ Accounting</i>
<b>Licenses and Academic Records</b>	<i>Academic Records/ Transcripts</i>	<i>Until updated; destroy upon separation</i>	<i>Shred</i>	<i>Business Manager or HR Director</i>

	<i>Teacher License (Copy)</i>	<i>Until updated and 1 yr after separation</i>	<i>Shred</i>	<i>Business Manager or HR Director</i>
<b>Medical, Drug Testing, and WSI Records</b>	<i>Drug Testing</i>	<i>7 yrs after separation</i>	<i>Shred</i>	<i>HR Director or building administrator</i>
	<i>Certificate of Fitness for Duty (Bus Drivers)</i>	<i>Until new certificate is received; upon separation retain final certificate for 6 yrs</i>	<i>Shred</i>	<i>HR Director, Facilities Manager, or Business Manager</i>
	<i>Medical Release to Return to Work</i>	<i>6 yrs after separation</i>	<i>Shred</i>	<i>HR Director or Business Manager</i>
	<i>Medical Records</i>	<i>6 yrs after separation</i>	<i>Shred</i>	<i>Hr. Director or Business Manager</i>
	<i>Physical Exam Records</i>	<i>Until updated or 6 yrs after separation</i>	<i>Shred</i>	<i>HR Director</i>
	<i>WSI Annual Report</i>	<i>CFY +2 yrs</i>	<i>Shred</i>	<i>Business Manager/ Accounting</i>
	<i>WSI Claims</i>	<i>4 yrs after final action</i>	<i>Shred</i>	<i>Business Manager</i>
<b>Payroll Records</b> <b>NOTE: Review the "Employment History" series before destroying any records listed in this series</b>	<i>941 Federal Tax Form/EFTPS</i>	<i>5 yrs after separation of all employees on report</i>	<i>Shred</i>	<i>Business Manager/ Accounting</i>
	<i>1099s</i>	<i>13 years after CFY</i>	<i>Shred</i>	<i>Business Manager/ Accounting</i>
	<i>Annual Payroll Report (for Annual Financial Report)</i>	<i>5 years from date created</i>	<i>N/A</i>	<i>Human Resources/ Accounting</i>
	<i>Child Support Enforcement Reporting</i>	<i>5 yrs after separation</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
	<i>Deductions Register (by Deduction and by Employee)</i>	<i>5 yrs after separation</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
	<i>Direct Deposit Information and Authorization Forms</i>	<i>Duration of employment or until new authorization forms are provided</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>

<i>Direct Deposit Register</i>	<i>CFY +4 yrs</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
<i>Employee Lifetime Wages Report</i>	<i>6 yrs after separation</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
<i>Garnishments</i>	<i>5 yrs after separation</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
<i>Pay Period Entries for Taxable Reimbursement</i>	<i>5 yrs from date created</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
<i>Payout of Remaining Leave upon Separation</i>	<i>5 yrs after separation</i>	<i>Recycle</i>	<i>Human Resources/ Accounting</i>
<i>Payroll Registers</i>	<i>5 yrs after all employees listed have separated employment</i>	<i>Recycle</i>	<i>Human Resources/ Accounting</i>
<i>Payroll Register Totals</i>	<i>5 yrs after created</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
<i>Payroll Schedules</i>	<i>5 yrs after separation of last employee covered by the schedule (e.g., last employee hired in 1980 retires in 2015; retain 1980 payroll schedule until 2020)</i>	<i>Recycle</i>	<i>Human Resources/ Accounting</i>
<i>State Income Tax Quarterly Reports</i>	<i>13 yrs after CFY</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
<i>Tax Deduction Register</i>	<i>13 yrs after CFY</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
<i>Timecards</i>	<i>6 yrs after separation</i>	<i>Recycle</i>	<i>Business Manager or HR Director</i>
<i>Timecard Reports</i>	<i>5 yrs after created</i>	<i>Shred</i>	<i>Business Manager</i>
<i>Travel Reimbursement</i>	<i>CFY +4 yrs</i>	<i>Shred</i>	<i>Business Manager</i>

	<i>Union Dues List</i>	<i>5 yrs from date created</i>	<i>Shred if contains confidential info; otherwise recycle</i>	<i>Human Resources/ Accounting</i>
	<i>Verification of Wages to Employees</i>	<i>6 yrs after separation</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
	<i>Voluntary Salary Deduction/ Reduction Agreements</i>	<i>5 yrs after separation</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
	<i>W-2 Forms</i>	<i>13 yrs after CFY</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
	<i>W-4 Forms</i>	<i>13 yrs after CFY</i>	<i>Shred</i>	<i>Business Manager/ Accounting</i>
	<i>W-9 forms</i>	<i>13 yrs after CFY</i>	<i>Shred</i>	<i>Business Manager/ Accounting</i>
	<i>Wage and Batch Totals Listing Deductions</i>	<i>CFY +4 yrs</i>	<i>Shred</i>	<i>Human Resources/ Accounting</i>
<b>Performance Records</b> <b>NOTE: Review the "Employment History" series before destroying any records listed in this series</b>	<i>Awards/Honors Records</i>	<i>6 yrs after separation</i>	<i>Shred</i>	<i>Business Manager</i>
	<i>Classroom Observation Notes</i>	<i>2 school yrs; if used for purposes of nonrenewal, retain 6 yrs after separation</i>	<i>Recycle</i>	<i>Employee's supervisor (principal or supt.)</i>
	<i>Evaluations</i>	<i>6 yrs after separation</i>	<i>Shred</i>	<i>HR Director or Business Manager</i>
	<i>Handbook Receipt Verification</i>	<i>6 yrs after separation</i>	<i>Recycle</i>	<i>Business Manager or HR Director</i>
	<i>Improvement Plans</i>	<i>6 yrs after separation</i>	<i>Shred</i>	<i>HR Director</i>
	<i>Nonrenewal Notices</i>	<i>6 yrs after separation</i>	<i>Recycle</i>	<i>Business Manager or HR Director</i>
	<i>Pre-Observation Teacher Form</i>	<i>2 school yrs; if used for purposes of nonrenewal, retain 6 yrs after separation</i>	<i>Shred</i>	<i>Principal or supervisor</i>



	<i>Training Records</i>	<i>6 yrs after separation</i>	<i>Shred</i>	<i>HR Director or Business Manager</i>
	<i>Professional Development Verification</i>	<i>6 yrs after separation</i>	<i>Shred</i>	<i>Superintendent</i>
	<i>Warnings/Write Ups</i>	<i>6 yrs after separation</i>	<i>Shred</i>	<i>HR Director or employee's supervisor</i>
<b>Separation and Unemployment Records</b>	<i>COBRA Forms</i>	<i>6 yrs after final action</i>	<i>Shred</i>	<i>Business Manager</i>
	<i>COBRA Payments</i>	<i>6 yrs after final action</i>	<i>Shred</i>	<i>Business Manager</i>
	<i>Early Retirement Agreement</i>	<i>6 yrs after final payment made under agreement</i>	<i>Shred</i>	<i>Business Manager</i>
	<i>Employee Contact Information Form</i>	<i>Duration of recall rights (for RIF'd teacher);1 yr after updated or separation</i>	<i>Shred</i>	<i>HR Director or Business Manager</i>
	<i>Exit Checklist</i>	<i>6 yrs after separation</i>	<i>Shred</i>	<i>HR Director</i>
	<i>Exit Interview Form</i>	<i>6 yrs after separation</i>	<i>Shred</i>	<i>HR Director</i>
	<i>Letter of Resignation</i>	<i>6 yrs after separation</i>	<i>Shred</i>	<i>Superintendent or HR Director</i>
	<i>Nonrenewal Notices</i>	<i>6 yrs after separation</i>	<i>Recycle</i>	<i>Business Manager or HR Director</i>
	<i>Payout of Remaining Leave upon Separation</i>	<i>5 yrs after separation</i>	<i>Recycle</i>	<i>Human Resources/Accounting</i>
	<i>TFFR/PERS Records</i>	<i>See "Benefits Records" Series</i>		<i>Human Resources/Accounting</i>
	<i>Unemployment Quarterly Reports</i>	<i>5 yrs from date created</i>	<i>Shred</i>	<i>Business Manager/Accounting</i>
<b>FINANCE RECORDS</b>				
<b>Series Name</b>	<b>Description</b>	<b>Retention Period</b>	<b>Destruction/Preservation Method</b>	<b>Record Administrator</b>

<p><b>Accounts Payable</b> See "Payroll Records" under the Human Resources section</p> <p><i>Federal grant retention recommendations are covered in a separate series.</i></p> <p><i>Purchasing records are covered in more detail in a separate series.</i></p>	<p><i>Check stubs; Check Register; Canceled checks; Duplicate deposit slips; Financial software reports posting checks; Invoices and billings; journal entries</i></p>	<p><i>6 yrs after CFY</i></p> <p><i>NOTE: Monthly reports containing information that will be printed on a year-end report may be destroyed 5 yrs after CFY</i></p> <p><i>NOTE: Keep records relating to property until the period of limitations expires for the year in which you dispose of the property</i></p>	<p><i>Shred documents with account numbers; recycle remaining documents</i></p>	<p><i>Business Manager/Accounting</i></p>
<p><b>Accounts Receivable</b></p> <p><i>Federal grant retention recommendations are covered in more detail in a separate series.</i></p>	<p><i>Billing records; Journal entries; Receipt books; Records of delinquent accounts/collections ; Records of local, state, federal, and grant funds received; Revenue report</i></p>	<p><i>5 yrs after CFY</i></p>	<p><i>Shred documents with account numbers; recycle remaining documents</i></p>	<p><i>Business Manager/Accounting</i></p>
<p><b>Audit Reports</b></p>	<p><i>External independent and state auditors reports; internal audit reports; documentation of auditing or review procedures applied, evidence obtained, and conclusions reached</i></p>	<p><i>5 years after CFY</i></p>	<p><i>Send to state archive</i></p>	<p><i>Business Manager</i></p>
<p><b>Bank Records</b></p>	<p><i>ACH notices; Annual interest statements (1099-INT); Bank account agreements/ signature card copies; Bank loan agreements; Bank reconciliations; Bank statements for all funds; Certificates of deposit; Deposit books; Pledged collateral/letters of credit – current &amp; expired; Savings books</i></p>	<p><i>5 years after CFY</i></p>	<p><i>Shred</i></p>	<p><i>Business Manager</i></p>
<p><b>Construction Bond Records</b></p>	<p><i>Affidavit of signatures; BND commitment letter; Bond counsel</i></p>	<p><i>6 years after date of creation</i></p>	<p><i>Send to state archives</i></p>	<p><i>Business Manager</i></p>

	<i>opinion; Bond insurance documents; Bond resolution/results of sale; official statement; Certificate of debt capacity; Certificate of registrar; Closing certificate; County auditor's certificate rating letter; Debt service schedule; Distribution list; DTC blanket issuer letter of representations; Initial resolution for the issuance bonds: resolution for debt limit increase; IRS form 8038-g; Notice of election and affidavit of publication; Notice of sale and affidavit of publication; Paying agent agreement; Resolution calling special election; Resolution canvassing returns; Resolution providing for the sale of bonds; Specimen bonds r-1 &amp; r-19; Tax certificate; Underwriter's certificate and receipt</i>			
<b>Budget Records Federal grant retention recommendations are covered in more detail in a separate series.</b>	<i>Approved annual budget; Budget hearing notice; Budget requests from departments/schools; Certification of levy; Tentative proposed budget; Working papers</i>	<i>10 yrs from date of board approval</i>	<i>Recycle</i>	<i>Business Manager</i>
<b>End of Fiscal Year Fixed Asset Inventory</b>	<i>Annual individual staff inventories listing all items; Fixed asset reports; Invoices of assets used in updating annual report listing item, cost and S/N</i>	<i>At least 3 years after CFY and until the period of limitations expires for the year in which you dispose of the property</i>	<i>Recycle</i>	<i>Business Manager</i>
<b>Financial Reports (Monthly) Information listed here may duplicate information found under the accounts receivable and payable series</b>  <b>Also see "Payroll"</b>	<i>Account Inquiry report; Balance Sheet report; Bank reconciliation report; Cash receipt listing; Check registers; Entry file report; Expenditure summary report; Fund balance recap; Manual journal entry listing; Outstanding check listing; Revenue summary report; Trial balance report</i>	<i>5 yrs after CFY</i>	<i>Shred documents with account numbers; recycle remaining documents</i>	<i>Business Manager/ Accounting</i>

<b>Records" under the Human Resources section</b>				
<b>Federal Grant Records</b>  <b>Note: School nutrition program is covered by a separate series</b>	Accounts payable records specific to federal grants; Action taken on federal and state grants awarded to the school district; Annual monitoring documents; Annual parent meeting minutes; Annual review meeting minutes; Approved budget; Assurance of time; Audit report; Bid documents; Consolidated application; Contracts; Correspondence; Filing guidelines; Inventory; Letter of intent; Mid-year/final financial reports; Professional development program approvals; Progress report; Project approval letters; Records of money spent as approved by the appropriate grantor; Reimbursement requests; Request for funds	5 yrs after submission of final expenditure report, including any carryover funds or the last audit, monitoring, litigation activity—whichever is later		Business Manager/ Accounting
<b>Insurance and Surety Bonds</b>	Automobile liability records; General liability records; property insurance records; employee bonds	6 yrs after last action	Shred	Business Manager
<b>Purchasing and P-Card Records</b>	Requisition forms; Purchase orders; Bid notices; Purchasing contracts; Monthly detail of charges; P-card holder employee agreement; Receipts to support the detail of charges; Vendor invoices	5 years after CFY  Any contract entered into should be retained for the life of the contract +6 yrs  P-card holder agreement should be kept for the duration of employment +5 years; if the agreement is updated and signed annually, the old copy may be discarded	Shred documents with account numbers; recycle remaining documents	Business Manager/ Accounting
<b>School Nutrition Program</b>	Annual USDA commodity purchase report; Documentation verifying	5 yrs from date created for all	Shred	School Nutrition Program

	<p><i>eligibility; Expenditures; Food vendor bids; Free/reduced meal applications; Meal payment receipts; Monthly meal count reports (to confirm claims); Program rates; Reimbursement claim reports; Reimbursement payment reports; USDA food invoices</i></p>	<p><i>records showing expenditures/revenues</i></p> <p><i>CFR +3 yrs for all other records</i></p>		<p><i>Director, Business Manager, or Superintendent</i></p>
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