

RECORD RETENTION AND FORM DESTRUCTION GUIDE		
Form Title / Description	Retention Period	Disposition Instructions
Administration - Board of Trustees		
Agenda, Local Board of Education Meetings	Permanent	Retain Permanently
Minutes, unofficial of local Board of Trustees/Education	Indefinite*	Destroy when official minutes approved
Minutes, Official of local Board of Trustees/Education	Permanent	Retain permanently (minimum 10 years) Originals may be destroyed when filmed
Tape recording (audio/video) of Board meetings	Indefinite*	Destroy when official minutes approved. (Recordings of meetings in which important policy or community decisions are discussed should be considered for possible permanent retention)
Administration - General		
Absence record - Daily	1 year	Destroy
Abstracts/deeds/title papers/mortgages	Permanent	Permanent
Agenda - Administrative meetings	Indefinite*	Destroy when no longer useful
Annual Report	Permanent	Permanent
Authority to dispose of records	Permanent	Permanent
Bonds and coupons - Paid	Indefinite*	Until Debt is retired and after audit
Bond issues (enabling documentation)	Permanent	Permanent
Bond Ledgers/Registers	Indefinite*	Until Debt is retired and after audit
Calendar - Staff and Curriculum	5 years	Destroy
Correspondence - Official from Superintendent (Documents major functions, activities, programs, decision making, important events in schools district history)	Permanent	Permanent
Estimated Enrollment	3 Years	Destroy
Evaluations of Administrators	Permanent	Permanent
Grant Applications - Approved	Indefinite*	Retain 5 years after program is completed and after audit
Grant Applications - Not Approved	5 years	Destroy
Parent teacher association records (secretary's, treasurer's books, scrapbooks)	Permanent	Permanent
Policy Book	Permanent	Permanent
Proof of publication files	3 years	Destroy
Publications issued by Corporation	Permanent	Retain one copy Permanently
School report card	Permanent	Permanent
Subject files of Superintendent (May include copies of useful reports, correspondence, staff meeting minutes, notes, reports which document a variety of issues and projects of concern to the Superintendent's Office)	Indefinite*	Destroy when no longer useful
Administration - Financial Services - General		
Audit report by State Board of Accounts	Permanent	Permanent
Automated financial data- stored	Indefinite*	Until updated summary information
Bank Ledgers/Bank Account History	Indefinite*	Destroy after 5 years and Audit
Bank Statements - Deposit slips	Indefinite*	Destroy after 5 years and Audit
Budget, annual - record copy	Permanent	Permanent
Daily Report (balance of depositories, cash, and investments)	Indefinite*	Destroy after 5 years and Audit
Form 9 State Report (biannual, annual report)	Permanent	Permanent
Full Budget Report (actual spending record)	Indefinite*	Destroy after 5 years and Audit
Function Ledgers/Program Ledgers	Indefinite*	Destroy after 5 years and Audit
Fund Ledger - All Funds	Indefinite*	Destroy after 5 years and Audit
Insurance (school Corp), Contracts	Indefinite*	Destroy 10 years after expiration of contract
Object Budget Report	Indefinite*	Destroy after 5 years and Audit
Administration - Financial Services - Payroll		
Absence Records	4 years	Destroy after 4 Years and Audit
Adjustment sheets (extra earnings)	4 years	Destroy after 4 Years and Audit
Direct Deposit Report, per payroll period	3 Years	Destroy after 3 years and Audit
Direct Deposit, Transfer report	3 Years	Destroy after 3 years and Audit
Employee earning's record - yearly	Permanent	Permanent
Indiana Department of Employment and Training Services Report	Permanent	permanent
Extra Earnings report (Exception Report)	6 Years	Destroy after 6 year and Audit
Payroll Annual Report (included in school report card)	Permanent	permanent
Payroll Check Registers	3 Years	Destroy after 3 years and Audit
Payroll Deductions Ledger	4 Years	Destroy after 4 Years and Audit
Payroll Exception File (extra earnings and substitute earnings)	4 years	Destroy after 4 Years and Audit
Payroll Ledger	Permanent	Permanent - Originals may be destroyed when recorded
Payroll Register - Trial Journal	5 Years	Destroy after 5 years and Audit
PERF worksheets (balanced out)	3 Years	Destroy after 3 years and Audit
PERF report (quarterly)	Permanent	Permanent - Originals may be destroyed when recorded
Retirement Gross report - Per pay period	3 Years	Destroy after 3 years and Audit
Retirement Gross report - Quarterly	3 Years	Destroy after 3 years and Audit
Salary Distribution Report	5 years	Destroy after 5 years and Audit
Social Security Report	Permanent	Permanent - Originals may be destroyed when recorded
Substitute Pay report- Teaching non-teaching substitute edit report	4 years	Destroy after 4 Years and Audit
Tax Report - Federal (Form 941)	4 years	Destroy after 4 Years and Audit
Tax Report - Indiana (Form WH1R) State Quarterly	4 years	Destroy after 4 Years and Audit
Teachers Retirement report - Indiana (P-31)	Permanent	Permanent - Originals may be destroyed when recorded
Time Card summary report (payroll information worksheets)	4 years	Destroy after 4 Years and Audit
Time Cards	4 years	Destroy after 4 Years and Audit
Union Dues report (ISTA-NEA)	5 years	Destroy after 5 years and Audit
W-2 & 1099 forms	4 years	Destroy after 4 Years and Audit
W-4	Indefinite*	Destroy when replace with new form or when staff member becomes inactive
Year to date register, teaching and non-teaching (trial balance)	5 years	Destroy after 5 years and Audit

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Administration - Financial Services - Accounts Payable		
Appropriations, allotments, encumbrances, disbursements, balances ledger	Indefinite*	Destroy after 3 years and Audit
Budget report by object	3 Years	Destroy
Cash report monthly	5 years	Destroy after 5 years and Audit
Check register	6 Years	Destroy after 6 years and Audit
Checks, cancelled, returned or voided	10 years	Destroy after 10 years and Audit
Claims, vouchers	6 Years	Destroy after 6 years and Audit
claims docket	3 Years	Destroy after 3 years and Audit
Clearing account ledger	5 years	Destroy after 5 years and Audit
Disbursement Journal	10 years	Destroy after 10 years and Audit
Duplicate deposit slips	Indefinite*	Destroy when no longer useful
Edits, printout after postings	1 year	Destroy
Investment, correspondence	Indefinite*	Destroy when no longer useful
Investment register	Permanent	permanent
Leave approval forms	3 Years	Destroy
Purchase orders - cancelled	3 Years	Destroy after 3 years and Audit
Purchase Orders - completed	3 Years	Destroy after 3 years and Audit
Purchase requisitions	3 Years	Destroy after 3 years and Audit
Receipts	3 Years	Destroy after 3 years and Audit
Receipts Ledger	5 years	Destroy after 5 years and Audit
Receipts and disbursement journal	Permanent	Permanent - Originals may be destroyed when recorded
Statements, outstanding, month end	Indefinite*	Destroy when no longer useful
Supporting documentation for income	Indefinite*	Destroy when no longer useful
Utility Ledgers	Indefinite*	Destroy when no longer useful
Vendor Ledger	3 Years	Destroy after 3 years and Audit
Warrant/Check Registers	6 Years	Destroy
Administration - Financial Services - Voluntary Deductions & Insurance		
Annuity statements, Individuals	Indefinite*	Destroy when superseded
Benefit Plan election form (Cafeteria Plan or Flexible Benefit)	10 years	Destroy
Benefit Records	10 years	Destroy
Change Verification of election form	Indefinite*	Destroy after superseding form is filed, authorization expires, or employee is terminated
Correspondence, general	Indefinite*	Destroy when no longer useful
Deduction Recap	3 years	Destroy
Health Insurance Application form	Indefinite*	Destroy after superseding form is filed, authorization expires, or employee is terminated
Insurance, accounts (including reports of)	10 years	Destroy
Insurance bids, rejected	3 Years	Destroy
Insurance bids, accepted	5 years	Destroy
Insurance, claims & bills (including reconciliation)	5 years	Destroy
Insurance, commodities	3 Years	Destroy
Insurance, contracts	Indefinite*	Destroy after 10 years after expiration of contract
Monthly deduction recap, individuals	3 Years	Destroy
Staff Deductions files (Can include - Insurance selection, annuity forms, correspondence statements)	Indefinite*	Destroy after superseding form is filed, authorization expires, or employee is terminated
Transmittal forms (health and dental) Changes to insurance company	Indefinite*	Destroy after superseding form is filed, authorization expires, or employee is terminated
Administration - Business Services - Building Services		
Bids, sealed - Not accepted	5 years	Destroy
Bids, Sealed - Accepted	10 years	Destroy
Contracted work orders	10 years	Destroy
Correspondence, construction projects	Indefinite*	Destroy when no longer useful
Drawings, blueprints, specifications (planned design drawings)	Indefinite*	Destroy when no longer useful
Drawings, blueprints, specifications (planned built drawings)	Permanent	Permanent
EPA Asbestos abatement records	Permanent	Permanent
EPA Asbestos Inspection reports	3 years	Destroy
IDEM Monthly treatment plan lab reports (sewage treatment)	3 years	Destroy
Manuals, Operation & Maintenance	Indefinite*	Destroy when superseded
State fire Marshal annual site inspection reports	3 years	Destroy
Administration - Business Services - Computer Services		
Back-ups	Indefinite*	Destroy when superseded
Contracts/Service Agreements	10 years	Destroy 10 years after expiration of contract
Correspondence	Indefinite*	Destroy when no longer useful
CPF (Capital project files)	Indefinite*	Destroy when no longer useful
4R Grants	5 Years	Destroy after 5 years and Audit
Manuals	Indefinite*	Destroy when no longer useful
Packing slips	3 Years	Destroy
School Files	Indefinite*	Destroy when no longer useful
Technology plan	Indefinite*	Destroy when no longer useful
Vendor files	Indefinite*	Destroy when no longer useful
Work requests	1 year	Destroy

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Administration - Business Services - Food Services		
Cafeteria expenditure report, monthly (claims docket)	5 Years	Destroy
Claim reimbursement form (State lunch program) monthly	5 Years	Destroy
Claims breakdown	5 Years	Destroy
Daily cashier's reports	5 Years	Destroy
Equipment valuation report	5 Years	Destroy
Food Quotes	5 Years	Destroy
Free and reduced meal applications (include textbook assistance forms)	5 Years	Destroy Confidential (Shred)
Fund Ledger - All Funds	5 Years	Destroy
Guidelines	Indefinite*	Destroy when superseded
Menus/Daily Production Sheets	5 Years	Destroy
Milk and bread bids, accepted	5 Years	Destroy
Milk and bread bids, not accepted	5 Years	Destroy
milk and bread bills (claims)	5 Years	Destroy
Monthly cashiers report	5 Years	Destroy
Policies - federal, state, local	Indefinite*	Destroy when superseded
Profit and loss statement	5 Years	Destroy
Receipt Ledger	5 Years	Destroy
State contracts	Indefinite*	Destroy 10 years after expiration of contract
USDA commodity allotments	5 Years	Destroy
Weekly cashier's report	5 Years	Destroy
Year end inventory	5 Years	Destroy
Administration - Business Services - Transportation		
Bus care reimbursement form	3 Years	Destroy
Bus conduct report	3 Years	Destroy
Bus Driver Contract	Indefinite*	Destroy after 10 years after expiration of contract
Bus Driver personnel file	Permanent	Permanent
Bus Driver physical forms	Indefinite*	Destroy after 10 years after expiration of contract
Bus time sheets	4 years	Destroy
Bus Safety Inspection report (Indiana state police)	3 years	Destroy
Field Trip payroll report, biweekly	10 years	Destroy
Field trip reports	3 years	Destroy
Form DOE-TN (Indiana, replaces EIR-5 form)	5 years	Destroy
Form 32-9 (IN)	5 Years	Destroy
Gas record form	3 Years	Destroy
Handicapped Transportation Report	5 years	Destroy
Occupational Safety & Health Association annual report	5 years	Destroy
Administration - Personnel		
Affirmative Action Files (includes litigation, hearing and complaint files)	Indefinite*	Destroy 5 years after case closes
Applications, administrators, teachers, substitute teachers, clerical and building services - hired	Permanent	Permanent
Applications, administrators, teachers, substitute teachers, clerical and building services - not hired	5 years	Destroy
Applications for student teachers	Indefinite*	Length of employment
Employee service record	Permanent	Permanent
Equal employment opportunity reports/summary data	3 years	Destroy
Handbooks, classified and certified staff	Permanent	Retain one copy Permanently
Leave forms, personnel	4 years	Destroy
Leave forms, professional	4 years	Destroy
Master contract files	Permanent	Permanent
Negotiating files, teachers	Indefinite*	Retain until contract expires
Negotiating files, non teachers	Indefinite*	Retain until contract expires
Notice of job vacancies (postings)	3 Years	Destroy
Orientation booklet	3 Years	Destroy
OSHA employee accident report	5 years	Destroy
OSHA employee exposure records	Indefinite*	retain 30 years after termination or retirement
OSHA Employee medical records	Indefinite*	retain 30 years after termination or retirement
Personnel files, classified and certified - hired may include employment application, professional certificated, transcripts, employment contracts, evaluations	Permanent	permanent
personnel file, classified and certified - not hired	5 years	Destroy
State teachers retirement fund records	Permanent	permanent
Substitute record cards	Permanent	permanent
Teacher permanent record cards	Permanent	permanent

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Form Title / Description	Retention Period	Disposition Instructions
Administration - Students		
Correspondence, Litigation, student	Indefinite*	Retain until case is settled
Enrollment report (six weeks)	5 years	Destroy
Enumeration for School Purposes (local census of school children)	Permanent	permanent
Student due process files (expulsion record)	5 years	destroy
Student handbooks	Permanent	Retain on copy permanent
Administration - Instruction - Audio/Visual		
Equipment Inventory	5 years	Destroy
Utilization - Maintenance Records	Indefinite*	Destroy when no longer useful
Administration - Instruction - Adult Basic Education		
Adult Education Final Report (state report)	Permanent	Permanent
Annual Performance Report	Permanent	permanent
Calendar - Staff and Curriculum	Indefinite*	Destroy when no longer useful
Financial Report	3 years	Destroy after audit
Learner Folder - Registration form/testing results/court order/outside agency referrals	5 Years	Destroy 5 years after last contact with learner
Learner Year End Data/Exit Information	5 Years	Destroy 5 years after last contact with learner
Learner work folder (work in progress)	5 Years	Destroy 5 years after last contact with learner
Monthly Report outside agencies	3 years	Destroy
Monthly listing of new enrollees ¹	3 years	Destroy
Outside agency contract	Indefinite*	Destroy 10 years after expiration of contract
Requests for Funds under the 306 section of the adult education act	Permanent	permanent
Sing in/out sheet (class attendance)	5 years	Destroy
STAR (student time and attendance reporting)	5 Years	Destroy
Student roster	3 years	Destroy
Summary of expenditures	3 years	Destroy after audit
Administration - Instruction - Chapter1/Title 1		
Absence Records	5 Years	Destroy
Achievement test score sheet/score booklet	5 Years	Destroy
Allocation Letter	Permanent	Permanent
Annual Budget/Expenditure Report	5 Years	Destroy after audit
Annual Project Evaluation	Permanent	permanent
Comparability report	5 Years	Destroy
Coordination record, student	5 Years	Destroy
Correspondence, parent	5 Years	Destroy
Correspondence, staff	5 years	Destroy
Equipment Inventory	5 years	Destroy
Evaluations, certified staff	Permanent	Permanent
Evaluations, classified staff	5 Years	destroy
Home Visit Documentation	5 Years	destroy
Loss and gain from (achievement data)	5 Years	Destroy
Needs assessment ranking report	5 years	destroy
newsletter	Permanent	permanent
newsletter, work files	Indefinite*	Destroy when no longer useful
Priority list (need definition)	5 Years	Destroy
Professional development information	Indefinite*	Destroy when no longer useful. Record noting individual staff training should be transferred to the individuals permanent record.
Project/program application - approved	5 Years	Destroy
Project/program application - not approved	5 Years	Destroy
Project amendments - approved	5 years	Destroy
Project amendments - not-approved	5 years	Destroy
Quarterly Monitoring Report	5 Years	Destroy
Student Documentation file (program and attendance record)	5 Years	Destroy
Student Exit record (Drop-out interview)	5 Years	Destroy
Student selection form (includes test scores, teacher referrals)	5 Years	Destroy
Target area selection report	5 years	Destroy
Teacher referral to program record	5 Years	destroy
Teacher's student evaluation/comments record	5 Years	destroy
Time cards	5 years	destroy
Title 1 District Plan	Permanent	Permanent
Title 1 Building Level Plan	5 Years	Destroy
Weekly work schedule	5 years	Destroy
Administration - Instruction - Chapter2/ Title 6		
Application for funds for educational programs under PL97-35 (program plan)	5 Years	Destroy
Chapter 2 Budget and expenditure report	5 Years	Destroy after audit
Evaluation report for Chapter 2 Programs	5 Years	Destroy
Requisitions/packing slips	5 Years	Destroy after audit

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Form Title / Description	Retention Period	Disposition Instructions
Administration - Instruction - Community Education		
Course Descriptions	Indefinite*	Destroy when no longer useful
Enrollment forms	1 year	Destroy
Evaluation of Class	3 years	Destroy
General Communications	3 years	Destroy
IVY TECH classes, correspondence	Indefinite*	Destroy when no longer useful
Listings of Classes	Indefinite*	Destroy when no longer useful.
News Releases	1 year	Destroy
Notice of job vacancies "postings"	3 years	Destroy
Administration - Instruction - Curriculum		
Adopted textbook list	Indefinite*	Retain through two adoption cycles
Central Curriculum Committee minutes	Permanent	Permanent
Committee records - agenda, membership lists, and general information	Indefinite*	Destroy when no longer useful
Correspondence file	Indefinite*	Destroy when no longer useful
Curriculum Checklist	Indefinite*	Destroy when no longer useful
Curriculum Guides	Indefinite*	Until superseded
Field trip requests	1 year	Destroy
Grant applications - approved	5 years	Destroy 5 years after program is completed and audit
Grant applications - not approved	5 years	Destroy
High school course description booklets	Permanent	permanent
In-service program booklet and activities	Indefinite*	Destroy when no longer useful
Innovative instructional programs	Indefinite*	Destroy when no longer useful
PBA/NCA final reports	Permanent	Permanent
Special Events	Indefinite*	Destroy when no longer useful
State/Corp Programs: can include Beginning Teacher Internships, Prime Time, Tech Prep, Professional Development School, Incentive Awards, Indiana 2000	Indefinite*	Until revised or discontinued. Financial records associated with individual programs need to be maintained for 5 years after completion of program and after audit
Testing Results records, corporation - can include Essential Skills Summary, Achievement Performance Report, Evaluation Summary (district, school, grade level)	Permanent	Permanent
Textbook adoption committee records	Indefinite*	Minimum one adoption cycle... Destroy when not longer useful
Waivers (textbook, curriculum, time requirements)	Indefinite*	Minimum three years.. Destroy when no longer useful
Administration - Instruction - GED		
Contracts	Indefinite*	Destroy after 10 years after expiration of contract
Receipt Book	5 years	Destroy after 5 years and Audit
Test taker file - can include - Application, correspondence, Eligibility verification, Test Results	5 years	Destroy 5 years after last contact with Test taker
Administration - Instruction - Guidance		
Guidance activities, decisions and in-service record	4 years	Destroy
School Testing results records	4 years	Destroy
Student home visits	3 Years	Destroy

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Form Title / Description	Retention Period	Disposition Instructions
Administration - Instruction - Health		
Accident Report, annual summary	3 years	Destroy
AIDS training - sign in sheet	3 years	Destroy
Alcohol - Narcotics Report	3 years	Destroy
Blood test report	Indefinite*	Retain for length of students enrollment
Correspondence files, student	Indefinite*	Retain for length of students enrollment
Hearing report (State form 39986)	5 years	Destroy
Immunization record	Permanent	Permanent
Immunization status (State form 22363- Kindergarten)	5 years	Destroy
Informal notes	Indefinite*	Destroy when no longer useful
Medication at school form - Lists student name and medication given	3 years	Destroy
New Student Immunization Status (State form 22363NE)	3 years	Destroy
Postural screening (State form 4685R)	3 years	Destroy
Report of Alleged Child Abuse or Neglect - Investigation found no child abuse or neglect	1 year	Destroy
Report of Alleged Child Abuse or Neglect - Investigation found child abuse or neglect	Indefinite*	Retain for length of students enrollment
School health manual	Indefinite*	retain until superseded
Scoliosis screening, initial	Indefinite*	Retain for length of students enrollment
Scoliosis screening, referral/follow-up	Indefinite*	Retain for length of students enrollment
Sickle Cell Anemia Report	3 years	Destroy
Sixth Grade Measles Status	3 years	Destroy
Tuberculin skin test by school	3 years	Destroy
Universal precautions training for employees, sign in sheet	3 years	Destroy
Universal precautions training for employees, training information	Indefinite*	retain until superseded
Vision screening	3 years	Destroy
Visual acuity screening - initial report	Indefinite*	Retain for length of students enrollment
Visual acuity screening - referral/follow-up	Indefinite*	Retain for length of students enrollment
Administration - Instruction - Special Education		
Agreement to safeguard information	Indefinite*	Destroy after staff member leaves program or school district employment
Annual data report - education of the handicapped	Permanent	Permanent
Application for federal assistance fro the education of handicapped	5 years	Destroy
Application for tentative approval for annual classroom units for exceptional children	5 years	Destroy
Grants, state and federal	5 years	Destroy 5 years after completion of activity and audit
Individual Student file - Multidisciplinary team evaluation reports, Case conference committee summaries, Individualized education plans, transition plans, correspondence, pertinent information regarding the students educational placement, test protocol on student	Indefinite*	Records are maintained 5 years beyond the provision of educations services to the student if the parents have not requested destruction of the records. 34 CFR33.573 permits parents to request the destruction of personally identifiable information on their child. The parent must be informed of the destruction option (generally at graduation) If parents request the informant destroyed, the agency may retain a permanent record of a students name, address, phone number , his or her grades, attendance record, classes attended, grade level and year of completion.
Needs assessment report	5 years	Destroy
Quarterly summary report - education of the handicapped	5 years	Destroy after 5 years and Audit
Psychological data follow up	Indefinite*	Retain for length of students enrollment
Psychological report	Indefinite*	Retain for length of students enrollment
Request for approval of replacement teacher	5 years	Destroy
Administration - Instruction - Speech & Hearing		
Audiometer tests	Indefinite*	Retain for length of students enrollment
Cash Records summary	5 Years	Destroy
Medical report	Indefinite*	Retain for length of students enrollment
Oral Deaf Program report	Indefinite*	Retain for length of students enrollment
Other Speech & Hearing reports and records	Indefinite*	Retain for length of students enrollment
Other Speech & Hearing Therapy referral sheet	Indefinite*	Retain for length of students enrollment
Administration - Instruction - Summer School		
Application for Summer School (State report)	3 years	Destroy after 3 years and Audit
Approval Letter	3 years	Destroy after 3 years and Audit
Attendance Records	Indefinite*	Destroy after information is transferred to students record
Corporation ISTEP re-mediation and retention summary	Permanent	Permanent
ISTEP final reporting form	Permanent	Permanent
ISTEP preliminary reporting form	3 years	Destroy
News Release	1 year	Destroy
Students Grade Report	Indefinite*	Destroy after grades area transferred to students permanent record
Student Summer School Registration	1 year	Destroy
Summer School Final Report	Permanent	Permanent
Summer School Information Sheet (letters to parents)	1 year	Destroy

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Administration - Instruction - Textbooks		
District Textbook requisition purchase orders	6 Years	Destroy
School textbook reimbursement	3 years	Destroy after 3 years and Audit
Textbook fee/rental files	3 years	Destroy after 3 years and Audit
Schools - Administration		
Accident Reports	3 years	Destroy
Accreditation files (PBA/NCAO) (working files)	Indefinite*	Retain until next accreditation cycle
Attendance registers	3 years	Destroy
Attendance slips, daily	3 years	Destroy
Attendance summary sheets, daily	3 years	Destroy
Commencement programs	Permanent	Permanent
Correspondence - Principal	Indefinite*	Destroy when no longer useful - Items that deal with policy should be considered permanent
Correspondence - asst Principal	Indefinite*	Destroy when no longer useful
Course textbooks adoptions	Indefinite*	Destroy when superseded
Daily discipline records (bus conduct, late to class, no supplies, etc)	5 Years	Destroy
Department of Education reports (forms 30a, 30b, PE, ES, DE, NE, LM, AS, DR, AD, TN) for Indiana	Permanent	Permanent
Enrollment reports	3 years	Destroy
Excuse notes - Parents	3 years	Destroy
Excuse notes - Doctors	3 years	Destroy
Grade registers	3 years	Destroy
Insurance records on students	Indefinite*	Destroy after 10 years after expiration of insurance
Newspapers/newsletters (includes team newsletters to parents)	Permanent	Retain one copy Permanently
Other Department of Education reports	Permanent	Retain one copy Permanently
Parent teacher association records	Permanent	permanent
Subject files	Indefinite*	Destroy when no longer needed
Yearbooks	Permanent	Permanent
Schools - Financial services - General		
Book and equipment inventory	Permanent	permanent
Long distance telephone log	3 Years	destroy
Schools - Financial services - Extra Curricular Account records		
Annual financial report (form SA5-1)	Permanent	Permanent
Application for free lunch/textbook assistance	5 years	destroy
Bank Statements - Deposit slips	5 years	destroy
Book Rental Checklist	5 years	Destroy
Book Rental Files - Past Due	Indefinite*	Until audited
Checks, cancelled, returned or voided	10 years	Destroy
Claim forms for payment	5 years	Destroy
Deposit Records	5 years	Destroy
Ledgers	5 years	Destroy
Payment authorization vouchers	5 years	Destroy
Purchase orders - copies	5 years	Destroy
Receipts/receipt books	5 years	Destroy
Textbook rental and fees list	5 years	Destroy
Ticket sales - athletic and extra curricular	5 years	Destroy
Schools - Business Services - Building Services		
EPA Asbestos Management Plan	Permanent	Permanent
Fire and Tornado Drill Plan (Safety Plan)	Indefinite*	Destroy when superseded
Use of Building forms	3 Years	Destroy
Schools - Business Services - Food Services		
Cafeteria Inventories	Indefinite*	Retain for 5 years and until superseded
Cafeteria receipts reports	5 years	Destroy
Cash register receipts	5 years	Destroy
Daily school lunch reports	5 years	Destroy
Government commodities used in Home Economics	5 years	Destroy
Health Inspection report	Indefinite*	Retain for 5 years and until superseded
Lunch ticket stubs	5 years	Destroy
Notification letters for schools meals	5 years	Destroy
Record of advance payments and charges	5 years	Destroy
Record of charged lunches	5 years	Destroy
Small equipment inventory	Indefinite*	Retain for 5 years and until superseded
Weekly school lunch report	5 years	Destroy

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Schools - Business Services - Personnel		
Teacher Personnel files - Can include evaluations, letters, memos	Permanent	Permanent
Schools - Students		
Enrollment cards	3 years	Destroy
Grade books	5 years	Destroy
Grade Sheets, cumulative by semester	3 years	Destroy
Grade sheets - six week	3 years	Destroy
Insurance sign-off sheet	1 year	Destroy
Letter of absence record to parents	3 years	Destroy
Locker assignments	1 year	Destroy
Notice of suspension	3 years	Destroy
Permanent record cards - graduates	Permanent	permanent
Permanent record cards - withdrawal	Permanent	Permanent
Sick room sign-in/out sheet	1 year	Destroy
Sign in/out sheets (students leaving early or arriving late)	1 year	Destroy
Student assignment book sign-off sheet	1 year	Destroy
Student handbook sign-off sheet	1 year	Destroy
Student schedules	1 year	Destroy
Schools - Instruction - Athletics		
Contract for athletic contests	Indefinite*	Destroy 10 years after expiration of contract
Contract for athletic officials	Indefinite*	Destroy 10 years after expiration of contract
Contract for contest officials	Indefinite*	Destroy 10 years after expiration of contract
Eligibility certificates	3 years	Destroy
Financial game records	5 years	Destroy
Insurance records	5 years	Destroy
Parent - Physician certification	5 years	Destroy
Records of awards	Permanent	Permanent
Schools - Instruction - Guidance		
Cumulative record/Permanent record	Permanent	Retain permanently (minimum 15 years) Originals may be destroyed when filmed
Health Record	Indefinite*	Retain for 5 years after student leaves school system
Official class list	3 years	Destroy
Senior awards	Permanent	Permanent
Student activity sheets	Indefinite*	Retain for 5 years after student leaves school system
Testing results records classroom and building - ISTEP, CAT, SAT,ACT,EPSF	5 Years	Destroy
Testing results records individual student - ISTEP, CAT, SAT,ACT,EPSF	5 Years	Destroy
Schools - Instruction - Health & Psychological		
Parent request and Permission to administer	3 years	Destroy
Permission to medicate - parent notes	3 years	Destroy
Psychological reports - Non special education	3 years	Destroy
Psychologist follow up report	3 years	Destroy
Release letter - psychologist	Indefinite*	Retain for length of students enrollment
Request for psychological services	Indefinite*	Retain for length of students enrollment
Statement of examining physician	Indefinite*	Retain for length of students enrollment
Student medical examination record	Indefinite*	Retain for length of students enrollment
Student Medical Records	Indefinite*	Retain for length of students enrollment
X-Ray lab report	Indefinite*	Retain for length of students enrollment
Schools - Instruction - Library		
Annual school library report (no longer required to be filed with state)	Permanent	Permanent
Bids - Accepted	10 years	Destroy
Bids - Not Accepted	5 years	Destroy
Books and AV inventory	Indefinite*	Destroy when superseded
Circulation records	Indefinite*	Retain until returned
Fine Slips	Indefinite*	Retain until returned
Materials inventory	5 years	Destroy
Monthly budget reports	3 years	Destroy
Patron files	Indefinite*	Retain until replaced or inactive
Purchase orders requisitions, duplicate copies	3 years	Destroy
Title II application	4 years	Destroy
Title II inventory & evaluation	4 years	Destroy