

## **EHB - Records Retention Schedule**

### **Business Records**

Accident Reports:

Employee 6 years 6 years

Student (6 years after age of maturity for suit)

Annual Audit: 6 years

Application for Federal grants: 6 years

Bank Deposit Slips: 6 years

Budgets: 6 years

Child Labor Permits: 1 year

Class Observation Forms: 1 year

Contracts: 1 Year

District Meeting Minutes: 1 year

Enrollment Reports: Permanent

Invoices: 1 year

Ledger/Journals: 6 years

Medical Benefits: 1 year

Monthly Reconciliations: 1 year

Monthly Financial Status: 1 year

Minutes of Board Meetings: Permanent

Property Inventories: 6 years

Purchase Orders: 1 year

Supply Orders: 1 year

Telephone Log Sheets: 1 year

Time Cards: 6 years

Transportation Reports: 1 year

Travel Reimbursements: 1 year

Treasurer's Report: 6 years

Voucher Manifests: 1 year

W-2's Yearly: 6 years

### **Personnel Records**

Applications: 3 years, or if employed, term of employment

Employment

Not Employed

Interview Documents: 3 years, or if employed, term of employment

Letters of Recommendation

Transcripts

Attendance Records: 1 year

Leaves

Requests for Leaves

Miscellaneous Correspondence for Personnel: 4 years

Teachers' Master Contract Length of Contract: 6 years

### **Student Records**

Examples of Student's Work: 1 year

Health and Physical Records: Term of Enrollment

Shot Record

Permanent Record Cards: Permanent

Progress

Attendance

Test Scores (Standardized)

Academic

Miscellaneous Evaluation: Term of Enrollment

Anecdotal Records: Term of Enrollment

Disciplinary Reports

Medical Reports (Doctor)

Excuses (Parental)

Insurance Forms

Post High School Placement: 6 years

Registration Form: 1 year

**Board Approved May 17, 2023**