

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: EHB-R</b>
<b>DATE OF ADOPTION: OCTOBER 2, 2017</b>	<b>PAGE 1 of 3</b>

## LOCAL DATA/RECORDS RETENTION SCHEDULE

Type	Local/State Record Recommended	State/Federal Mandated Retention
<b>Business Records</b>		
Accident Reports Employee Student	6 years or term of employment 6 years after age of majority for suit	
Annual Audit	Permanent	10 years
Annual Report (District)	Permanent	
Application for Federal Grants		After audit plus 5 years
Architectural Plans Engineering Surveys Asbestos Removal	Permanent Permanent Permanent	
Bank Deposit Slips	6 years	6 years if fed'l
Bond Issue Materials	Permanent	
Budgets Work Sheets	6 years 1 year	
Child Labor Permits	1 year	
Contracts Certified Educator	life of contract plus 3 years Permanent	
Collective Bargaining Agreements	Permanent	
Correspondence for Business	4 years	
Deeds	Permanent	
District Meeting Minutes & Warrant Enrollment Reports Resident Pupil Membership Forms Fall Reports A-12-A (RSA 189:28) Pupil Registers (RSA 189:27-b) School Opening Reports Statistical Reports A-3 (RSA 189:28)	Permanent Permanent Permanent Permanent Permanent Permanent Permanent	
Federal Project Documents		After audit, plus 5 years
FICA Reports – monthly/quarterly	7 years	

## LOCAL DATA/RECORDS RETENTION SCHEDULE

(continued)

Type	Local/State Record Recommended	State/Federal Mandated Retention
Quarterly Taxes Form 941	7 years	
Fixed Trip Requests/Confirmation	1 year	
Fixed Assets Schedule	Permanent/as updated	
Form C-2 Unemployment Wage Report (DES 100)	6 years	

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Invoices	1 year or until audit plus 1 year	Until audit plus 5 years, if federal
MS-22 Budget Form	6 years	
MS-23 Budget Form	6 years	
MS-25 Budget Form	Permanent	
Purchase Orders	until audit plus 1 year	Until audit plus 5 years, if federal
Request for Payment Vouchers	until audit plus 1 year	Until audit plus 5 years, if federal
Requisitions	until audit plus 1 year	Until audit plus 5 years, if federal
Retirement Reports - Monthly	1 year	
Student Activities Records/Accounts	6 years or until audit	
Time Cards Bus Driver Custodial Secretarial Substitute Teacher pay slips	5 years 5 years 5-years 5-years	
Travel Reimbursements Federal Travel Forms	until audit plus 1 year	3 years federal funds
Treasurer's Receipts - Cancelled Checks	6 years	
Treasurer's Report	6 years	
Vocational Education AVI Forms Voc Center Regional Contracts Federal Vocational Forms	1 year 20 years	6 years
Vouchers Manifests	until audit plus 1 year	
W-2's Yearly		7 years
W-4 Withholding Exemption Certificate		7 years
W-9		7 years
941-E Quarterly Taxes		7 years
<b>Personnel Records</b>		
Application,	Term of Employment	
Attendance Records Leaves Request for Leaves Family Medical Leave Act	1 year 1 year 3 years	
Criminal Record Check	Destroy immediately after review for no record; within 30 days of receipt with record	
Civil Rights Forms		6 years

### LOCAL DATA/RECORDS RETENTION SCHEDULE

(continued)

Type	Local/State Record Recommended	State/Federal Mandated Retention
Dues Authorization	Term of Employment	
Evaluations	Term of Employment	
Medical Benefits Application	Term of Employment	

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Medical Examinations	Term of Employment	
Re-employment Letter of Assurance	1 year	
Retirement Application	Term of Employment	
Separation from Employment Form/Letter	6 years	
Staff Development Plan	Term of Employment	
<b>Student Records</b>		
Disciplinary Records	Term of Enrollment	
Early Dismissal	1 year	
Emergency Information Form	1 year	
Health and Physical Records, including Immunization Record	Term of Enrollment	
Medical Reports	Term of Enrollment	
Registration Form	Term of Enrollment	
Application for Free Lunch		6 years
Transcripts Attendance Grades Assessment Results	Permanent Permanent Permanent Permanent	
<b>Internal Records</b>		
Child Abuse Reports/Allegations	Permanent	
Criminal Investigations	Permanent	
Personnel Investigations	Permanent	
Sexual Harassment	Permanent	
<b>Special Education Records</b>		
At a minimum, records for special education students should be kept as long as the student is in a program and there is district liability for the education of the student. Given court decisions that are retroactive, it might be prudent to retain records for at least six (6) years after the termination or completion of the program.		Until age of 25. Final IEP must be retained until age 60

**Legal References:**  
ED 306.04 (a)(4)(h)