

Record	Types	Primary Designation	Schedule	Retention	Disposal
Attendance	Student attendance, absence & tardiness	Exempt 34 CFR99	SD 17-26	4 years	Destroy
Compliance Certification Forms	Names of Board, fee schedule, fee policy, fee waiver policy	Public	SD 17-14	7 years	Destroy
Discipline	Student misconduct info	Private	SD 17-30	until resolved	Destroy
Enrollment & Registration	Info to enroll and document course of study	Public	SD 17-27	retain until end of school year	Destroy
Fee Waiver Records	Fee waiver applications, collected	Private	SD 19-14	4 years	Destroy
Free & Reduced Meals Applications	Applications HQSR-E Eligibility Documentation	Private	SD 19-18	3 years	Destroy
Homeless Student Report	Name and reason	Private	SD 17-19	2 years	Destroy
Locator Cards	Compass system to locate students during regular school hours	Exempt 34 CFR99	SD 19-25	Retain until end of school year	Destroy
Medical Log Records	Ensure students meet mandated health requirements	Private	SD 17-28	3 years	Destroy
Non-transferred Student Files	Records not transferred, students no longer at school - <b>Dead Files</b>	Private	SD 17-23	3 years after graduation	Pull transcript & retain permanently - transfer to Archives
Performance & Testing	Test scores, grades and other evaluations	Private	SD 17-29	3 years after graduation or student leaves school	Destroy
Permission & Passes	Parent/guardian consent to participate or leave school during school hours	Private	SD 17-31	retain until end of school year	Destroy
Registration Fee Report	Compass system General Report/Detail	Public	SD 19-38	print out, retain for 4 years	Destroy
Student History	Name, DOB, parents/guardians, entry and exit date, days in attendance - Compass Student Detail & UTREX - print out	Private	SD 17-25	Permanent	Transfer to Archives - DREAM ACT

Student Membership Summary Records	Student Enrollment Report generated in UTREX	Private	SD 19-51	3 years	Destroy
Title I Records	Document participation	Private	SD 17-4	5 years after final expenditure	Destroy
Annual Financial Summary Report	Submitted do USOE, used for auditing purposes - AFR & APR	Public	SD 19-3	7 years	Destroy
Audit Reports	Audits and accompanying correspondence	Public	SG 7-57	Permanent	Transfer to Archives
Accounts Payable & Receivable	Compass/Quickbooks	Public	SD 19-45	7 years	Destroy
Bank Statements	Monthly statements	Public	SD 19-6	7 years	Destroy
Bond Official Transcripts	Official files, documents related to issuance of bond	Public	SG 7-10	Retain for 3 years after bonds expire	Transfer to Archives
Bond Notes & Interest Payments	book entries, statements	Public	SG 7-12	3 years after maturity	Destroy
Budget Expenditure Report	Used by district to track expenditures for comparison. Budget vs Actual	Public	SD 19-7	1 year	Destroy
Canceled Checks	Canceled checks from bank	Public	SD 19-10	7 years	Destroy
Career Ladder Files	CAO to review teacher goals and evaluations	Private	SD 19-11	3 years or until updated	Destroy
E-mails	School wide	Public	SD 17-27	retain until the end of the school year	Destroy
Employment History Records	W4, Worker Comp's claims, Verification of Employment, trainings, income verification	Private	SG 11-62	65 years from date of employmnet or 7 years after retirement or death	Transfer to Archives

Employee Wage History Records	URS files - cumulative salaries for retirement purposes	Private	SG 10-32	65 years from date of employment or 7 years after retirement or death	Destroy
Fixed Asset Report	Inventory of classroom fixtures and digital equipment	Public	SD 19-15	Until superseded	Destroy
General Ledgers	Summary of receipts & disbursements by account. Maintained by school business manager. P&L and Balance Sheet by USOE classification	Public	SD 19-19	7 years	Destroy
Financial Records	All invoices, receipts, deposit detail	Public	SG 7-65	7 years	Destroy
Historian's Books	Document events over the year, special programs, fliers, newspaper articles, photos	Public	SD 19-22	Permanent	Transfer to Archives
Human Resource Management Rules	Employee Handbook	Public	SG 11-20	Permanent	Transfer to Archives with authority to weed
Monthly Financial Report	P&L and Balance Sheet	Public	SD 19-31	7 years	Destroy
Open Meetings Minutes & Public Materials	Votes and agendas	Public	Item 1-59	Permanent	Transfer to Archives
Open Meetings Recordings	Audio or video	Public	Item 1-65	3 years	Destroy
Payroll Records	Preliminary Payroll Files prior to processing	Public	SG 10-16	7 years	Destroy
Payroll Records	Post Processing per payroll	Private	SG 10-31	7 years	Destroy
Performance Plans and Evaluations - HR	CAO performance evaluations	Private	SG 11-63	Retain 7 years after end of employment	Destroy
School Histories	Describe beginnings and developments, updated annually	Public	SD 19-43	Permanent	Transfer to Archives
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