



Procedure Name: Records Retention

Related to which policy: F50

Date Last Updated: March 20, 2018

Specific Procedures Outline:

Records for each department should be archived annually at the minimum. When files are archived they should be placed in a box clearly marked with contents, date of contents, and date to be destroyed. It is recommended that all contents have the same retention schedule for ease of disposal in the future. If records are to be kept permanently, a keep permanently label should be placed on the front of the box. Records for one prior and the current fiscal years shall remain stored in the Central Office Archive room. All records 2 years and older will be stored at the VUHS Archive location. The only exception is those files that must be permanently retained and have greater accessibility requirements. If you desire to keep records in your area for a longer period of time, that is up to your discretion.

On an annual basis beginning in July 1, 2018 and every July thereafter, the Addison Northwest School District will review and dispose of any records that have been completed, closed, expired, or superseded as specified in the Record Retention Schedules in Attachments A and B.

Each individual department is responsible for the maintenance and disposal of their own records.

Clarification: This most recent procedure is the one that is to be used. All prior drafts are null and void.

Record Retention Chart

Attachment A

Category	Sub-Category	Retention	Notes
Accounts Payable Records	Check Copies	3 Years	
Accounts Payable Records	Invoices	3 Years	
Accounts Payable Records	Purchase Orders	3 Years	
Accounts Payable Records	Receipts	3 Years	
Announced Tuition Report		7 Years	
Annual Reports		Permanent	
Annual Statbook Reports		10 Years	
Asbestos Abatement		Permanent	
Audit Workpapers		3 Years	
Audits (Bound Copy)		Permanent	
Bank Reconciliations	Bank Statements	7 Years	
Bank Reconciliations	Cash Receipts	7 Years	
Bank Reconciliations	Deposit Tickets	7 Years	
Board Records/Minutes		Permanent	
Bonds/Debt Service		7 Years	After Maturity
Budget Documents	Submissions to State/AOE	7 Years	
Budget Documents	Work Papers	7 Years	
Child Nutrition-Free/Reduced Applications		5 Years	
Construction Projects	Bids	Permanent	
Construction Projects	Blueprints	Permanent	
Construction Projects	Change Orders	Permanent	
Construction Projects	Clerk of the Works	Permanent	
Construction Projects	Invoices	Permanent	
Data Management/IT		?	
Fixed Assets		7 Years	After Disposal of Asset
Grants	Annual Subrecipient Report	7 Years	
Grants	Award Documents	7 Years	
Grants	Financial Reports	7 Years	
Grants	Indirect Cost Rate Application	7 Years	
Health Services Report		7 Years	
Human Resources	N/A	N/A	See Attachment B
Insurance Accident Reports/Claims		10 Years	Unless Litigation is Pending
Lease Documentation		7 Years	After Lease Expires

Master Agreements		Permanent	
Negotiations/Work Papers		7 Years	
Payroll	Timesheets/Leave Slips	5 Years	5 years after new form or termination
Payroll	W-4 Forms	Permanent	
Payroll	Payroll Order/Registers	Permanent	
Personnel Files		Permanent	See Attachment B
Scholarship Documentation		Permanent	
SPED Reports/Tracking		7 Years	
Student Activities Records		7 Years	
Student Records		Permanent	
Tax Reporting	1099/1096	5 Years	
Tax Reporting	941 Quarterly	5 Years	
Tax Reporting	ACA 1094/1095	5 Years	
Tax Reporting	State Quarterly	5 Years	
Tax Reporting	Unemployment	5 Years	
Tax Reporting	W2/W3	5 Years	
Tax Reporting	WH 436 Annual	5 Years	
Teacher's Retirement		3 Years	

Purpose: The human resources (HR) department retains and destroys personnel records in accordance with the supervisory union policies on business records retention as well as federal and state laws governing records retention. Below is an outline of the HR department’s operating procedures for personnel records retention and destruction of documents when such retention periods have passed. The HR department maintains both employee record information and government compliance reports. Both are subject to the following retention requirements and destruction procedures.

Maintenance of Employee Records

The following employee information records are maintained in segregated personnel files:

- 1) Pre-employment information.
- 2) I-9 forms.
- 3) Benefits plan and employee medical records.
- 4) Health and safety records.
- 5) General employee personnel records.

Government compliance reports are maintained in reverse chronological sequence and filed separately from the above employee information records.

Destruction of Employee and Applicant Records

All paper personnel records and confidential employee data maintained by the HR department will be destroyed by shredding after retention dates have passed; this procedure pertains to all personnel records, not just those governed by the Fair and Accurate Credit Transactions Act (FACTA).

Application materials submitted by applicants for employment who were never employed are also to be shredded.

Personnel records include electronic as well as paper records. The HR department may work with the IT department periodically to review and ensure that the HR department’s electronic records relating to employee information and compliance reports are properly purged.

Retention of Terminated Employees’ Records

The retention periods for terminated employees’ and applicants’ records and compliance reports are as follows:

Pre-employment records:	
Résumés, applications and related employment materials, including interview records and notes, for applicants not hired	3 years
Résumés, applications and related employment materials, including interview records and notes, for employees: 4 years after date of termination	4 years
Background checks, drug test results, driving records, company employment verifications, letters of reference and related documents	5 years
Employee records:	
Terminated employee I-9 Forms: The later of 3 years from date of hire or 1 year following termination of employment	3 years or 1 year
Compensation, job history and timekeeping records: 4 years after termination	4 years
FMLA and USERRA and related leave records: 3 years after termination	3 years
Performance appraisal and disciplinary action records: 4 years after termination	4 years
Benefit records: 6 years after the filing date of the documents, based on the information they contain, or 6 years after the date on which such documents would have been filed but for an exemption or simplified reporting requirement	6 years
Disputed issues (records relating to issues 2 years after resolution of dispute involving external agencies or parties, wage-hour investigation by DOL, EEOC charge, arbitrations, court actions, etc.), OSHA and employee safety records: 5 years after termination	5 years
Workers' compensation claims: 30 years after date of injury/illness. NOTE: OSHA has another standard for Access to Employee Exposure and Medical Records [29 CFR 1910.1020]. This standard requires employers to keep employee medical records for the time they are employed plus another 30 years, and exposure records for 30 years	30 years
Vermont’s Recordkeeping Requirements	
Vermont’s Wages/Hours/Payroll:	
The following information must be retained for 2 years for each employee (note that employers covered by the Fair Labor Standards Act must keep more detailed payroll records for 3 years): Hours worked and Wages paid	2 years or 3 years
Unemployment Insurance:	
<ul style="list-style-type: none"> • For purposes of unemployment, the following information must be retained for 4 years: • For each employee: <ul style="list-style-type: none"> ▪ Address/social security number; ▪ Place of employment; ▪ Wages or salary/frequency of payment; ▪ Date hired or returned to work; ▪ Date/reason for separation; <p>Unemployment Insurance continued:</p> <ul style="list-style-type: none"> ▪ Days worker performed services/hours of work each day; ▪ Total remuneration paid each quarter; ▪ Whether any week was less than full time; ▪ Time lost, if any, and reason; and ▪ Remuneration for each pay period showing separately: <ul style="list-style-type: none"> ▪ Money payments (excluding special remuneration); ▪ Special remuneration of all kinds, showing separately: <ul style="list-style-type: none"> ▪ Money payments; ▪ Reasonable value of non-cash payments; ▪ The nature of special remuneration; and ▪ The period(s) services were performed for special remuneration. ▪ Reasonable value of non-cash remuneration (e.g., lodging, room and board) paid by the employer; ▪ Amount of gratuities received; and ▪ Reimbursements for traveling or other business expenses, dates of payment, and amount of expense incurred by the employee. <p>For each pay period:</p> <ul style="list-style-type: none"> ▪ Dates/amount of remuneration for subject and non-subject employment; ▪ Beginning/ending dates of each pay period; and ▪ Date each week of the largest number of individuals worked/number of employees who worked on that day. 	4 years