

RECORDS MANAGEMENT

Documents, including those in electronic format, that are created and received by, under the authority, custody, control, or in the possession of school district officials, and that relate to the transaction of public business, the expenditure of public funds, or the administering of public property, shall be maintained as follows:

Accident/Incident Reports	2 years if no legal action pending
Administrative Records	2 years, except for official minutes and agendas that shall be maintained permanently. Be sure all BID DOCUMENTS are within the minutes and specific as possible. BOARD PACKETS, no length required.
Calendars/Appointment Books	2 years
Correspondence	3 years
Financial Records	5 years. Includes Child Nutrition and Federal Programs. MEDICAID requires its records to be held for six (6) years.
Personnel Files	5 years after employee's termination or resignation. Payroll Office will keep FOREVER a record of all employees' annual earnings, rate of pay, Form 941s and W-3 transmittal records.
Policies/Handbooks	Permanently, with out-of-date material archived.
Real Property Records	5 years after property sold, permanently for property owned.
Student Records	Transcripts and other scholastic records will be maintained permanently, other student records maintained for at least 5 years. We do NOT have to keep discipline or testing records for any set length of time. Keep teacher grade books for 5 years – in case a dispute arises over what is stored in the computer.

Telephone Logs/Messages

Only for as long as needed for
administrative purposes.

Do not destroy anything from a student's file until his/her class has graduated and even then files should be maintained in an inactive drawer for three (3) years.

LITTLE AXE BOARD OF EDUCATION
JUNE 10, 2008