

**MACCRAY Public Schools Policy 803**

**Adopted: 8/11/2014**

**Revised: \_\_\_\_\_**

**803 RECORDS RETENTION SCHEDULE**

**I. PURPOSE**

The purpose of a records retention schedule is to provide a plan for managing governmental records by giving continuing authority to dispose of records under Minnesota Statutes §138.17. The basis of any good records management program is the implementation of a well-developed records retention schedule. A retention schedule is a plan for the management of your records.

**II. GENERAL STATEMENT OF POLICY**

Records are vitally important to the operation of any organization. They serve as the organizations' memory and are evidence of past events and the basis for future actions. Some are valuable from a historical standpoint and need to be retained permanently in the archives of the district. Other records are vital for the continuity of the district. Still others have a transient administrative, legal and financial value. When records of a transient value are no longer required, they should be disposed of in order to make room for those of current and continuing value.

**III. BACKGROUND AND REQUIREMENTS**

The State of Minnesota, Department of Administration, has created a *School District General Records Retention Schedule*. The district shall comply with this schedule as adopted. The schedule establishes minimum retention periods for school district records based on their administrative, fiscal, legal and historical value. The schedule lists records series common to school districts and states how long to keep them. The district will make use of the technology available, and acceptable under state guidelines, in the maintenance of school records.

MACCRAY Public Schools 803 RECORDS RETENTION SCHEDULE

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Item	Title	Example and Description	Retention Period
Administration	Affidavit of Publication	Public Hearings, Budget Publication, Debt Offerings	1 Year following completion of audit
	Election Records	Ballots, Notices, Notifications, Publications	1 Year after Canvas or Challenge
	Annual Reports to Board of Education	Reports Generated by District (PER, Accountability Reports, formal Annual Report in Accordance With MN Statute 120B.11	Permanent
	Annual/Periodic Reports to Local Board of Education	Final/Actual Reports Generated by State	6 Years
	Authority to Dispose of Records (If Applicable)	Application for Authority to Dispose of Records form	6 Years
	Boundary Changes -District	Consolidation, Detachment, Annexation, and Dissolution	Permanent
	Calendar - Adopted and Actual	Number of Days and Length of Day by School and Grade Level, Reflecting Updated Activities During the Year.	3 Years
	Census, Annual School	1979 and Earlier	Permanent
	Census, Annual School	1980 - Current	3 Years
	Census, Certified Reports	Conducted Once Per Decade	Permanent
	Closed Rural Schools	Includes: Clerk's, Treasurer's, and Teacher's Records of Closed Rural Schools Which Were Consolidated into the Independent District.	Transfer to the State Archives for Selection and Disposition
	Correspondence/ Administrative	Superintendent, Principal, Assistant Principal and Other Administrators Unless Otherwise Specifically Addressed Elsewhere in Records Retention Schedule	3 Years
	Court Case/Trial information	Litigation Correspondence	10 Years
	Court orders		1 Year after Action is Completed
	Grant Applications	Successful	3 Years
	Grant Applications	Unsuccessful	1 Year
	Inservice Workshops	Attendance Records, Agenda and Materials (Employee Right to Know, Blood Borne Pathogens, Etc.)	3 Years
	Inter District Cooperatives	Includes Vocational, Special Ed and Special Purpose Cooperatives formed by Joint Powers Agreements. Records Should Be Retained and Disposed of in Accordance With the Retention Periods for the Specific Series of Records Listed in Schedule	Permanent
	Minutes	Board Minutes	Permanent

MACCRAY Public Schools 803 RECORDS RETENTION SCHEDULE

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	Minutes	Officially Designated Committees	Permanent
	Minutes	Other Than Referred to in ADM01300, ADM 01400, and ADM 1410	1 Year
	Minutes - Tape Recordings	Board Minutes Only	Until Transcribed and Approved
	Board Policies		3 Years after Change
	Negotiations - See Personnel		
	Newsletters and Publications	District Generated	Permanent
	Newsletters and Publications	Student Generated School Newspapers	Permanent
	Parent Teacher Association Records	Secretary's Books, Treasurer's Books, and Scrapbooks.	Permanent
	Media Center/Librarian Reports		3 Years
	Video Tapes	Building Security/Transportation Tapes	Until Relooped
	E-Mail		Same as Correspondence
Building	Accident/Damage Records	School Property-Related	10 Years
	Building Maintenance Records		Until Obsolete
	Building Permits	Applications (initial/interim), Inspection Reports, Plans, Etc.	10 Years
	Building Program Records	Current and Projected Needs. Review and Comment	10 Years
	Buildings and Grounds Records	Blueprints, Construction Specifications, Abstracts, Deeds, Title Papers, Final inspection Reports, Land and Building Occupancy Approval	Permanent
	Fixed Asset Records	Equipment, Fixtures, and Materials, inventory and Depreciation	Life of Item
	Accident/Damage Records	School Property-Related	10 Years
	Building Maintenance Records		Until Obsolete
	Building Permits	Applications (initial/interim), Inspection Reports, Plans, Etc.	10 Years
	Building Program Records	Current and Projected Needs. Review and Comment	10 Years
	Buildings and Grounds Records	Blueprints, Construction Specifications, Abstracts, Deeds, Title Papers, Final inspection Reports, Land and Building Occupancy Approval	Permanent
	Fixed Asset Records	Equipment, Fixtures, and Materials, inventory and Depreciation	Life of Item
Community Ed	Annual Reports	See Finance	
	Applications by individuals for Adult Education		

MACCRAY Public Schools 803 RECORDS RETENTION SCHEDULE

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	Certificate of Compliance	Verifies Cooperation Between District and Other Governmental Agencies. Joint Powers Agreements	
	Class Schedule - Master		
	Financial Records	See Finance	
	Grants	See Administration	
	Minnesota DCF&L Reports	Early Childhood Family Education, Home School, Adult Basic Education, English As A Second Language, General Education Development, Other State Programs	
	Minutes	See Administration	
Curriculum	Class Lists-Elementary and Secondary		1 Year
	Class Schedules		1 Year
	Curriculum Development	Support Data, Recommendations, Programs and Procedures	6 Years
	Daily Plan Books -Teacher's		1 Year
	Duty Rosters - Teacher's		1 Year
	Grade Books - Teacher's		1 Year
	Textbooks	Adoptions	6 Years
	Textbooks	Inventories	6 Years or Until Obsolete
Food Service	General Correspondence	See Administration	3 Years and DCF&L Audit
	DCF&L/Federal USDA Reporting	Commodities, Milk Program	3 Years and DCF&L Audit
	Application /Agreement With State Agency	Free/Reduced Price Meal Policy Statement	3 Years and DCF&L Audit
	Free/Reduced Price Meal Applications	All Approved and Denied Applications, DHS Free School Meal Notices, Notice of Denial to Parents, Rosters of Eligible Students, Verification Records	3 Years and DCF&L Audit
	Service Agreements/Catering Contracts	Head Start, Meals On Wheels, Etc.	3 Years and DCF&L Audit
	Food Production information	Daily Food Production Record, Menus	3 Years and DCF&L Audit
	Daily Meal Count Report With Edit Checks		3 Years and DCF&L Audit
	Monthly Payment Vouchers		3 Years and DCF&L Audit
	On Site Review Record		3 Years and DCF&L Audit
	Financial Records	Breakfast, Lunch, Ala Carte, Etc. (Supporting Documentation May include invoices, Purchase orders, Etc.) Student, Adult Federal and State Income and All Other Sources	3 Years and DCF&L Audit

MACCRAY Public Schools 803 RECORDS RETENTION SCHEDULE

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	Inventory	Audit Trail for USDA Commodity Usage, Year End Physical Inventory	3 Years and DCF&L Audit
	Inventory (Food and Supplies)	Quotes (Unsuccessful and Successful)	1 Year and DCF&L Audit
	Inventory (Food and Supplies)	Bid (Unsuccessful and Successful) Request Summaries	6 Years and DCF&L Audit
	Inventory (Food and Supplies)	Requisitions (for Moving Supplies or Equipment Within District)	3 Years and DCF&L Audit
	Cashier's Reports	Daily, Weekly, and Monthly	6 Years and DCF&L Audit
	Operating Reports	Breakfast, Lunch, and A'La Carte Participation Reports	3 Years and DCF&L Audit
	Operating Reports	Revenue and Expenditure Reports	6 Years and DCF&L Audit
Finance	Abstracts/Deeds/Title Papers/Mortgages	See Buildings	
	Accounts Payable	Credit Memos, Freight Bills/Claims, Bills of Lading, Purchase orders, Acknowledgments/Orders/Shipping Notices, Invoices and Purchasing Contracts, Claims/Vouchers (Merchandise Purchased, Services Rendered, Travel Expenses), 1099	6 Years
	W-9 form		6 Years after Final 1099 Issued
	Year-End Financial Reports	Revenue and Expenditure Summary Transaction Reports	Permanent
	Year-End Financial Reports	Revenue and Expenditure Detailed Transaction Reports	Permanent
	Year-End Financial Reports	UFARS Revenue and Expenditure Report to State	Permanent
	Year-End Financial Reports	Special Funded Projects Report	Permanent
	Year-End Financial Reports	Note: includes Clerks and Treasurer's Reports (Register of Receipts/Disbursements, Treasurer's Annual Report, Treasurer's Books of Records. (1932 and Earlier)	Permanent
	Year-End Financial Reports	Note: includes Clerks and Treasurer's Reports (Register of Receipts/Disbursements, Treasurer's Annual Report, Treasurer's Books of Records. (Post 1932)	Permanent
	Year-End Financial Reports	Accounts Receivable, Numbered Receipts, Accounts Receivable Invoices, Remittance Advice	6 Years
	Year-End Financial Reports	General Ledger, General Journals, Journal Entries, Disbursements Journal, Check Register Adopted and Revised Budget, Budget Publications, Balance Sheet, Receipts Journal	Permanent

MACCRAY Public Schools 803 RECORDS RETENTION SCHEDULE

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	Audit Reports		Permanent
	Bank Statements/ Reconciliation's	Checks, Cancelled, Returned or Voided. (Must Be original Check - Not Microfiche)	6 Years
	Bank Statements/ Reconciliation's	Statement of Pledged Securities	6 Years after Expiration
	Bonds and Coupons	Bond Ledgers/Registers	Until Debt Is Retired and Audit
	Bond Issues - Official Statements	Enabling Documentation	Permanent
	Building and Land Contracts	See Buildings	
	County Auditor Statements	Tax Settlement Report and Taxes Receivable Report	6 Years
	Insurance Documents	Fidelity/Surety Bonds	6 Years after Expiration
	Insurance Documents	Insurance Bids, Health, Dental, Life etc. (Accepted and Rejected)	6 Years
	Insurance Policies	Health, Property, Liability, etc., Policies, Amendments and Waivers	20 Years
	Inventory	Year End Inventory List, Warehouse Listing, Library Holdings	3 Years
	Leases/Agreements		3 Years after Expiration
	Levies		6 Years
	Property Appraisals		Until Superseded
	Sealed Bids	Successful and Unsuccessful	6 Years after Award
	Quotes	Successful and Unsuccessful, MS 471.345	1 Year after Receipt
	Student Activity Accounts	Cash Receipts, Vouchers, Cancelled Checks, Ledgers, and Journals	6 Years
	Transportation - Annual Report		6 Years
	Transportation Contracts	With Independent Contractors	6 Years
Health & Safety	Infectious Disease and Occupational Exposure Files*	Files On Each Employee Dealing With Safety and Training On Diseases Such As Hepatitis and Aids. Retain in Employee's Medical File.	3 Yrs. after Separation
	OSHA - Citations of Penalty	Notifications of Violations by the District	Until Violation Has Been Corrected
	OSHA - Employee Accident Reports	OSHA Report Numbers 200 and 101	5 Yrs. after Accident
	OSHA - Employee Exposure Records	Any information Concerning Employee Exposure to Toxic Substances or Harmful Physical Agents	30 Yrs. after Termination or Retirement

MACCRAY Public Schools 803 RECORDS RETENTION SCHEDULE

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	Safety Committee Agendas and Minutes		3 Years
	Training Records - Right to Know		3 Yrs. after Separation
Payroll	Cafeteria Plan Records		6 Years
	Check Requests for Manual Checks	Lost or Missing Check Replacement, etc.	2 Years
	Dues Deduction Authorization	Union Dues	3 Years
	Garnishments	Wage Garnishment, Notice of Bankruptcy, Wage Levy and Related Documents	3 Years after Expiration
	Payroll Register	Name; Address; Date of Birth; Occupation; Rate of Pay; Compensation Earned Each Week	Permanent
	Pera Eligibility Sheets and Reports		6 Years
	Prior Years' Quarterly FICA		6 Years
	Quarterly Report of Local Government	Employees and Wages (Weeks or Hours Worked)	3 Years
	Salary Deduction Sheets		6 Years
	Voluntary Withholdings	Requests for Withholding (United Way, Savings Bonds, etc)	2 Years after Expiration or Until Superseded
	Stop Payment Orders and Bonds		6 Years
	Tax Reports	Federal, Minnesota and Other States	6 Years
	Tax Sheltered Annuity -Contracts		Permanent
	Tax Sheltered Annuity -Authorization	457 and 403(B) Plans	Permanent
	Time Sheets		6 Years
	TRA / PERA - Retirement Remittance Report	Monthly and Annual Reports	6 Years
	W-2 Statements (Employer's Copy)		6 Years
	W-4 Statements		Until Superseded or 6 Years after Termination
Personnel	Employee Medical Records*	Any information Concerning the Health Status of An Employee Which Is Made or Maintained by A Physician, Nurse, or Other Health Care Personnel, or Technician.	30 Yrs. after Termination or Retirement

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	Employee Medical Records*	Includes Medical and Employment Questionnaires or Histories, Medical Exams, Medical Opinions, Descriptions of Treatments and Prescriptions, and Employee Medical Complaints.	30 Yrs. after Termination or Retirement
	Request for Leave	Requests for Leave (Vacation , Sick, Personal, etc.)	6 Yrs. after Termination
	Leave of Absence Reports	Formal Reports to PERA, TRA, etc., Regarding Unpaid, Board-Approved Leaves	6 Years
	Discrimination Claim Records	Sexual Harassment and Discrimination	Until Final Disposition of the Charge or Action
	First Report of Injury*	If Maintained With Worker's Compensation File, Retain for 20 Years.	Permanent
	Applications for Employment/Resume/Interview Documents	Licensed and Classified - Not Hired. Any and all employment records, including but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquiries, rejection letters and other documents regarding	2 Years or until final disposition of a discrimination charge
	Applications for Employment/Resume/ and Supporting Documentation	and all employment records, including but not limited to, application forms, resumes, cover letters, interview notes, interview questions and answers, job inquiries, rejection letters and other documents regarding	6 Years or until final disposition of a discrimination charge
	Arbitration Decisions		Permanent
	Contracts and Assignments		6 Yrs. after Termination
	Equal Employment Opportunity Reports/Summary Data (EEOC/MNCRIS)		3 Years
	Grievance Files	Employee Grievances and/or Complaints Filed Under A Labor Agreement or Personnel Rules. This Also Related to Arbitration Files and Related Court Cases.	Permanent
	Insurance: Group Master Policies, Contracts and Agreements	See Finance	
	Insurance: Reports	Insurance Census, Premium Reports, Etc.	6 Years
	STARS Report	Annual STARS Report to State	1 Year Until Superseded
	Insurance Records: Enrollment Cards		Until Superseded



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	Insurance Records: Employees On Leave of Absence	Employees on Leave of Absence, Family Medical Leave Act, Long-term Disability, Retired Teachers, Surviving Spouse, Terminated Employees	2 Years after Insurance Coverage Terminates
	Labor Contracts	Contracts Between School District Management and Various Bargaining Units including: Correspondence, Salary Schedules, Personnel Policies.	Permanent
	Long Term Disability Claims/Awards		10 Years after Final Settlement of Claims
	Job Descriptions		Until Superseded
	Mediation Records		Permanent
	Negotiations Records	Costing Records, Negotiations Strategy Session Tapes	2 Years after Completion of all BMS Certified Negotiations
	Pay Equity: Classification Studies and Working Papers		Until Superseded
	Pay Equity: Summary		Permanent
	Personnel Files -Individual	Containing Citations, Personal History, Employee References, and Letters of Appointment/Promotion, Performance Records, Termination/Resignation, I-9 form, Evaluations, All Personnel and Employment Records, including, but not limited to, Documents Relating	6 Yrs. after Termination
	Personnel: Deficiency Reports	Letters of Advice, Reprimands, Letters of Deficiency, Letter of Direction and Correction, Notices of Suspensions.	6 Years after Termination or by Mutual Agreement To Expunge
	License and Certifications	Notice of Voluntary Surrender of Teaching License	Until Superceded
	Employee's Response Letter to Any Document in Personnel File		Same As Document To Which They Are Responding MS122A.40, Subd. 19

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	Seniority Lists		Full period the system is in effect and at least one (1) year after termination, 29 C.F.R. 1627.3(b)(2)
	Recruitment Records	Relating to Posting, Recruitment, Selection, and Appointment to Each Position, Advertising	2 Years
	Unemployment Claims/Compensation	Claims for Unemployment	2 Years after Claim Resolution
	Worker's Compensation -Claims	Injury Reports and Correspondence Dealing With injuries.	20 Years
	Worker's Compensation	Claims Summary, Summary information From Carrier	6 Years after Termination
Special Educ.	Special Education Records		3 Years
Students	Accident Reports - Student		Permanent
	Achievement and Standardized Tests Results	Testing As Determined by District	Permanent
	Emergency Care Information		3 Years
	Attendance and Membership Data	Summary of Yearly Attendance by Student As Recorded in Cumulative File	Permanent
	Attendance and Membership Data	MARRS Data - Detailed	3 Years
	Health and Immunization information		Age 23 / 5 years
	School Nurse Notes	Anecdotal Records	6 Years
	Health Room Log	Daily Record of Student Reporting to Health Room (Excluding Anecdotal Records)	6 Years
	Cumulative File	Including Record of Access, Log In/Out Record for Review or Transfer of Student Records	Permanent
	Demographic Information	District Census	Permanent
	Demographic Information	Student Directory information	1 Year
	Demographic Information	Student Family information, including Dissolution or Custody Orders, etc.	Graduation or Leave District
	LEP Reports	Home Language Reports (LEP)	3 Years
	Extra and Co-curricular Participation Records	Team Results, Participation, Contracts, (If included in Cumulative File - Permanent Retention)	1 Year
	Homeschool Records		Permanent
	Preschool Screening		Permanent
	Nonresident Pupil Attendance Applications/Agreements		3 Years

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	School Performance Data	Yearly Report Cards	1 Year after Transfer of Permanent Cumulative File
	School Performance Data	Transcripts	Permanent
	Auxiliary Organization Records	Clubs, interest Groups, Student Councils, Athletic Associations	Permanent
	Auxiliary Organization Records	Graduation Programs	Permanent
	Auxiliary Organization Records	Activity Funds - Treasurer's Records, Bylaws, Membership Records, Meeting Minutes	Permanent
	Driver Education Files		1 Year
Transportation	Claims for Transportation Aid		3 Years
	Contractor Correspondence/Reporting		3 Years after Completing Contract
	Contracts With Independent Contractors		3 Years after Completing Contract
	Equipment Inventories	See Buildings	
	Equipment Maintenance Records		Life of Equipment
	Minnesota DCF & L Reports	Annual Reports and Student Ridership Categories	3 Years
	Pupils Transported for Aid Entitlement	Lists Containing Names of Students	3 Years
	Transportation Mileage Records		3 Years
	Transportation Reimbursements		6 Years