

**AUBURN SCHOOL DISTRICT  
LOCAL RECORDS RETENTION SCHEDULE**

<b><u>Type</u></b> <b><u>Business Records</u></b>	<b><u>Local/State Record</u></b> <b><u>Recommended</u></b>	<b><u>State/Federal</u></b> <b><u>Mandated Retention</u></b>
Accident Reports		
Employee	6 years or term of employment	
Student	6 years after age of majority	
Annual Audit	Permanent	
Annual Report (District)	Permanent	
Application for Federal Grants		
Architectural Plans	Permanent	5 years
Engineering Surveys		
Asbestos Removal		
Bank Deposit Slips	Keep until Audit	
Bond Issue Materials	Permanent	
Child Labor Permits	1 year	
Contracts	1 year	
Certified Educator	Permanent	
Collective Bargaining Agreements	Permanent	
Correspondence for Business	4 years	
Deeds	Permanent	
District Meeting Minutes & Warrant		
*Enrollment Reports		
Resident Pupil Membership Forms	14 years	
Fall Reports A-12 (RSA 189:28)	Permanent	
*Pupil Registers (RSA 189:27-b)		Permanent
School Opening Reports	3 years	
Statistical Report A-3 (RSA 189:28)	Permanent	
*Federal Projects Documents		5 years after audit report and expenditures, unless audit
FICA Reports – monthly	6 years	
Quarterly Form 941		6 years
Fixed Trip Requests/Confirmation	1 year	
Fixed Assets Schedule	Permanent/as updated	
Form C-2 Unemployment	6 years	
Wage Report (DES 100)		
Invoices	Until Audit	
MS-22 Budget Form	6 years	
MS-23 Budget Form	6 years	
MS-25 Budget Form	6 years	
Minutes of Board Meetings	Permanent	
Purchase Orders	Until Audit	
Request for Payment Vouchers	Until Audit	
Requisitions	Until Audit	

**APPENDIX**

**ASD File: EHB-R**

<b><u>Type</u></b>	<b><u>Local/State Record Recommended</u></b>	<b><u>State/Federal Mandated Retention</u></b>
*Retirement Reports		1 year
Monthly		
Student Activities Records/Accounts	Until Audit	
Time Cards		
Bus Drivers	5 years	
Custodial	5 years	
Secretarial	5 years	
Substitute Teachers Pay Slips	5 years	
Travel Reimbursements	Until Audit	
Treasurer's Receipts		
Cancelled Checks	6 years	
Treasurer's Report	6 years	
Vocational Education		
AVI Forms	1 year	
Vocational Center Regional Contracts	20 years	
Federal Vocational Forms		6 years
Vouchers Manifests	Until Audit	
*W-2's Yearly		6 years
*W-4 Withholding Exemption		6 years
Certificate		
*W-9		6 years
*941-E Quarterly Taxes		6 years
<b><u>Personnel Records</u></b>		
Application, including Criminal Records	Term of Employment	
Attendance Records		
Leaves	1 year	
Request for Leaves	1 year	
Class Observation Forms	1 year	
Criminal Records Check	Term of Employment	
*Civil Rights Forms		6 years
Dues Authorization	Term of Employment	
Evaluations	Term of Employment	
Medical Benefits Application	Term of Employment	
Medical Examinations	Term of Employment	
Re-employment Letter of Assurance	1 year	
Retirement Application	Term of Employment	
Separation from Employment		
Form/Letter	6 years	
Staff Development Plan	Term of Employment	

**APPENDIX**

**ASD File: EHB-R**

**Type**

**Local/State Record  
Recommended**

**State/Federal  
Mandated Retention**

**Student Records**

Disciplinary Records	Term of Enrollment
Early Dismissal	1 year
Emergency Information Form	1 year
Health and Physical Records	
including Immunization Records	Term of Enrollment
Medical Reports	Term of Enrollment
Registration Form	Term of Enrollment
*Applications for Free Lunch	
Transcripts	Permanent
Attendance	Permanent
Grades	Permanent
Assessment Results	Permanent

**Internal Records**

Child Abuse Reports/Allegations	Permanent
Criminal Investigation	Permanent
Criminal Records Check	
Unsuccessful/Unfavorable	1 year
Personnel Investigations	Permanent
Sexual Harassment	Permanent

**Special Education Records**

At a minimum, records for special education students should be kept as long as the student is in a program and there is a district liability for the education of the student. Given court decisions that are retroactive, it might be prudent to retain records for at least six (6) years after the termination or completion of the program.

**Internet Log Files**

28 days

Adopted: June 13, 2006