

SCHEDULE 18 – SCHOOL RECORDS

School records are broken down into the following categories: General Student Records, Individual Student Records, Curriculum/Program Records, Correspondence Records, Administrative Records – General Operations, Administrative Records – Property (Facility/Equipment/Land), Financial Records, Personnel Records, Payroll Records, and School Board Records. Please note that some Series are duplicates or similar to those found elsewhere in the Local Government Record Retention Schedules.

GENERAL STUDENT RECORDS

Series	Series Title	Description	Retention
18.1	Attendance Records - Daily	Used to notify administration of student absences; information transferred to permanent record.	Current year
18.2	Bus Transportation Lists	Record of bus taken by each student for the year.	2 years
18.3	Child Abuse/Neglect Reports	Reports of suspected abuse/neglect that are required by law; retention period is the same as at DHHS, where these reports are received and investigated.	10 years
18.4	Home School Student List	Annual records include: Name(s) of children, address, ages, years.	Permanent
18.5	Registrations for Recreational Activities	Registrations for students enrolled in recreational activities offered by the school.	6 years
18.6	Student Achievement Lists	Class rank lists (if applicable), award/honors lists, scholarships, honor rolls, etc.	Permanent
18.7	Student Permission Slips	Permission slips signed by parents allowing their students to participate in school activities such as field trips, viewing of films, etc.	6 years
18.8	Student Retention Lists	List of students retained instead of being promoted.	6 years

INDIVIDUAL STUDENT RECORDS

Series	Series Title	Description	Retention
18.9	Adult Education Student Records	Name, address, Records of grades, courses taken, attendance, etc. for students participating in adult education programs.	Permanent
18.10	Annual Registration/Emergency Information	Information completed each year to register students for school and emergency contact information.	Current year
18.11	Correspondence Concerning Individual Students	Correspondence between school and parents/guardians; among school employees; with outside services providers, etc. regarding an individual student.	Until age 26
18.12	Enrollment Application	Document completed by all students who are entering the school unit, listing vital information about each student.	6 years
18.13	Excuse Notes (Late/Absent/Dismissed)	Notes from parents or guardians explaining student lateness, absence, or need for dismissal during the school day.	Current year
18.14	HiSet Student Records	Records retained related to the High School Equivalency Test, (HiSET), which measures whether students have the academic skills equivalent to a typical high school graduate.	Permanent
18.15	Home School Records	Records of those students being home schooled, whether temporarily or on-going.	Until age 26
18.16	Kindergarten Screening	Records created as children are evaluated against set standards to determine their readiness for enrollment in kindergarten.	5 years
18.17	Private Tuition Agreements	Records related to private tuition agreement for an individual student.	6 years
18.18	Record of Student Records Released	Record (including date and recipient) of all student records released by the school unit.	Until age 26
18.19	Special Education Records	Records pertaining to special education referrals and services provided to student.	Until age 26
18.20	Student Assistance Team Records	Student Assistance Team records.	Until age 26
18.21	Student Contracts	Contracts between students and teachers or administrators for improvement of problem behaviors; athletic contracts, etc. (Not special education related)	Until graduation
18.22.a	Student Discipline Records – Minor	Records of student disciplinary actions except suspensions and expulsions.	Until graduation
18.22.b	Student Discipline Records – Suspension/Expulsion	Records of student suspensions and expulsions	Until age 26

Series	Series Title	Description	Retention
18.23	Student Health Records	Records of student medications, illnesses, injuries (including injuries related to athletic activities), vaccinations, etc.	Until age 26
18.24	Student Insurance Records	Records of school-sponsored student insurance.	6 years
18.25.a	Student Records – Permanent	Records include: student name, address, phone, official high school transcript (if applicable), grades, attendance records, classes attended, grade level completed and year completed.	Permanent
18.25.b	Student Records – Long Term	Records include: notation for any special services received including: Title One, 504, services to Migrant children and ESL; standardized tests.	Until age 26
18.26	Student Schedules	Records of each student's class schedule.	Current year
18.27	Superintendents' Agreements	Records related to a Superintendents' agreement concerning individual student.	6 years
18.28	Truancy	Records concerning students truant from school.	Until graduation
18.29	Work Permits	Work permits on file for students under 16 years old.	Until graduation

Curriculum/Program Records

Series	Series Title	Description	Retention
18.30	Athletic Trainer/Sports Medicine - General	Sports program records related to use of trainers, and to sports medicine.	6 years
18.31	Curriculum (syllabi, lesson plans, etc.) - Routine Materials Used by Teachers	Routine curriculum materials used by teachers.	Retain current information only
18.32	Curriculum/Program Records	Subject records maintained by school officials on curriculum and school programs, including Adult Education.	6 years
18.33	Family/Community Program Records	Records for family/community open houses, etc.	Current year
18.34	Interscholastic/Extracurricular Activities	Records documenting individual, team and group achievements in interscholastic/extracurricular activities and contests. Records include coach's/advisor's reports and team/group rosters.	Permanent
18.35.a	Library Records - Circulation	Records relating to the borrowing, lending, and returning of items in the library's collection. Including, but not limited to: item circulation history and patron records.	Retain until no longer needed for Library business, then destroy
18.35.b	Library Records - Yearbooks	Non-circulating record copy maintained by school (whether or not as part of its library collection).	Permanent
18.36	Substitute Folders	Folders containing lesson plans and resource materials for use by substitute teachers.	Current year
18.37	Title One Parent Night Records	Records of attendance at parents' night events and of programs offered on those occasions.	6 years

CORRESPONDENCE RECORDS

Series	Series Title	Description	Retention
18.38	Complaints from Public Regarding General Operations (not individual student or employee issues)	Communications from public making a complaint, as well as the associated school response.	1 year from resolution of issue
18.39.a	Correspondence - Transitory	Incoming and outgoing correspondence in any media format which is purely informational in nature and only documents information of temporary, short-term value; not covered by another record series or needed to document core functions/operations/services of the school unit. (Examples include: letters of transmittal, basic information requests such as hours open, notices/scheduling meetings, etc.)	30 days or until no longer needed
18.39.b	Correspondence - Substantive	Any correspondence documenting core functions/operations/services of the school unit.	File with related record series
	Correspondence Concerning Individual Students	See Individual Student Records	
18.40	Freedom of Access Requests	Records relating to requests from the general public for access to the school's public records in accordance with Title 1, Chapter 13, Subchapter 1. Records may include: correspondence relating to the request; records documenting the public records provided to the requestor.	1 year from the completion of request

ADMINISTRATIVE RECORDS – School Operations

Series	Series Title	Description	Retention
18.41	Accident Reports - Employees or Public	Accident reports completed when employees or public are injured on school property or during school activities.	6 years
18.42	Administrative Calendars	Employee calendars, facility use schedules, meeting schedules.	Current year
18.43.a	Administrative Records- Historical	Materials documenting unique aspects or special traditions of the school or school unit.	Permanent
18.43.b	Administrative Records – General School Operations	Accreditation Committee, Teacher Support Team; Student Retention Review Committee, etc.; minutes, agendas, etc. for staff meetings; records which document policy-implementing activities; employee handbooks; etc.	6 years
18.43.c	Administrative Records - Transitory	Phone logs, duty rosters, teacher instructional staff list, etc.	Current year
18.44	Administrative Working Documents	Supporting documents which may be needed to understand and/or benefit the completed action, policy, study, etc.	See Appendix E, Working Documents and Drafts
18.45	Appointments/Oaths	Appointments to boards, commissions, or other offices with accompanying oaths of office, usually in a bound volume or "book."	End of Term Plus 10 Years
18.46	Bond Records, Contractor/Surety	A surety (security or contract) bond issued by an insurance company or a bank to guarantee satisfactory completion of a project by a contractor. Used to fulfill a contractual obligation. If a contract isn't fulfilled, loss is recovered through the surety bond.	6 years after expiration
18.47	Bond Records, Employee/Fidelity	Supplementary employee insurance which protects the school. Also known as a fidelity bond. Fidelity bonds reimburse employers for damages or losses that can arise from theft, forgery, fraud or embezzlement by staff.	6 years after expiration

Series	Series Title	Description	Retention
18.48	Charters	Charters, bylaws, mission statement or other similar documents establishing the responsibilities and authority of the school unit.	Permanent
18.49	Federal, State and Private Grants	Federal, state and private grant case files. Retain all records in accordance with grant requirements.	Until closed, plus 6 years
18.50	Food Service Files	All records of school food service operations.	3 years
18.51.a	Hazardous Chemicals - Chemical Identification List and Related Records	Each work site where hazardous chemicals are used or stored must maintain a list, with SDS (see 1.15.b) and any related documents.	20 years
18.51.b	Hazardous Chemicals - Safety Data Sheets	Safety Data Sheets explain the hazards and describe the measures that should be taken if employees are exposed to chemicals stored or used at the work site.	Current SDS only
18.52	Insurance Claims	Includes both claims filed against school unit, and claims filed against others by school unit.	Until settled plus 6 years
18.53.a	Insurance Policies, All Other	Policies carried by school unit to protect itself against all other losses except liability claims. Including: medical, automobile, fire, theft, life, and other insurance policies purchased.	6 years after expiration
18.53.b	Insurance Policies, General Liability	Policies carried by school unit to protect itself against liability claims.	20 years after expiration
18.54	Labor Citations - Safety Violations	Record of safety violations discovered during inspection of school facilities.	One year after resolution
18.55	Legal Files	Records of all legal actions in which the school unit has been involved.	Until issue is resolved, plus 6 years
18.56	Mail Delivery and Receipt	Receipts for registered, certified or other mail sent out by a school as well as undeliverable registered or certified mail items returned. The records are typically filed with the school's copy of the item mailed. Including, but not limited to: <ul style="list-style-type: none"> • Certified/registered/insured mail logs and return receipts; • Private ground delivery registers/receipts • Signed pick-up and delivery receipts 	1 Year (unless needed longer for legal purposes)

Series	Series Title	Description	Retention
18.57	Records Disposition Documentation	Documentation of final disposition of records, describing records disposed of and manner and date of disposition; providing evidence that records have been disposed of per approved retention schedules.	Permanent
18.58.a	Reports Filed With Federal or State Agencies – Interim Records/Reports	Interim or periodic reports used to create final reports.	6 years
18.58.b	Reports Filed With Federal or State Agencies – Annual/Final Report	Final versions of reports.	Permanent
18.59	School Calendar	Official school calendar for the school year. Includes approved and revised calendars.	10 years
18.60	Student Safety Drills	Records include emergency drills in school, as well as safe riding skills and emergency evaluation on school buses.	6 years
18.61	Surveillance Records	Recordings which document the activities in public areas of school facilities used as a security measure in the identification of persons who cause disturbances or violate laws.	Retain until determined that no security incident has occurred, then destroy. If incident or investigation, retain until resolved.
18.62	Warrants - Municipal	Municipal warrant used to call a town meeting, with associated election notice. Warrants typically list an agenda of items to be voted on by those present, which may be an open town meeting, (those present would consist of any and all registered voters in the town) or a representative town meeting (anyone may attend, but only town meeting members - elected representatives - are allowed to vote).	Permanent
18.63	Wellness Program (School)	Implementing plans; record of compliance with community involvement and notification requirements; triennial assessment records.	6 years

Administrative Records – Property Records (facility/equipment/land)

Series	Series Title	Description	Retention
18.64	Buildings and Grounds Records	Records of maintenance and improvements. Destroy records when facility no longer exists, or transfer records to new owner.	Life of facility (or as long as owned by school unit)
18.65	Deeds to Properties Owned by Local Government Agencies	Deeds (plus any related documents) to a school unit's real property. These deeds must also be recorded at the appropriate County Register's Office.	Permanent
18.66	Depreciation Schedules	Depreciation schedules for non-real property owned by school units.	6 years after disposal of property
18.67	Equipment/Asset Inventory	Records relating to the inventorying of the school's capital, expendable and consumable assets. Updated when new items are purchased and old items are sold or given away. Series may contain: Name of the asset, description, location, purchase date, serial or other identifying number, original cost and current value. Also documents related to the purchase, upgrading, and maintenance of equipment such as motor vehicles, computers, etc.	Retain for 4 fiscal years after date of inventory or until disposition of asset
18.68	Equipment Maintenance Records	Records of maintenance of school equipment.	3 years, plus current
18.69	Leases - Property	"Real Property" related leases (land, buildings and fixtures) to which the school unit is a party. Records may include: legal documents, correspondence, reports, etc., relating to the negotiation, fulfillment, and termination of the lease.	10 years after termination of lease
18.70	Mortgages	Mortgages on property owned by school unit, and discharges of these mortgages. Must also be recorded at the appropriate Registry of Deeds.	Permanent
18.71	Property Records	Other than deeds to real estate - documentation for purchase and maintenance of property that the school unit records on an inventory.	6 years after disposal of property
18.72	School Construction Records	Plans and related documents that provide history of school construction projects. Destroy records when building no longer exists, or transfer records to new owner.	Life of the building (or until no longer owned by school unit)
18.73.a	Site Plans - Approved	Final plans submitted to planning boards and land use committees, approved to allow the work to proceed.	Permanent
18.73.b	Site Plans - Work in Progress	Plans superseded by subsequent changes in execution, and all sketches, notes, and supporting documents to completed (final) plan.	Until no longer needed

FINANCIAL RECORDS

Series	Series Title	Description	Retention
18.74	Accounts Payable and Disbursement Records	Including but not limited to: claims, bills, invoices, statements, copies of checks and purchase orders, expenditure authorizations, and similar records that serve to document disbursements, including those documenting claims for and reimbursement to employees for travel and other employment-related expenses.	6 years
18.75	Accounts Receivable Records	Including but not limited to: bill copies or stubs, statements, billing registers, account cards, direct deposits, cash receipts, credit card receipts, receipt books, cash transfers, daily cash reports, cash drawer reconciliations, and similar records (such as returned checks and associated fees) that serve to document money owed to or received by a school unit and its collection or receipt.	6 years
18.76	Audit Reports	Report issued by auditor following each official audit.	Permanent
18.77	Audits, Internal (Working Papers)	Calculations and other backup materials used by auditors to generate final report.	7 years Title 20-A, Chapter 22, §6051 requires that school units keep these records 7 years
18.78	Banking, Accounts and Transactions	Records relating to the school's banking activities and documenting its banking transactions including, but not limited to: <ul style="list-style-type: none"> • Bank deposits (deposit slips) and withdrawals • Bank reconciliations and statements • Records documenting the status of and adjustments to accounts • Stop payment reports/requests (and supporting documentation) • Canceled checks, or images of canceled checks 	6 years
18.79.a	Bids and Proposals, Successful	Bids and proposals made by potential vendors to provide the school with goods, services, revenue, or other benefits. Including, but not limited to: <ul style="list-style-type: none"> • Request for proposal or bid, request for qualifications/quotations, specifications, etc.; • Public notices; • Bid proposals, evaluation documents, statements of qualification, applications, etc. 	6 years

Series	Series Title	Description	Retention
18.79.b	Bids and Proposals, Unsuccessful	Bids and proposals made by potential vendors to provide the school with goods, services, revenue, or other benefits, which are not accepted. Includes bid proposals, evaluation documents, statements of qualification, applications, etc.	2 years
18.80	Bond Records, Financial	Bonds (financial, representing funds invested) purchased or sold.	6 years after expiration
18.81.a	Budget Records - Approved Annual Budget	Final copy of the adopted budget, listing anticipated revenues and expenses for year. This series does NOT include working papers, drafts, budget requests, or other supporting documentation.	Permanent
18.81.b	Budget Records - Supporting Documents	Documentation supporting the approved annual budget, including but not limited to working papers, agency staff analyses, drafts, or other working documents used to draw up the final budget, including estimates and requests submitted for compilation by individual departments.	6 years
18.82	Contracts/Leases	Contracts entered into by school unit for the purchase of goods, services; leasing of vehicles, equipment, etc.	6 years after completion
18.83.a	Ledgers/Journals - Daily Transactions	Records documenting the daily transactions concerning receipts and disbursements of funds. May include details of daily receipts and expenditures such as deposit or payment amounts, date, payee, purpose, fund credited or debited, and check number, etc.. These records are considered temporary accounting records which are used to create a permanent ledger.	6 years
18.83.b	Ledgers/Journal - Permanent	Summary accounting records, showing line item totals of income and expenditures for year. (May also be referred to as annual or final fiscal reports.)	Permanent
18.84	School Trust Fund Records	Records of all trust funds supporting school.	Permanent
18.85	Student Activity Accounts	Records for funds collected to support student activities.	3 years
18.86	Vouchers	Official authorization (i.e. internal document) used in order to collect and organize the necessary documentation and approvals before paying on a claim or bill. May include name of department fund, check number, date, amount of claim, and authorizing signature.	6 years
18.87	Warrants - Financial	Warrants for payment of obligations, (i.e. a written order instructing a specific payment to a specified recipient at a specific time).	6 years

PAYROLL RECORDS

Series	Series Title	Description	Retention
18.88	Deduction Authorizations	Records documenting an individual employee's authorization to withhold taxes or other authorization to allow deductions from the employee's pay.	3 years after separation
18.89	Direct Deposit Authorization	This record series documents an employee's authorization for direct deposit of their paycheck in the bank.	until superseded or end of employment
18.90	Employee Payroll Records	Records kept for individual employee earnings history. May contain, but not limited to: salary history, department and position, earnings and deductions by pay period; gross earnings year-to-date, net pay.	60 years after separation
18.91.a	Payroll Register – Pay Period	Earnings and withholdings of employees for each pay period; used to compile the year end Payroll Register. Records include: date, employee names, gross pay, withholdings and deductions, pay rate	6 years
18.91.b	Payroll Register - Year End	Registers, reports, or similar records detailing the cumulative or year-to-date earnings, withholdings, and deductions.	60 years after separation
18.92	Payroll Reports	Various reports are generated for each pay cycle to verify the accuracy of the payroll. These reports may include payroll summaries, pay journals, check registers, account distributions, payroll liabilities, payroll transactions, payroll account creation reports, gross pay balance, deduction registers, etc.	6 years
18.93	Pension or Retirement Records	Pension or retirement account records that detail, by pay period and cumulatively, deductions, disbursements, adjustments, or other actions. (May be considered as part of Employee Payroll Records or Personnel File)	60 years after retirement
18.94	Tax Forms	Forms and reports used to report the collection, distribution, deposit, and transmittal of payroll and other tax related information for employees. Including: W-2 or W-3, Wage & Tax Statement; W-4, Employees Withholding; Form 940, Unemployment Tax; Form 941, Quarterly Tax; 1099 Forms, Miscellaneous income or other distributions	6 years after fiscal reporting year
18.95	Wage Attachments/Garnishments	Garnishment of employee wages. Records may include: child support records, bankruptcy records, tax levies, and any other court-ordered garnishments or voluntary attachments stating the total amount to be collected and the amount to be deducted from each payroll.	6 years after file becomes inactive

PERSONNEL RECORDS

Series	Series Title	Description	Retention
18.96	Attendance Records	Attendance records if not covered by other record series.	3 years
18.97	Applications for Employment - Not Hired	Cover letters, application forms, references, etc.	2 years
18.98	Background Checks	Background checks conducted by school unit.	6 years
18.99	Employee Drug Tests	Records of drug test and results for school employees.	5 years
18.100	Employee Insurance	Records regarding employee participation in insurance programs (such as health, dental, etc., and including COBRA records)	6 years after termination
18.101	Employment History	Employment history (including dates of employment, annual salary history, full time/part time status).	60 years after separation unless employer has been notified that the former employee has died; in which case 10 years after former employee's death
18.102	Form I-9	Federally required proof that employee has a legal right to work in the U.S.	3 years after separation
18.103	Health Records - Individuals	Health records of school employees, individuals visited by municipal nurses, etc. Does not include records maintained by government-operated hospitals or similar health care facilities.	30 years after separation
18.104	Job Descriptions	Description of duties performed or to be performed by particular positions.	Permanent
18.105	Leave Files	Requests and authorizations for vacation, compensatory, sick, Family and Medical Leave Act (FMLA), and other types of authorized leave, and supporting documentation.	3 years
18.106	Personnel Records – Long Term	Personnel records addressed in 20-A M.R.S.A, Section 6101 .	6 years after separation

Series	Series Title	Description	Retention
18.107	State and Federal Personnel Reports	Reports and regulatory statistics maintained for State or Federal agencies (such as affirmative action and equal opportunity records, OSHA-required records, etc.)	6 years
18.108	Substitute List	List of school unit's employment of substitute teachers to cover teacher absences.	1 year, plus current
18.109.a	Training – Conferences, Workshops Conducted by Agency	Information used to conduct training sessions or for conferences and workshops. May include training materials, registration and confirmation records, flyers and/or brochures, other presentation material or related documentation.	3 years after end of training/event
18.109.b	Training - Employee Training	Employee records for any voluntary or mandatory training provided in-house or by another organization. Records may include certificates of completion (such as Freedom of Access – Right to Know), grades and requests and approval for training.	6 years after separation
18.109.c	Training – Informational Materials	Training and education of employees: Information about available training/education opportunities.	Update as needed
18.110.a	Union Records - Grievance and Arbitration Files	Related correspondence; union grievances and negotiation documentation; signature page of people attending meeting; notes on meeting; written decision; demand for arbitration; arbitration award; exhibits; briefs; notice of hearing; settlement agreement.	50 years
18.110.b	Union Records - Union Agreements (Signed)	Collective bargaining agreements with unions representing employees of school unit.	Permanent
18.111	Volunteer Records	Records documenting those who participate as school volunteers. These records are maintained as a reference and to verify that a person has worked as a volunteer. May contain: Application, names of volunteers, addresses, directory information, program volunteering for, time and attendance records, registers, sign-in sheets and activity information.	5 years
18.112	Wellness Program Records (Employee)	Records of individual employee participation in program designed to encourage behaviors thought to result in improved health.	Current year
18.113.a	Workers Compensation Records - Completed Claim	First report plus other records, when claim is finalized by a lump sum settlement.	1 year after close of case
18.113.b	Workers Compensation Records - First Report of Injury	No lost work time, so that the only record required is the initial report of injury.	1 year after close of case
18.113.c	Workers Compensation Records - Long Term Claim	First report plus other records where time is lost from work and case is not finalized by lump sum payment.	20 years after last payment

School Board Records

Series	Series Title	Description	Retention
18.114	Comprehensive Emergency Management Plan	Title 20-A §1001 requires that each school board annually approve this plan.	5 years after each revision
18.115	Comprehensive Plans (Adopted)	These records document the plans for the future growth and development of the school system. A comprehensive, long-range general plan addresses present and future needs of the school; including any future growth and development.	Permanent
18.116	School Board Accreditation Reports	Accreditation reports.	Permanent
18.117	School Board Committee Minutes	Approved minutes of school board sub-committees.	Permanent
18.118	School Board Meeting Minutes	<p>All official meetings held or conducted by School Board, where official minutes are kept with an accurate record of votes and actions. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting/agenda packets (briefs, reference materials, etc.) • Speaker sign-up, written testimony • Audio/visual recording transcripts • Recordings (destroy after minutes have been transcribed and approved, unless challenge or legal dispute related to meeting, then retain until resolution. • Minutes (any handwritten notes, once transcribed and approved can be destroyed) 	Permanent (except where noted)
18.119	School Board Policies	Approved Board policies, including policies removed/rescinded by the Board.	Permanent