 **No. 402**

 **SECTION: PROPERTY**

**TITLE: RETENTION OF BUSINESS RECORDS**

**MEDICAL ACADEMY ADOPTED: 10/8/13**

**CHARTER SCHOOL REVISED:**

 402. RETENTION OF BUSINESS RECORDS

The Board recognizes the need for an effective records management program to reduce storage and retrieval costs and to increase productivity. As such, the school shall implement the following record retention and disposition schedule. The Municipal Records Act defines “public records” as “any papers, books, maps, photographs or other documentary materials, regardless of physical form or characteristics.”

 I. Administrative and Legal Records

 A. Administrative and Subject Files

1. Records that summarize the origin and administration of major school policies, Board

 resolutions and programs should be retained permanently.

 2. Routine correspondence and program files should be retained as long as of

 administrative value and no less than two (2) years.

 B. Agendas and Minutes of the Board and Committees Thereof

 1. Includes all records accepted as part of the minutes and should be retained

 permanently.

 C. Bonds (Performance and Security)

 1. Retain six (6) years after expiration. If bonds are part of a contract, retain as

 prescribed by the retention period for contracts.

 D. Regulations and Rules of Order

 1. Retain five (5) years after superseded or revoked.

 E. Charters, Name Change Records and Related Documents

 1. Retain permanently.

 F. Contract Files (Includes advertisements, bid summary and tabulation sheets, instructions

 to bidders, leases or agreements, specifications and supporting workpapers).

1. Bids and proposals – if successful retain six (6) years after termination of general

 written contracts. If unsuccessful, retain three (3) years after job completion.

 Construction bids should be permanently retained.

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 2. Contracts and agreements – including construction, labor and architect contracts.

 Retain all contracts and agreements permanently.

 G. Easements, Deeds and Related Land Records

 1. Retain permanently.

 H. Insurance Claims and Policies

 1. Retain claims ten (10) years after final settlement.

 2. Retain policies six (6) years after expiration, provided all claims have been settled.

 I. Legal and Tax Correspondence

 1. Retain permanently.

 J. Master Property and Equipment/Fixed Assets Inventories

 1. Retain property and equipment inventories five (5) years after superseded or obsolete.

 2. Retain fixed assets inventories permanently.

 K. School Obligations

 1. Bonds and coupons – retain eight (8) years after cancellation.

 2. Leases – retain eight (8) years after expiration.

 3. Canceled notes – retain eight (8) years.

 L. Public Hearing Notices and Proof of Publication

 1. Retain ten (10) years.

 M. Grant Administration Records (fiscal and program records)

 1. Comply with retention requirements promulgated by the appropriate funding agency

 and for no less than the current plus three (3) prior audit cycles.

II. General Financial ad Purchasing Records

 A. Annual Budgets

 1. Retain one copy of the annual budget permanently.

 2. Retain all other related workpapers seven (7) years.

 B. Annual Audit and Financial Reports

 1. Retain permanently.

 C. Audit Workpapers

 1. Retain current plus three (3) prior audit cycles.

 D. General Ledgers and Journals

 1. Retain permanently.

 E. The Following Records Should Be Retained For Seven (7) Years:

 1. Year-end account distribution summaries

 2. Monthly trial balances

 3. Accounts payable files and ledgers

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 4. Accounts receivable files and ledgers

 5. Tax bills and records

 6. Cancelled checks

 7. Check registers

 8. Employee expense reports

 9. Invoices, vouchers and purchase order files

 10. Investment records, after cancellation

 11. State and federal reports, except those specifically mentioned elsewhere in this policy.

 F. The Following Records Should Be Retained For Three (3) Years:

 1. Monthly account distribution reports

 2. Bank statements and reconciliations

 3. Daily cash receipts records and deposit slips

 4. Surplus property sales records

III. Payroll Records

 A. Individual Employee’s Earning Records and Retirement Contributions

 1. Employees who terminate with post-termination benefits – retain fifty (50) years after

 termination of employment. If all benefits are paid prior to expiration of the fifty (50)

 year period, retain records three (3) years after all benefits have been paid.

 2. Employees who terminate without post-termination benefits – retain seven (7) years

 after termination of employment.

 B. The Following Records Should Be Retained for Seven (7) Years:

 1. Cancelled payroll checks

 2. Payroll voucher/check registers

 3. Payroll earnings and deductions registers

 4. Employee payroll adjustment records

 5. Payroll deduction authorizations, subsequent to canceling or superseding.

 6. Quarterly and annual payroll tax returns

 7. Wage and tax statements (W-2 forms)

 8. Withholding Allowance Certificates (W-4 forms), after new certificate is filed or

 employment is terminated.

 9. Disability and sick benefits records

IV. Personnel Records

 A. The Following Records Should Be Retained Permanently:

 1. Administrative organizational charts if not included in the Board minutes.

 2. Employee record books.

 B. Individual Employee Personnel Files – includes applications for employment,

 commendations, correspondence, health insurance membership applications, letters of

 resignation, life insurance applications, performance evaluations, personnel change

 forms, personnel history, identification records/proof of U.S. citizenship, references,

 resume, retirement membership application form, salary review forms, separation report,

 training records and vacation and sick leave reports.

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 1. Employees who separate with post-termination benefits – retain fifty (50) years after

 termination of employment. If all benefits are paid prior to expiration of fifty (50)

 year period, retain records for three (3) years after all benefits have been paid. If

 applicable, comply with union rules relating to certain types of personnel records

 such as evaluations and reprimands.

 2. Employees who separate without post-termination benefits – retain seven (7) years

 after termination of employment.

 C. Emergency Information Sheets

 1. Retain most recent update for tenure of employee.

 D. The Following Records Shall Be Retained For Two (2) Years:

 1. Job announcements, after position has been filled.

 2. Applications for employment (not hired).

 E. Job Descriptions

 1. Retain current plus one prior revision.

 F. Workers Compensation Records

 1. Retain four (4) years after signing of final settlement receipt.

V. Computer and Information System Records

 A. Equipment Maintenance/Repair Records

 1. Retain for life of equipment.

 B. Hardware and Software Inventories

 1. Retain until superseded or obsolete.

 C. The Following Records Should Be Retained For The Life of the System or Until

 Superseded or Obsolete:

 1. Operations documentation.

 2. Program documentation.

 3. System documentation.

 4. User documentation.

 D. Program Documentation

 1. Retain for life of system.

VI. Storage Procedures

 A. All items relating to a particular fiscal year should be stored together.

 B. On the outside of the storage box, note the contents and the fiscal year.

 C. With the exception of permanent items, records required to be retained beyond three

 years (or the most recent audit cycle) will be microfilmed and the contents of the

 appropriate storage boxes will be destroyed.

 D. Any items to be maintained permanently should be placed with the minutes or

 microfilmed.