

Prospect School District 59

Code: EH-AR
Revised/Reviewed: 5/12/08; 7/31/18; 11/8/22

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 will promptly dispose of transitory, non-public record and personal records from the network and email system.
6. 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	<u>166-400-0015</u>
Course Descriptions	
Curriculum Development Records	
Instructional Materials Selection and Adoption Records	
Talented and Gifted Program (TAG) Records	
Teacher Daily Instructional Plans	
Financial Records	<u>166-400-0025</u>
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	<u>166-400-0050</u>
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	<u>166-400-0020</u>
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.....	<u>166-400-0055</u>
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.....	<u>166-400-0040</u>
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.....	<u>166-400-0060</u>
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	166-400-0065
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]	