800-AR-1. RECORDS RETENTION SCHEDULE

How To Use The Records Retention Schedule

The Records Retention Schedule lists records that are created, received or retained as a result of district operations. The schedule includes a description of the records, format in which the records will be retained, classification of the records, retention period, and disposal code. The following information will assist in applying this schedule.

Record Formats

Media codes are used to identify the format(s) that the district may choose to maintain specified records and are assigned as follows:

A. Paper

B. Microform

C. Electronic (machine readable)

D. Audiovisual (tapes, movies, film strips, etc.)

E. Cartographic (maps, drawings, blue prints, plans, etc.)

F. Photographic

Record Classifications

District records will be classified as follows, based on the information contained therein:

Public – These records will be made available for access and duplication in accordance with law, Board policy and administrative regulations.

Exempt – These records are exempt from public access by law.

Contains exempt information – These records contain information that is exempt from public access by law.

Confidential – These records are also exempt from public access but specifically designated as confidential or privileged by law, regulation or court order.

Records that are exempt from public access or contain information that is exempt from public access will be protected from unauthorized access in accordance with law, Board policy and administrative regulations. Any exempt information will be separated or redacted from an otherwise public record before being made available to a requester. Confidential records may only be accessed, released and/or disseminated by authorized personnel in accordance with law, regulation, or court order and will not be released under the district's discretionary authority to release exempt records.

Retention Periods

Retention periods listed on the schedule are given in years, unless otherwise indicated. Upon expiration of the retention period, all identified records will be disposed of in accordance with Board policy and this schedule.

Disposal Codes

Disposal codes are used to direct the final disposition of records. Records must be disposed of according to the assigned code listed on the schedule. Assigned disposal codes are as follows:

1. Routine Handling – No special precautions are necessary upon disposal. The records should be recycled or disposed of in accordance with standard district procedures.

2. Special Handling – The destruction of records containing privileged, confidential, exempt or sensitive information that requires special handling by shredding, burning, erasing or any other method that reduces information to an illegible condition.

3. Archival Retention – Records requiring permanent retention or records that have sufficient archival or historic value must be preserved in perpetuity.

4. Delete – For use with electronic records. When electronic records have met their retention period, they will be deleted.

Records Not On Schedule

For any record not covered by the retention schedule, the Records Management Committee will determine how long the record must be kept and recommend any necessary revisions to the retention schedule.

Schedule

Record Description	Record Format	Record Classification	Retention Period (in years)	Disposal Code
Administrative Records				
Feasibility Studies	A,C	Public	3	1,4
PSSA Results	A,C	Public	Permanent	3
Public Record Requests[1]	A,C	Public	1 from date received	1,4
School District Report Cards	A,C	Public	Permanent	3
Strategic Plan	A,C	Public	One (1) copy permanent	3
Complaints/Challenges				
Investigation Records[2]	A,C,D,E,F	Exempt	6 after final resolution	2,4
Regarding District Employee(s)[3]	A,B,C	Exempt	7 after employment ends	2,4
Regarding Instructional Materials or District Programs	A,B,C	Public	6	1,4
District Organization Records				
District Boundaries/Attendance Areas	A,C,E	Public	Permanent	3
Photographs/Movies of Historical Value	C,D,F	Public	Permanent	3
Employment Contracts				
Administrative Compensation Plan	A,B,C	Public	One (1) copy permanent	3
Collective Bargaining Agreements	A,B,C	Public	One (1) copy permanent	3
Individual Employment Contracts/Board Resolutions	A,C	Public	4 after employment ends	1,4
Facility Use Records				
Applications	A,C	Public	6	1,4

Record Description	Record Format	Record Classification	Retention Period (in years)	Disposal Code
Fee Schedule(s)	A,C	Public	Current	1,4
Financial Records[4]				
Accounts Payable	A,B,C	Public	6	1,4
Accounts Receivable	A,B,C	Public	6	1,4
Adopted Annual Budget	A,B,C	Public	10	1,4
Annual Financial Reports	A,B,C	Public	Permanent	3
Annual Audit Reports	A,B,C	Public	Permanent	3
Bank Statements	A,B,C	Public	6	1,4
Check Registers	A,B,C	Public	6	1,4
Deposit Slips	A,B,C	Public	6	1,4
General Ledger	A,B,C	Public	Permanent	3
Grant Records (Successful)	A,C	Public	6 after close of grant	1,4
Investment Records	A,B,C	Public	6 after cancellation	1,4
Purchase Orders	A,B,C	Public	6	1,4
Tax Collection Records	A,B,C	Public	6	1,4
Free and Reduced Lunch Program Records[5]				
Accounts/Audits	A,B,C	Public	5	1,4
Application for Participation[6]	A,C	Exempt	5	2,4
Program Requirements	A,B,C	Public	5	1,4
Grievances/Arbitrations				
Complaint[7]	A,B,C	Exempt	Permanent	3
District Response[8]	A,B,C	Exempt	Permanent	3
Final Ruling/Decision of Arbitrator	A,B,C	Public	Permanent	3
Insurance Records				
Claims[9]	A,B,C	Contains exempt information	6 after settlement	2,4
Policies/Contracts	A,B,C	Public	6 after expiration	1,4
Litigation Files				
Pleadings, Motions, Briefs, Other Filings	A,B,C	Public	7 after final conclusion of litigation	1,4
Decision/Ruling	A,B,C	Public	7 after final conclusion of litigation	1,4

Record Description	Record Format	Record Classification	Retention Period (in years)	Disposal Code
Medical Records				
Medical Records (Employee)[10]	A,C	Confidential	3 after employment ends	2,4
Medical Records (Employee Exposure to Toxic Substance)[11]	A,C	Confidential	30 after employment ends	2,4
Medical Records (Student)[12]	A,C	Confidential	2 after graduation	2,4
Pre-Employment Medical Examination[13]	A,C	Confidential	3 after employment ends	2,4
Payroll Records[14]				
Deduction Authorizations[15]	A,B,C	Contains exempt information	6	2,4
Direct Deposit Forms[16]	A,B,C	Exempt	6	2,4
Time Cards	A,B,C	Public	6	1,4
Wage and Tax Statements (W-2 Forms)[17]	A,B,C	Contains exempt information	6	2,4
Withholding Allowance Certificates (W-4 Forms)[18]	A,B,C	Contains exempt information	6 after employment ends	2,4
Personnel Records				
Attendance Records (Employees)	A,C	Public	3 after employment ends	1,4
Background Check Documentation[19]	A,B,C	Confidential	4 after employment ends	2,4
Continuing Education/Professional Development[20]	A,C	Contains exempt information	3 after employment ends	2,4
Credentials (Certificates/Licenses)	A,B,C	Public	4 after employment ends	1,4
Discipline Records (Employees)[21]	A,B,C	Exempt	7 after employment ends	2,4
Employment Application (Hired)	A,B,C	Public	7 after employment ends	1,4
Employment Application (Not Hired)[22]	A,C	Exempt	4 after position filled	2,4
Equal Employment Opportunity Reports[23]	A,C	Public	3	1,4
Evaluations (Employees)[24]	A,C	Exempt	3 after employment ends	2,4
Leave Records (FMLA)[25]	A,C	Confidential	3 after employment ends	2,4
Leave Records (Other)[26]	A,B,C	Contains exempt information	3 after employment ends	2,4
Pre-Employment Reference Checks[27]	A,C	Exempt	3 after employment ends	2,4
Resignations	A,B,C	Public	7 after employment ends	1,4

Record Description	Record Format	Record Classification	Retention Period (in years)	Disposal Code
Retirement Records[28]	A,B,C	Contains exempt information	7 after employment ends	2,4
Property Records				
Building Blueprints[29]	C,E	Exempt	Permanent	3
Construction Contracts[30]	A,B,C	Public	12 after completion	1,4
Deeds and Related Records	A,B,C	Public	Permanent	3
Equipment Inventories	A,B,C	Public	6	1,4
Fixed Asset List	A,B,C	Public	Permanent	3
Inventory Disposal Records	A,C	Public	3 after disposition	1,4
Leases (Real Estate)	A,B,C	Public	Permanent	3
Leases (Equipment/Vehicles)	A,B,C	Public	6 after expiration	1,4
Pesticide Application Record[31]	A,C	Public	3	1,4
Real Property Purchase or Sale	A,B,C	Public	Permanent	3
Purchasing Records (Goods and Services)				
Advertisements	A,B,C	Public	6 after completion	1,4
Bid Documents (Accepted)	A,B,C	Public	6 after completion	1,4
Bid Documents (Declined)	A,C	Public	3 after completion	1,4
Financial Information of Bidders[32]	A,C	Exempt	3 after completion	2,4
Specifications	A,B,C	Public	6 after completion	1,4
Written or Telephonic Price Quotations[33]	A,C	Public	3 after completion	1,4
Safety Records				
Accident Reports[34]	A,B,C	Contains exempt information	6	2,4
Emergency Preparedness Plan	A,C	Public	2 after revised	1,4
Material Safety Data Sheets (MSDS)	A,C	Public	Current	1
Safe School Act Reports[35]	A,B,C	Public	Permanent	3
Visitor Registration	A,C	Public	5	1,4
School Board Records				
Board Meeting Agendas	A,C	Public	1	1,4
Board Minutes (Approved)[36]	A,B,C	Public	Permanent	3
Board Policies and Procedures (Current)	A,B,C	Public	Permanent	3
Board Policies and Procedures (Old)	A,B,C	Public	Permanent	3

Record Description	Record Format	Record Classification	Retention Period (in years)	Disposal Code
Ethics Statement of Financial Interest[37]	A,B,C	Public	5	1,4
Student Records	**Refer to Student Records Plan**			
Transportation Records (Drug/Alcohol Testing)[38]				
Negative or Below Limit Test Results	A,C	Exempt	1	2,4
Positive or Above Limit Test Results	A,C	Exempt	5	2,4
Records Related to Collection Process	A,C	Exempt	2	2,4
Records Related to Education and Training	A,C	Exempt	2 after employment ends	2,4
Refusal to Take Required Test	A,C	Exempt	5	2,4
Workers' Compensation Records[39]	A,B,C	Exempt	7 after claim closed	2,4

[1] *See* 65 P.S. Sec. 67.502(b)(2)(iii). *See also* 65 P.S. Sec. 67.506(a).
[2] *See* 65 P.S. Sec. 67.708(7)(vii)(viii), 67.708(16), 67.708(17).
[3] *See* 65 P.S. Sec. 67.708(7)(viii), 67.708(17).
[4] SC 518 requires permanent retention of annual auditor's reports and annual financial reports. SC 518 also requires districts to maintain all other financial records for at least 6 years.
[5] SC 1337(e) requires free and reduced lunch accounts and records to be maintained not in excess of 5 years.
[6] *See* 65 P.S. Sec. 67.708(6), 67.708(28), 67.708(30).
[7] *See* 65 P.S. Sec. 67.708(7)(vii), 67.708(8).
[8] *See* 65 P.S. Sec. 67.708(7)(vii), 67.708(8).
[9] *See* 65 P.S. Sec. 67.708(5), 67.708(6), 67.708(27).
[10] *See* HIPAA and ADA. *See also* 65 P.S. Sec. 67.102, 67.305, 67.708(5).
[11] *See* HIPAA. *See also* 29 CFR Sec. 1910.1020(e), 65 P.S. Sec. 67.102, 67.305, 67.708(5). 29 CFR Sec. 1910.1020(d) requires retention for at least 30 years after employment ends.
[12] *See* SC 1409, 28 PA Code Sec. 23.55. *See also* HIPAA, 65 P.S. Sec. 67.102, 67.305, 67.708(5). SC 1409 requires retention for at least 2 years after enrollment ends.
[13] *See* 65 P.S. Sec. 67.102, 67.305, 67.708(5). *See also* HIPAA and ADA.
[14] SC 518 requires all other financial records to be maintained for at least 6 years. 29 CFR Sec. 516.5, 516.6 and 1627.3(a) require certain payroll records to be maintained for 2 or 3 yrs.
[15] *See* 65 P.S. Sec. 67.708(6).
[16] *See* 65 P.S. Sec. 67.708(6).
[17] *See* 65 P.S. Sec. 67.708(6).
[18] *See* 65 P.S. Sec. 67.708(6).
[19] *See* 22 PA Code Sec. 8.2(d), 23 Pa C.S.A. Sec. 6344.2, 55 PA Code Sec. 3490.132. *See also* 65 P.S. Sec. 67.102, 67.305.
[20] *See* 65 Pa. C.S.A. Sec. 67.708(6), 67.708(7), 67.708(15).
[21] *See* 65 P.S. Sec. 67.708(7)(viii).
[22] *See* 65 P.S. Sec. 67.708(7)(iv).

[23] 29 CFR Sec. 1602.39, 1602.41 requires form EEO-5 and records necessary to complete EEO-5 to be maintained for 3 years.
[24] *See* 65 P.S. Sec. 67.708(7)(ii).
[25] 29 CFR Sec. 825.500(g). *See also* 65 P.S. Sec. 67.102, 67.305, 67.708(5). 29 CFR Sec. 825.500(b) requires retention for at least 3 years.
[26] *See* 65 P.S. Sec. 67.708(5), 67.708(6).
[27] *See* 65 P.S. Sec. 67.708(7)(i).
[28] *See* 65 P.S. Sec. 67.708(6).
[29] *See* 65 P.S. Sec. 67.708(3).
[30] 42 Pa. C.S.A. Sec. 5536 requires claims to be filed within 12 years from completion.
[31] SC 772.2 requires retention for at least 3 years.
[32] *See* 65 Pa. C.S.A. Sec. 67.708(22).
[33] SC 751, 807.1 require retention for 3 years.
[34] *See* 65 P.S. Sec. 67.708(5), 67.708(6). 29 CFR Sec. 1904.33(a) requires incident reports to be retained 5 years from end of calendar year.
[35] SC 1307-A (BEC) requires permanent retention.
[36] SC 518 requires permanent retention.
[37] 65 Pa. C.S.A. Sec. 1107(9) requires retention for 5 years.
[38] *See* 49 CFR 382.405 (limits on release of records). *See also* 65 P.S. Sec. 67.102, 67.305, 67.708(5). 49 CFR 382.401 lists applicable retention periods.
[39] *See* 65 P.S. Sec. 67.708(5), 67.708(6).