

Retaining Records

AR-8345

The secretary of the board of education, or his or her designee, shall cause to be kept and preserved, according to the following schedule, all school district records. Any records kept for a period over five years may be micro-filmed or stored on computer disk and kept in a secure, fire-proof place.

TYPE OF RECORD-EDUCATION	LENGTH OF PRESERVATION
Annual Audit Reports	Permanently
Annual Budget	Permanently
Annual Financial Report	Permanently
Bonds (For School Officials)	Ten Years
Budget Requests	Five Years
Building Construction Contracts Records	Permanently
Canceled Warrants, Check Stubs, Bank Statements, Invoices, and Other Related Records	Five Years
Contracts (Land Lease and Utilities)	Five Years
Correspondence, General	Two Years
Equipment History Files	While in Inventory
Equipment Inventory and Cost Records	Five Years
Federal Grants and Other Funds	Three Years
Insurance Policies	After Audit, Expiration or Policy, and Claims Settled
Minutes of the Board of Education	Permanently
Purchase Orders and Requisitions	Three Years
Secretary's Financial Records	Permanently
Treasure's Financial Records	Permanently
Work Orders	Three Years
Written Contracts	Five Years

TYPE OF RECORD-PERSONNEL	LENGTH OF PRESERVATION
Alleged Accident or Occupational Disease	Five Years
Employee's Insurance File	Five Years
Employee's Withholding Exemption Certificate	Five Years
Extension of Employment	After Termination
Garnishments	Two Years
Loyalty Oath	Until Termination of Employment
Payment Records	Five Years
Retirement Records	Five Years
Salary Deduction Forms	Two Years
Time Cards and Time Sheets	Five Years
Workmen's Compensation Reports	Five Years

All student records with the exception of student discipline records shall be kept permanently. Student discipline records shall be purged of all references to disciplinary actions after a student has been absent from Gage County School District No. 34 for a period of three calendar years.

Legal Reference: §79-2,104 Access To School Files,
Limitations, Fees, Disciplinary
Material, Removed and Destroyed.