

No. 800-AR-1

TURKEYFOOT VALLEY AREA
SCHOOL DISTRICT

ADMINISTRATIVE
REGULATION

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 instructions. 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 area 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 otherwise public record before being made available to a requester. Confidential records may only be accessed, released and/or disseminated to 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 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 in the retention 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 retained 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 retained and recommend any necessary revisions to the retention schedule.

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

Applications	A,C	Public	6
Schedule(s)	A,C	Public	Current
Financial Records			
Accounts Payable	A,B,C	Public	6
Accounts Receivable	A,B,C	Public	6
Adopted Annual Budget	A,B,C	Public	10
Annual Financial Reports	A,B,C	Public	Permanent
Annual Audit Reports	A,B,C	Public	Permanent
Bank Statements	A,B,C	Public	6
Check Registers	A,B,C	Public	6
Deposit Slips	A,B,C	Public	6
General Ledger	A,B,C	Public	Permanent
Grant Records (Successful)	A,C	Public	6 after close of grant
Investment Records	A,B,C	Public	6 after cancellation
Purchase Orders	A,B,C	Public	6
Collection Records	A,B,C	Public	6
Food and Reduced Lunch Program Records			
Accounts/Audits	A,B,C	Public	5
Application for Participation	A,C	Exempt	5
Program Requirements	A,B,C	Public	5
Disputes/Arbitrations			
Complaint	A,B,C	Exempt	Permanent
Direct Response	A,B,C	Exempt	Permanent
Final Ruling/Decision of Arbitrator	A,B,C	Public	Permanent
Legal Records			
Deeds	A,B,C	Contains exempt information	6 after settlement
Policies/Contracts	A,B,C	Public	6 after expiration

Decision Files				
Findings, Motions, Briefs, Other Filings	A,B,C	Public	7 after final conclusion of litigation	
Decision/Ruling	A,B,C	Public	7 after final conclusion of litigation	
Medical Records				
Medical Records (Employee)	A,C	Confidential	3 after employment ends	
Medical Records (Employee Exposure to Toxic Substance)	A,C	Confidential	30 after employment ends	
Medical Records (Student)	A,C	Confidential	2 after graduation	
Pre-Employment Medical Examination	A,C	Confidential	3 after employment ends	
Personnel Records				
Production Authorizations	A,B,C	Contains exempt information	6	
Direct Deposit Forms	A,B,C	Exempt	6	
Identification Cards	A,B,C	Public	6	
Wage & Tax Statements (W-2 Forms)	A,B,C	Contains exempt information	6	
Withholding Allowance Certificates (W-4 Forms)	A,B,C	Contains exempt information	6 after employment ends	
Personnel Records				
Attendance Records (Employees)	A,C	Public	3 after employment ends	
Background Check Documentation	A,B,C	Confidential	4 after employment ends	
Continuing Education/Professional Development	A,C	Contains exempt information	3 after employment ends	
Credentials (Certificates/Licenses)	A,B,C	Public	4 after employment ends	
Discipline Records (Employees)	A,B,C	Exempt	7 after employment ends	
Employment Application (Hired)	A,B,C	Public	7 after employment ends	
Employment Application (Not Hired)	A,C	Exempt	4 after position filled	
Equal Employment Opportunity Reports	A,C	Public	3	

uation (Employees)	A,C	Exempt	3 after employment ends
ive Records (FMLA)	A,C	Confidential	3 after employment ends
ive Records (Other)	A,B,C	Contains exempt information	3 after employment ends
Employment Reference Checks	A,C	Exempt	3 after employment ends
ignations	A,B,C	Public	7 after employment ends
ement Records	A,B,C	Contains exempt information	7 after employment ends
ty Records			
lding Blueprints	C,E	Exempt	Permanent
struction Contracts	A,B,C	Public	12 after completion
ds and Related Records	A,B,C	Public	Permanent
ipment Inventories	A,B,C	Public	6
ed Asset List	A,B,C	Public	Permanent
entory Disposal Records	A,C	Public	3 after disposition
ses (Real Estate)	A,B,C	Public	Permanent
ses (Equipment/Vehicles)	A,B,C	Public	6 after expiration
icide Application Record	A,C	Public	3
l Property Purchase or Sale	A,B,C	Public	Permanent
asing Records (Goods and Services)			
ertisements	A,B,C	Public	6 after completion
Document (Accepted)	A,B,C	Public	6 after completion
Documents (Declined)	A,C	Public	3 after completion
ncial Information of Bidders	A,C	Exempt	3 after completion
ifications	A,B,C	Public	6 after completion
ttten or Telephonic Price Quotations	A,C	Public	3 after completion
Records			
ident Reports	A,B,C	Contains exempt information	6

Emergency Preparedness Plan	A,C	Public	2 after revised
Material Safety Data Sheets (MSDS)	A,C	Public	Current
Open School Act Reports	A,B,C	Public	Permanent
Auditor Registration	A,C	Public	5
Board Records			
Board Meeting Agendas	A,C	Public	1
Board Minutes (Approved)	A,B,C	Public	Permanent
Board Policies and Procedures	A,B,C	Public	Permanent
Board Policies and Procedures	A,B,C	Public	Permanent
Officers Statement of Financial Interest	A,B,C	Public	5
Confidential Records			
Refer to Policy 216			
Category A	A,C	Confidential Exemptions	100
Category B	A,C	Confidential Exemptions	Review Periodically
Category C	A,C	Confidential Exemptions	Review Annually
Transportation Records (Alcohol Testing)			
Positive or Below Limit Test Results	A,C	Exempt	1
Positive or Above Limit Test Results	A,C	Exempt	5
Records Related to Collection Process	A,C	Exempt	2
Records Related to Education & Training	A,C	Exempt	2 after employment ends
Refusal to Take Required Test	A,C	Exempt	5
Workers' Compensation Records	A,B,C	Exempt	7 after claim closed

See 65 P.S. § 67.502(b)(2)(iii). See also 65 P.S. § 67.506(a).
65 P.S. § 5-518 requires permanent retention of annual auditor's reports and annual financial reports. 5-518 also requires districts to maintain all other financial records for at least 7 years.

P.S. § 13-1337(e) requires free and reduced lunch accounts and records to be maintained not in excess of 5 years.
CFR § 1910.1020(d) requires retention for at least 30 years after employment ends.
P.S. § 14-1409 requires retention for at least 2 years after enrollment ends.
P.S. § 5-518 requires all other financial records to be maintained for at least 6 years. 29 CFR §§ 516.5, 516.6 and 1627.3(a) require certain payroll records to be maintained for at least 6 years.
CFR §§ 1602.39 & 1602.41 require form EEO-5 and records necessary to complete EEO-5 to be maintained for 3 years.
CFR § 825.500(b) requires retention for at least 3 years.
Pa. C.S. § 5536 requires claims to be filed within 12 years from completion.
4 P.S. § 7-722.2(b)(2) requires retention for at least 3 years.
4 P.S. § 7-751(a.1) & 24 P.S. § 8-807.1(a.1) require retention for 3 years.
9 CFR § 1904.33(a) requires incident reports to be retained 5 years from end of calendar year.
4 P.S. § 13-1317.2 (BEC) requires permanent retention.
4 P.S. § 518 requires permanent retention.
5 Pa. C.S. § 1107(9) requires retention for 5 years.
9 CFR § 382.401 lists applicable retention periods.

opted November 20, 2017