

Palmyra Area School District

SECTION: OPERATIONS

TITLE: RECORDS RETENTION AND
DESTRUCTION

ADOPTED: MAY 13, 2010

REVISED:

809. RECORDS RETENTION AND DESTRUCTION	
<p>Summary of Policy</p> <p>24 P.S. § 5-518 20 U.S.C. Sec. 1232g Fed. R. Civ. Pro. 34</p>	<p>The School District recognizes the increasing frequency with which information related to its operations is created, exchanged, and stored electronically. A number of statutory and regulatory guidelines require the District to retain its records for a set period of time. The District further recognizes the need for administrative procedures governing the retention, management, and destruction of certain records, including electronically stored information (“ESI”). This policy provides general guidelines for the development of such procedures to ensure proper records management and the handling of ESI and compliance with applicable state and Federal Law.</p> <p>The District shall make a good faith effort to comply with all proper requests for record production. Selective destruction of records in anticipation of litigation is forbidden.</p>
<p>Statement of Policy</p>	<p>The procedures for record retention and destruction, including the retention of ESI, shall address the manner in which such information is to be maintained and purged. Such procedures shall address document and record creation, distribution, storage, and retention. In addition, the procedures shall set forth the purpose and guidelines for any “back up” or “archiving system” associated with electronically stored information.</p> <ul style="list-style-type: none"> A. The District shall retain as a permanent record the minute book, each annual auditor’s report, and each annual financial report. B. All other financial reports of the District, including financial account books, orders, bills, contracts, invoices, receipts, and purchase orders shall be retained by the District for a period of not less than six (6) years.

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| | <ul style="list-style-type: none">C. All other records shall be maintained in accordance with the District's Records Retention Schedule.D. The determination as to whether electronically stored information shall be retained as a District record, and the applicable retention period, shall be based solely upon the content therein as governed by the District's Records Retention Schedule and applicable law.E. A committee responsible for the development of procedures necessary to ensure appropriate records management shall be established by the Board.F. Appropriate hardware and software shall be utilized to ensure that electronically stored information that must be retained is reasonably accessible and secure. Electronic information that is purged in accordance with this Policy and the District's Records Retention Schedule shall be deemed not reasonably accessible.G. The procedures for the management of the District's records, including the retention of ESI, shall provide for the implementation of a "litigation hold" when necessary so as to preserve and prevent the intentional or negligent loss of information relevant to a matter that is the subject of litigation or where there is a reasonable likelihood of litigation.H. The Superintendent or her/his designee shall establish a system for periodic security measures to ensure the enforcement of this policy. |
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DISTRICT RECORDS RETENTION SCHEDULE

<i>Document</i>	<i>Retention Period</i>
Accident reports and claims (settled)	6 years
Accounts payable ledgers	6 years
Accounts receivable ledgers	6 years
Annexation, Consolidation and Boundary Change Records	Permanent
Annual financial report	Permanent
Audit reports	Permanent
Bank deposit slips	6 years
Bank reconciliations	6 years
Bylaws, Regulations and Rules of Order	6 years after superseded or revoked
Certificates of Election	6 years
Check (cancelled)	6 years
Contracts (Includes Advertisements, Instructions to Bidders, Performance and Payment Bonds, Requests for Proposals)	If accepted - 6 years after termination of general written contracts. 12 years after termination of construction contracts
Contracts & leases (expired)	6 years
Contracts & leases in effect	Permanent
Correspondence (general)	3 years
Emails	1 year in electronically accessible format
Deeds and Related Land Records	Permanent
<i>Personnel Records</i>	
Employee Health Insurance Claim Files	6 years after settlement of claim

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Employee Medical Records	Same length of time as Individual Employee Personnel Records. However, if employee has been exposed to toxic substances or harmful physical agents in the work place, retain at least 30 years after termination of employment and comply with appropriate Occupational Safety and Health Standards issued by the U.S. Department of Labor (29 CFR Ch. XVII)
Employee Personnel Records (Includes Applications for Employment, Commendations, Correspondence, Health Insurance Membership Applications, Letters of Resignation, Life Insurance Applications, Performance Evaluations, Personnel Change Forms, Personnel History Card, Photo Identification Records, References, Resume, Retirement Membership Applications, Salary Review Forms, Separation Report, Training Records, and Vacation and Sick Leave Reports)	6 years after termination of employment. (If applicable, comply with union rules relating to certain types of personnel records such as evaluations and reprimands)
Ethics Commission Statements of Financial Interest	6 years
<i>Equal Employment Opportunity Records</i>	
Compliance Reports and Related Records	3 years
Official Discrimination Complaint Case Files	4 years after resolution of case
Grant Applications, grantor and grantee correspondence and official responses, grant contracts, fiscal records, reports, administrative correspondence, grant products, and related records.	8 years after completion of grant award 1 year after denial for unsuccessful applications
Hazardous Substance Survey Forms	30 years. If used as health and exposure record for employee involved in a specific incident, retain 30 years after termination of employment
Insurance Claims and Policies	6 years after final settlement. 6 years after expiration, provided all claims have been settled
Inventories	6 years
Job Announcements	2 years after position has been filled
Job Descriptions	Current plus one prior revision
Labor Negotiations Files	6 years after expiration of contract
Material Safety Data Sheets	30 years. If used as health and exposure record for employee involved in a specific incident, retain 30 years after termination of employment
Minute books	Permanent
Payroll Records - Timesheets	4 years
Payroll Records - W-2's	10 years
Payroll Records - PSERS Year-end Reports	10 Years
Payroll Records - Detail Check Registers	25 Years

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Property and Equipment/Fixed Assets Inventories	6 years after superseded or obsolete. Fixed assets inventories permanently
Purchase orders	6 years
<i>Solicitor's Records</i>	
Case Files	Closed cases as long as of administrative and legal value
Opinions	Permanent
Stock and Bond certificate	6 years
Student Records – <u>Category A</u> : official administrative data (e.g., identifying data, birth date, academic work completed, level of achievement and attendance data.	Permanent
Student Records – <u>Category B</u> : scores on standardized intelligence and aptitude tests, interests inventory test results, health data, family background information, systematically gathered teacher or counselor ratings and observations, and verified report of serious or recurrent behavior patterns	Periodic Revision
Student Records – <u>Category C</u> : legal and clinical findings, including certain personality test results, and unevaluated reports of teachers, counselors and others which may be needed in ongoing investigations and disciplinary or counseling actions.	Annual Revision
Trademark registrations (including specimens and evidence of first use)	Permanent
Union Grievances	3 years after final resolution
Worker's Compensation Records	4 years after the signing of final settlement receipt, or 4 years after death of recipient