

**TRI-TOWNSHIP CONSOLIDATED SCHOOL CORPORATION**

**POLICY**

**REGARDING**

**THE RETENTION OF RECORDS**

Adopted by the Tri-Township Consolidated School Corporation School Board this 14th day of  
November, 2011.

The Tri-Township Consolidated will follow the Records Retention Schedule approved for all Indiana Public Schools. The complete schedule can be found online at:

[http://www.in.gov/icpr/records\\_management/pubs/schlrec2print.html#a2c](http://www.in.gov/icpr/records_management/pubs/schlrec2print.html#a2c)

Following is an abbreviated version

1. Records specifically identified in the Retention Schedule may be destroyed according to the schedule. A record of all items to be destroyed must be made with a copy to the county clerk's office:

LaPorte County Clerk,  
813 Lincolnway, Suite 105,  
LaPorte, IN 46350)

and a copy to the Commission on Public Records:

Commission on Public Records  
402 W Washington Street  
Indianapolis, IN 46204

A letter listing the records destroyed is a suitable record of destruction or schools can also use State Form 44905. The school must retain a record of destruction permanently.

2. If a school district wants to dispose of a record type which is not listed in the retention schedule, a PR 1 form is necessary. Approval must be granted from the local commission of public records.
3. Confidential records which are scheduled for destruction must be destroyed in such a manner that they cannot be read, interpreted or reconstructed. (IC 5-15-5.1-13)
4. If the Retention Schedule indicates the record must be kept "PERMANENT". They may be maintained either in the original format or on microfilm that meets standards outlined in 60 IAC 2 or Administrative Rule 6 (Court Records).

## Administrative Records

(located in the headquarters or main office of the district)

### 1.1 Administrative - Board of Education/Trustees

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Agendas, local Board of Education meetings	<b>P</b>	PERMANENT.
Minutes, unofficial of Board of Trustees/Education	Indefinite	Destroy when official minutes approved.
Minutes, Official of local Board of Trustees/Education	<b>P</b>	PERMANENT.
Tape recordings (audio/video) of board meetings	Indefinite	Destroy when official minutes approved.

Note: Recordings of meetings in which important policy or community decisions are discussed should be considered for possible permanent retention.

## 1.2 Administration - General

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Absence record, daily	1	Destroy
Abstracts/deeds/ title papers/mortgages	P	PERMANENT.
Agenda, Administrative meetings	Indefinite	Destroy when no longer useful
Annual report	P	PERMANENT.
Authority to dispose of records	P	PERMANENT.
Bonds and coupons, paid	Indefinite	Until debt is retired and after audit
Bond issues (enabling documentation)	P	PERMANENT.
Bond ledgers/registers	Indefinite	Until debt is retired and after audit.
Calendar, for staff and curriculum	5	Destroy
Correspondence, Litigation, Personnel	10	Destroy <b>Confidential</b>
Correspondence, Official from Superintendent (Documents major functions, activities, programs, decision making, important events in school district's history)	P	PERMANENT.
Estimated enrollment	3	Destroy
Evaluations of Administrators	P	PERMANENT. <b>Confidential</b>
Grant applications, approved	Indefinite	Retain 5 years after program is completed and after audit. 34 CFR 76.734
Grant applications, not approved	5	Destroy
Parent teacher association records (secretary's, treasurer's books, scrapbooks)	P	PERMANENT.
Policy Book	P	PERMANENT.
Proof of publication files	3	Destroy
Publications issued by Corporation	P	PERMANENT.
School report card	P	PERMANENT.
Subject files of Superintendent's (May include copies of useful reports, correspondence, staff meeting minutes, notes, reports which document a variety of issues and projects of concern to the Superintendent's Office.)	Indefinite	Destroy when no longer useful.

## 2.1 Administration Financial Services, General

No financial records may be destroyed until after audit completed, report filed and exceptions satisfied, per IC 51563.

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Audit report by State Board of Accounts	P	PERMANENT.
Automated financial data, stored	Indefinite	Until updated summary information
Bank Ledgers/Bank Account History	Indefinite	Destroy after 5 years and audit
Bank statements, deposit slips	Indefinite	Destroy after 5 years and audit

Budget, annual record copy	<b>P</b>	PERMANENT.
Daily Report (balance of depositories, cash, and investments)	Indefinite	Destroy after 5 years and audit
Form 9 state report (biannual, annual report)	<b>P</b>	PERMANENT.
Full Budget Report (actual spending record)	Indefinite	Destroy after 5 years and audit
Function ledgers/Program ledgers	Indefinite	Destroy after 5 years and audit
Fund ledger: all funds	Indefinite	Destroy after 5 years and audit
Insurance (school corporation), contracts	Indefinite	Destroy 10 years after expiration of contract
Object budget report	Indefinite	Destroy after 5 years and audit

## 2.2 Administration -- Financial Services, Payroll

<b>RECORD TITLE/DESCRIPTION</b>	<b>RETENTION PERIOD</b>	<b>DISPOSITION INSTRUCTIONS</b>
Absence records	4	Destroy after 4 years and audit
Adjustment sheets (extra earnings)	4	Destroy after 4 years and audit
Direct Deposit report, per payroll period	3	Destroy after 3 years and audit
Direct Deposit, transfer report	3	Destroy after 3 years and audit
Employee earning's record, yearly	<b>P</b>	PERMANENT.
Extra earnings report (Exception report)	6	Destroy after 6 years and audit
Indiana Department of Employment and Training Services Report	<b>P</b>	PERMANENT.
Payroll Annual Report (included in School Report Card)	<b>P</b>	PERMANENT.
Payroll check registers	3	Destroy after 3 years and audit
Payroll Deductions ledger	4	Destroy after 4 years and audit
Payroll Exception File (extra earnings and substitute earnings)	4	Destroy after 4 years and audit
Payroll ledger	<b>P</b>	PERMANENT.
Payroll register, trial journal	5	Destroy after 5 years and audit
PERF, worksheets (balanced out)	3	Destroy after 3 years and audit
PERF report (quarterly)	<b>P</b>	PERMANENT.
Retirement Gross report, per pay period	3	Destroy after 3 years and audit
Retirement Gross report, quarterly	3	Destroy after 3 years and audit
Salary distribution report	5	Destroy after 5 years and audit
Social Security report	<b>P</b>	PERMANENT.
Substitute pay report; teaching, non-teaching substitute edit report	4	Destroy after 4 years and audit
Tax Report - Federal (Form 941)	4	Destroy after 4 years and audit
Tax Report - Indiana (Form WH1R) State Quarterly	4	Destroy after 4 years and audit
Time card summary report (payroll information worksheets)	4	Destroy after 4 years and audit
Time Cards	4	Destroy after 4 years and audit
Union Dues report (ISTA-NEA)	5	Destroy after 5 years and audit
W-2 & 1099 forms	4	Destroy after 4 years and audit

W-4 forms	Indefinite	Destroy when replaced with new form or when staff member becomes inactive.
Year to date register, teaching and non-teaching (trial balance)	5	Destroy after 5 years and audit

### 2.3 Administration - Financial Services, Accounts Payable

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Appropriations, allotments, encumbrances, disbursements, balances ledger	Indefinite	Destroy after 3 years and audit
Budget report, by object	3	Destroy
Cash report, monthly	5	Destroy after 5 years and audit
Check register	6	Destroy after 6 years and audit
Checks, canceled, returned or voided	10	Destroy after 10 years and audit
Claims, vouchers	6	Destroy after 6 years and audit
Claims docket	3	Destroy after 3 years and audit
Clearing account ledger (fund ledger)	5	Destroy after 5 years and audit
Disbursement journal	10	Destroy after 10 years and audit
Duplicate deposit slips	Indefinite	Destroy when no longer useful
Edits, printout after postings	1	Destroy
Investment, correspondence	Indefinite	Destroy when no longer useful
Investment register	P	PERMANENT.
Leave approval forms	3	Destroy
Purchase orders, canceled	3	Destroy after 3 years and audit
Purchase orders, completed	3	Destroy after 3 years and audit
Purchase requisitions	3	Destroy after 3 years and audit
Receipts	3	Destroy after 3 years and audit
Receipts ledger	5	Destroy after 5 years and audit
Receipts and disbursements journal	P	PERMANENT.
Statements, outstanding, month end	Indefinite	Destroy when no longer useful
Supporting documentation for income	Indefinite	Destroy when no longer useful
Utility ledgers	Indefinite	Destroy when no longer useful
Vendor ledger	3	Destroy after 3 years and audit
Warrant/check registers	6	Destroy

### 2.4 Administration -- Financial Services, Voluntary Deductions & Insurance

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Annuity statements, individuals	Indefinite	Destroy when superseded
Benefit Plan election form (Cafeteria Plan or Flexible Benefit)	10	Destroy
Benefit Records	10	Destroy
Change/Verification of election form	Indefinite	Destroy after superseding form is filed, authorization expires, or employee is

		terminated.
Correspondence, general	Indefinite	Destroy when no longer useful.
Deduction Recap	3	Destroy
Health Insurance Application form	Indefinite	Destroy after superseding form is filed, authorization expires, or employee is terminated.
Insurance, accounts (including reports of)	10	Destroy
Insurance bids, accepted	5	Destroy
Insurance bids, rejected	3	Destroy
Insurance, claims & bills (including reconciliation)	5	Destroy
Insurance, commodities	3	Destroy
Insurance, contracts	Indefinite	Destroy 10 years after expiration of contract
Monthly deduction recap, individuals	3	Destroy
Staff Deductions files Can include: Insurance selection, Annuity forms, Correspondence Statements	Indefinite	Destroy after superseding form is filed, authorization expires, or employee is terminated.
Transmittal forms (health and dental) changes to insurance company	Indefinite	Destroy after superseding form is filed, authorization expires, or employee is terminated.

### 3.1 Administration -- Business Services, Building Services

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Bids, sealed - not accepted	5	Destroy
Bids, sealed - accepted	10	Destroy
Contracted work orders	10	Destroy
Correspondence, construction projects	Indefinite	Destroy when no longer useful
Drawings, blueprints, specifications (planned design drawings)	Indefinite	Destroy when no longer useful
Drawings, blueprints, specifications (as built drawings)	P	PERMANENT.
EPA Asbestos abatement records	P	PERMANENT.
EPA Asbestos inspections reports	3	Destroy 40 CFR 763.94
IDEM Monthly treatment plan lab reports (sewage treatment)	3	Destroy
Manuals, operation & maintenance	Indefinite	Destroy when superseded
State Fire Marshal annual site inspection reports	3	Destroy

### 3.2 Administration -- Business Services, Computer Services

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Back-ups	Indefinite	Destroy when superseded
Contracts/Service Agreements	10	Destroy 10 years after expiration of contract

Correspondence	Indefinite	Destroy when no longer useful
CPF (Capital project files)	Indefinite	Destroy when no longer useful
4R Grants	5	Destroy after 5 years and audit
Manuals	Indefinite	Destroy when no longer useful
Packing slips	3	Destroy
School files	Indefinite	Destroy when no longer useful
Technology plan	Indefinite	Destroy when no longer useful
Vendor files	Indefinite	Destroy when no longer useful
Work requests	1	Destroy

Note: Electronic records identified in the schedule are based upon the information they contain not the medium on which the information is stored (paper, microfilm, computer disk or tape, etc.). To determine retention periods look under the section which produces that information.

### 3.3 Administration -- Business Services, Food Services

Cafeteria records must be retained 5 years per IC 20-5-6-4 to 13-5.

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Cafeteria expenditure report, monthly (claims docket)	5	Destroy
Claim reimbursement form (State lunch program IND 1 DOE 1092), monthly	5	Destroy
Claims breakdown	5	Destroy
Daily cashier's reports	5	Destroy
Equipment valuation report	5	Destroy
Food quotes	5	Destroy
Free and reduced meal applications (including textbook assistance forms)	5	Destroy <b>Confidential</b>
Fund ledger	5	Destroy
Guidelines	Indefinite	Destroy when superseded
Menus/Daily Production Sheets	5	Destroy
Milk and bread bids, accepted	5	Destroy
Milk and bread bids, not accepted	5	Destroy
Milk and bread bills (claims)	5	Destroy
Monthly cashier's report	5	Destroy
Policies -- federal, state, local	Indefinite	Destroy when superseded
Profit and loss statement	5	Destroy
Receipt ledger	5	Destroy
State contracts	Indefinite	Destroy 10 years after expiration of contract
USDA Commodity allotments	5	Destroy
Weekly cashier's report	5	Destroy
Year end inventory	5	Destroy

### 3.4 Administration -- Business Services, Transportation Services

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Bus care reimbursement form	3	Destroy
Bus conduct report	3	Destroy
Bus Driver contract	Indefinite	Destroy 10 years after expiration of contract
Bus Driver personnel file	<b>P</b>	PERMANENT.
Bus Driver physical forms	Indefinite	Destroy 10 years after expiration of contract
Bus Driver time sheets	4	Destroy
Bus Safety Inspection report (Indiana State Police)	3	Destroy
Field trip payroll report, biweekly	10	Destroy
Field trip reports	3	Destroy
Form DOE-TN (Indiana, replaces EIR-5 form)	5	Destroy
Form 32-9 (IN)	5	Destroy
Gas record form	3	Destroy
Handicapped Transportation Report	5	Destroy <b>Confidential</b>
Occupational Safety & Health Association annual report	5	Destroy 29 CFR 1904.6

#### 4. Administration -- Personnel

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Affirmative Action files (includes litigation, hearing and complaint files)	Indefinite	Destroy 5 years after case closes <b>Confidential</b>
Applications, administrators, teachers, substitute teachers, clerical and building services - hired	<b>P</b>	PERMANENT. <b>Confidential</b>
Applications, administrators, teachers, substitute teachers, clerical and building services -- not hired	5	Destroy <b>Confidential</b>
Applications for student teachers	Indefinite	Length of employment
Employee service record	<b>P</b>	PERMANENT.
Equal employment opportunity reports/summary data	3	Destroy 29 CFR 1602.39-41
Handbooks, classified and certified staff	<b>P</b>	PERMANENT.
Leave forms, personnel	4	Destroy
Leave forms, professional	4	Destroy
Master contract files	<b>P</b>	PERMANENT.
Negotiating files, teachers	Indefinite	Retain until contract expires
Negotiating files, non-teachers	Indefinite	Retain until contract expires
Notice of job vacancies ("postings")	3	Destroy
Orientation booklet	3	Destroy
OSHA employee accident reports	5	Destroy 29 CFR 1904.6
OSHA employee exposure records	Indefinite	Retain 30 years after termination or retirement 29 CFR 1904.20
OSHA employee medical records	Indefinite	Retain 30 years after termination or



		retirement 29 CFR 1904.20
Personnel files, classified and certified – hired May include: employment application professional certificates transcripts employment contracts evaluations	<b>P</b>	<b>PERMANENT. Confidential</b> According to IC 5-14-3-4 (b)(8) personnel files of public employees are <b>Confidential</b> except for the "(A) the name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the agency; (B) information relating to the status of any formal charges against the employee; and (C) information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged."
Personnel files, classified and certified - not hired	5	Destroy <b>Confidential</b>
State Teacher's Retirement Fund records	<b>P</b>	<b>PERMANENT.</b>
Substitute Record cards	<b>P</b>	<b>PERMANENT.</b>
Teacher Permanent Record cards	<b>P</b>	<b>PERMANENT.</b>

### 5. Administration - Students

<b>RECORD TITLE/DESCRIPTION</b>	<b>RETENTION PERIOD</b>	<b>DISPOSITION INSTRUCTIONS</b>
Correspondence, Litigation, Student	Indefinite	Retain until case is settled <b>Confidential</b>
Enrollment report (six weeks)	5	Destroy
Enumeration for School Purposes (Local census of school children)	<b>P</b>	<b>PERMANENT.</b>
Student due process files (expulsion record)	5	Destroy <b>Confidential</b>
Student handbooks	<b>P</b>	<b>PERMANENT.</b>

#### 6.1 Administration -- Instruction, Audio-Visual

<b>RECORD TITLE/DESCRIPTION</b>	<b>RETENTION PERIOD</b>	<b>DISPOSITION INSTRUCTIONS</b>
Equipment Inventory	5	Destroy
Utilization - Maintenance Records	Indefinite	Destroy when no longer useful

#### 6.2 Administration -- Instruction, Adult Basic Education

<b>RECORD TITLE/DESCRIPTION</b>	<b>RETENTION PERIOD</b>	<b>DISPOSITION INSTRUCTIONS</b>
Adult Education Final Report (state report)	<b>P</b>	<b>PERMANENT.</b>
Annual Performance Report	<b>P</b>	<b>PERMANENT.</b>
Calendar	Indefinite	Destroy when no longer useful
Financial Report	3	Destroy after audit
Learner Folder  Can include: Registration form, Testing results, Court order, Outside agency referrals	5	Destroy 5 years after last contact with learner. <b>Confidential</b>

Learner Year End Data/Exit Information	5	Destroy 5 years after last contact with learner <b>Confidential</b>
Learner Work Folder (work in progress)	5	Destroy 5 years after last contact with learner
Monthly Report, outside agencies	3	Destroy
Monthly listing of new enrollees	3	Destroy
Outside agency contract	Indefinite	Destroy 10 years after expiration of contract
Request for Funds under the 306 Section of the Adult Education Act	P	PERMANENT.
Sign In/Out Sheet (class attendance)	5	Destroy
STAR (Student Time and Attendance Reporting)	5	Destroy
Student Roster	3	Destroy
Summary of Expenditures	3	Destroy after audit

### 6.3 Administration -- Instruction, Chapter 1/Title I

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Absence records	5	Destroy
Achievement test score sheet/score booklet	5	Destroy Confidential 34 CFR 11 204.10
Allocation letter	P	PERMANENT.
Annual Budget\Expenditure Report	5	Destroy after audit
Annual project evaluation	P	PERMANENT.
Annual project evaluation workfile	Indefinite	Destroy when no longer useful
Comparability report	5	Destroy
Coordination record, student	5	Destroy <b>Confidential</b>
Correspondence, parent	5	Destroy <b>Confidential</b>
Correspondence, staff	5	Destroy
Equipment inventory	5	Destroy
Evaluations, certified staff	P	PERMANENT <b>Confidential</b>
Evaluations, classified staff	5	Destroy <b>Confidential</b>
Home visit documentation	5	Destroy
Loss and gain form (Achievement Data)	5	Destroy <b>Confidential</b>
Needs assessment ranking report	5	Destroy
Newsletter	P	PERMANENT.
Newsletter, work files	Indefinite	Destroy when no longer useful
Priority list (need definition)	5	Destroy
Professional development information	Indefinite	Destroy when no longer useful. Records noting individual staff training should be transferred to the individual's permanent record.
Project\program application, approved	5	Destroy
Project\program application, not approved	5	Destroy

Project amendments, approved	5	Destroy
Project amendments, not approved	5	Destroy
Quarterly Monitoring Report	5	Destroy
Student Documentation file (program and attendance record)	5	Destroy <b>Confidential</b>
Student Exit record (Drop-out interview)	5	Destroy <b>Confidential</b>
Student selection form (includes test scores, teacher referrals)	5	Destroy <b>Confidential</b>
Target area selection report	5	Destroy
Teacher referral to program record	5	Destroy <b>Confidential</b>
Teacher's student evaluation/comments record	5	Destroy <b>Confidential</b>
Time cards	5	Destroy
Title I District Plan	<b>P</b>	PERMANENT.
Title I Building Level Plan	5	Destroy
Weekly work schedule	5	Destroy

#### 6.4 Administration -- Instruction, Chapter 2/Title 6

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Application for Funds for Educational Programs under P.L.97-35 (program plan)	5	Destroy
Chapter 2 Budget and Expenditure report	5	Destroy after audit
Evaluation report for Chapter 2 programs	5	Destroy
Requisitions\packing slips	5	Destroy after audit

#### 6.5 Administration -- Instruction, Community Education

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Course Descriptions	Indefinite	Destroy when no longer useful
Enrollment forms	1	Destroy
Evaluation of Class	3	Destroy
General Communications	3	Destroy
IVY TECH classes, correspondence	Indefinite	Destroy when no longer useful
Listings of Classes	Indefinite	Destroy when no longer useful
News Releases	1	Destroy
Notice of job vacancies "Postings"	3	Destroy

#### 6.6 Administration -- Instruction, Curriculum

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Adopted textbook list	Indefinite	Retain through two adoption cycles
Central Curriculum Committee minutes	<b>P</b>	PERMANENT.
Committee records: Can include agendas, membership lists, and general information	Indefinite	Destroy when no longer useful
Correspondence file	Indefinite	Destroy when no longer useful

Curriculum Checklist	Indefinite	Destroy when no longer useful
Curriculum guides	Indefinite	Until superseded
Field trip requests	1	Destroy
Grant applications - approved	5	Destroy 5 years after program is completed and audit 34 CFR 76.734
Grant applications - not approved	5	Destroy 34 CFR 76.734
High school course description booklets	<b>P</b>	PERMANENT.
In-service program booklet and activities	Indefinite	Destroy when no longer useful
Innovative instructional programs	Indefinite	Destroy when no longer useful
PBA/NCA final reports	<b>P</b>	PERMANENT.
Special Events	Indefinite	Destroy when no longer useful
State/Corporation programs  Can include: Beginning Teacher Internships, Prime Time, Tech Prep, Professional Development School , Incentive Awards, Indiana 2000	Indefinite	Until revised or discontinued.  Financial records associated with individual programs need to be maintained for 5 years after completion of program and after audit.
Testing Results records, corporation  Can include: Essential Skills Summary, Achievement Performance Report, Evaluation Summary, (district, school, grade level).	<b>P</b>	PERMANENT.
Textbook adoption committee records	Indefinite	Minimum one adoption cycle. Destroy when no longer useful.
Waivers (textbook, curriculum, time requirements)	Indefinite	Minimum three years.  Destroy when no longer useful

### 6.7 Administration -- Instruction, GED

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Contracts	Indefinite	Destroy 10 years after expiration of contract
Receipt book	5	Destroy after 5 years and audit
Test taker file  Can include: Application, Correspondence, Eligibility verification, Test Results .	5	Destroy 5 years after last contact with test taker <b>Confidential</b>

### 6.8 Administration -- Instruction, Guidance

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Guidance activities, decisions, and In-Service record	4	Destroy
School testing results records	4	Destroy
Student home visits	3	Destroy <b>Confidential</b>

### 6.9 Administration -- Instruction, Health

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Accident Report, annual summary	3	Destroy
AIDS training - sign in sheet	3	Destroy
Alcohol-Narcotics Report	3	Destroy
Blood test report	Indefinite	Retain for length of student's enrollment <b>Confidential</b>
Correspondence files, student	Indefinite	Retain for length of student's enrollment <b>Confidential</b>
Hearing report (State Form 39986)	5	Destroy
Immunization record	<b>P</b>	PERMANENT. <b>Confidential</b>
Immunization status (State Form 22363-Kindergarten)	5	Destroy
Informal notes (re: health, medical prohibitions)	Indefinite	Destroy when no longer useful <b>Confidential</b>
Medication at school form (lists student name and medication given)	3	Destroy <b>Confidential</b>
New Student Immunization Status (State Form 22363NE)	3	Destroy
Postural screening (State Form 4685R)	3	Destroy
Report of Alleged Child Abuse or Neglect (114R2) - investigation found no child abuse or neglect	1	Destroy <b>Confidential</b>
Report of Alleged Child Abuse or Neglect (114R2) - investigation found child abuse or neglect	Indefinite	Retain for length of student's enrollment <b>Confidential</b>
School Health Manual (ISBH)	Indefinite	Retain until superseded
Scoliosis screening, initial	Indefinite	Retain for length of student's enrollment <b>Confidential</b>
Scoliosis screening, referral/follow-up	Indefinite	Retain for length of student's enrollment <b>Confidential</b>
Sickle Cell Anemia Report	3	Destroy
Sixth Grade Measles Status (22363-6)	3	Destroy
Tuberculin skin test by school	3	Destroy
Universal Precautions Training for Employees, sign-in sheet	3	Destroy
Universal Precautions Training for Employees, training information	Indefinite	Retain until superseded
Vision screening (5888)	3	Destroy
Visual acuity screening, initial report	Indefinite	Retain for length of student's enrollment <b>Confidential</b>
Visual acuity screening, referral/follow-up	Indefinite	Retain for length of student's enrollment <b>Confidential</b>

#### 6.10 Administration -- Instruction, Special Education

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Agreement to safeguard information	Indefinite	Destroy after staff member leaves program or school district

		employment
Annual data report - education of the handicapped	P	PERMANENT.
Application for federal assistance for the education of handicapped	5	Destroy
Application for tentative approval for annual classroom units for exceptional children	5	Destroy
Grants, state and federal	5	Destroy 5 years after completion of activity and audit 34 CFR 75.730-75.732
Individual Student file  Can include: Multidisciplinary Team Evaluation Reports, Case Conference Committee Summaries, Individualized Education Plans, Transition Plans, Correspondence, Pertinent information regarding the student's educational placement, Test protocol on student.	Indefinite	Records are maintained 5 years beyond the provision of educational services to the student if the parents have not requested destruction of the records. 34 CFR 300.573 permits parents to request the destruction of personally identifiable information on their child. The parent must be informed of the destruction option (generally at graduation.) If parents request the information destroyed, the agency may retain a permanent record of a student's name, address, phone #, his or her grades, attendance record, classes attended, grade level and year completed.
Needs assessment report	5	Destroy
Quarterly summary report-education of the handicapped	5	Destroy after 5 years and audit
Psychological data follow up	Indefinite	Retain for length of student's enrollment <b>Confidential</b>
Psychological report	Indefinite	Retain for length of student's enrollment <b>Confidential</b>
Request for approval of replacement teacher	5	Destroy

### 6.11 Administration -- Instruction, Speech & Hearing

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Audiometer tests	Indefinite	Retain for length of student's enrollment <b>Confidential</b>
Cash Record summary	5	Destroy
Medical report	Indefinite	Retain for length of student's enrollment <b>Confidential</b>
Oral Deaf Program report	Indefinite	Retain for length of student's enrollment <b>Confidential</b>
Other Speech & Hearing reports and records	Indefinite	Retain for length of student's enrollment <b>Confidential</b>
Other Speech & Hearing Therapy Referral sheet	Indefinite	Retain for length of student's enrollment <b>Confidential</b>

## 6.12 Administration -- Instruction, Summer School

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Application for Summer School (state report)	3	Destroy after 3 years and audit
Approval Letter	3	Destroy after 3 years and audit
Attendance records	Indefinite	Destroy after information is transferred to student's record
Corporation ISTEP re-mediation and retention summary	P	PERMANENT.
ISTEP final reporting form	P	PERMANENT.
ISTEP preliminary reporting form	3	Destroy
News Release	1	Destroy
Student Grade Report	Indefinite	Destroy after grades are transferred to student's permanent record. <b>Confidential</b>
Student Summer School Registration	1	Destroy
Summer School Final Report	P	PERMANENT.
Summer School Information Sheet (letter to parent)	1	Destroy

## 6.13 Administration -- Instruction, Textbooks

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
District Textbook requisition purchase orders	6	Destroy
School textbook reimbursement	3	Destroy after 3 years and audit
Textbook fee/rental files	3	Destroy after 3 years and audit

# SCHOOLS

## 7.1 Administration

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Accident reports	3	Destroy
Accreditation files (PBA/NCA) (working files)	Indefinite	Retain until next accreditation cycle.
Attendance registers	3	Destroy
Attendance slips, daily	3	Destroy
Attendance summary sheets, daily	3	Destroy
Commencement programs	P	PERMANENT.
Correspondence – Principal	Indefinite	Destroy when no longer useful. Items which deal with policy should be considered for permanent retention.
Correspondence -- Assistant Principal	Indefinite	Destroy when no longer useful
Course textbook adoptions	Indefinite	Destroy when superseded

Daily Discipline records (bus conduct, late to class, no supplies, etc.)	5	Destroy <b>Confidential</b>
Department of Education reports (Forms 30A, 30B, PE, ES, DE, NE, LM, AS, DR, AD, TN) for state of Indiana	<b>P</b>	PERMANENT.
Enrollment reports	3	Destroy
Excuse notes, parents	3	Destroy
Excuse notes, doctors	3	Destroy
Grade registers	3	Destroy <b>Confidential</b>
Insurance records on students	Indefinite	Destroy 10 years after expiration of insurance
Newspapers/newsletters (includes team newsletters to parents)	<b>P</b>	PERMANENT.
North Central and Indiana Department of Education Reports	<b>P</b>	PERMANENT.
Parent teacher association records	<b>P</b>	PERMANENT.
Subject files	Indefinite	Destroy when no longer needed
Yearbooks	<b>P</b>	PERMANENT.

## 7.2 Schools -- Financial Services, General

No financial records may be destroyed until after audit completed, report filed and exceptions satisfied, per IC 5-15-6-3.

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Book and equipment inventory	<b>P</b>	PERMANENT.
Long distance telephone log	3	Destroy

## 7.21 Schools -- Financial Services, Extra-curricular Account Records

Extra-curricular account files are to be retained 5 years, per IC 20-5-7-2.

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Annual financial report (Form SA5-1)	<b>P</b>	PERMANENT.
Application for free lunch/textbook assistance (Form 521)	5	Destroy <b>Confidential</b>
Bank Statements	5	Destroy
Book rental checklist (Form TBR-2)	5	Destroy
Book rental files, past due	Indefinite	Until audited
Checks, cancelled, returned, or voided	10	Destroy
Claim forms for payment (Form SA-7)	5	Destroy
Deposit records	5	Destroy
Ledgers	5	Destroy
Payment authorization vouchers	5	Destroy
Purchase orders, copies	5	Destroy



Receipts/receipt books	5	Destroy
Textbook rental and fees list	5	Destroy
Ticket sales (athletic, extra curricular)	5	Destroy

### 7.31 Schools -- Business Services, Building Services

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
EPA Asbestos Management Plan	P	PERMANENT.
Fire & tornado drill plan (safety plan)	Indefinite	Destroy when superseded
Use of Building Forms	3	Destroy

### 7.32 Schools -- Business Services, Food Services

**Cafeteria records must be retained 5 years per IC 20-5-6-4 to 13-5.**

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Cafeteria inventories	Indefinite	Retain for 5 years and until superseded
Cafeteria receipts reports	5	Destroy
Cash register receipts	5	Destroy
Daily school lunch reports	5	Destroy
Government commodities used in Home Economics	5	Destroy
Health inspection report	Indefinite	Retain for 5 years and until superseded
Lunch ticket stubs	5	Destroy
Notification letters for school meals	5	Destroy
Record of advance payments and charges	5	Destroy
Record of charged lunches	5	Destroy
Small equipment inventory	Indefinite	Retain for 5 years and until superseded
Weekly school lunch report	5	Destroy

### 7.4 Schools -- Personnel

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Teacher personnel files  Can include evaluations, letters, memos.	P	PERMANENT. Confidential According to IC 5-14-3-4 (b)(8) personnel files of public employees are <b>Confidential</b> except for the "(A) the name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the agency; (B) information relating to the status of any formal charges against the employee; and (C) information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged."

### 7.5 Schools -- Students

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Enrollment cards	3	Destroy
Grade books	5	Destroy <b>Confidential</b>
Grade sheets, cumulative by semester	3	Destroy <b>Confidential</b>
Grade sheets, six week	3	Destroy <b>Confidential</b>
Insurance sign-off sheet	1	Destroy
Letter of absence record to parents	3	Destroy <b>Confidential</b>
Locker Assignments	1	Destroy
Notice of suspension	3	Destroy <b>Confidential</b>
Permanent record cards, graduates	<b>P</b>	PERMANENT. <b>Confidential</b>
Permanent record cards, withdrawal	<b>P</b>	PERMANENT. <b>Confidential</b>
Sick room sign-in/out sheet	1	Destroy
Sign in/out sheets (students leaving early or arriving late)	1	Destroy
Student Assignment book sign-off sheet	1	Destroy
Student Handbook sign-off sheet	1	Destroy
Student schedules	1	Destroy

### 7.61 Schools -- Instruction, Athletics

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Contract for athletic contests (Form A-85; A-5/82 -- 75M; Form B-4/85-50M)	Indefinite	Destroy 10 years after expiration of contract
Contract for athletic officials	Indefinite	Destroy 10 years after expiration of contract
Contract for contest officials	Indefinite	Destroy 10 years after expiration of contract
Eligibility certificates	3	Destroy
Financial game records	5	Destroy
Insurance records	5	Destroy
Parent-Physician certification	5	Destroy
Record of awards	<b>P</b>	PERMANENT.

### 7.62 Schools -- Instruction, Guidance

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS
Cumulative record/Permanent record	<b>P</b>	PERMANENT. <b>Confidential</b>
Health record	Indefinite	Retain for 5 years after student leaves the school system <b>Confidential</b>
Official class list	3	Destroy
Senior awards	<b>P</b>	PERMANENT.
Student activity sheets	Indefinite	Retain for 5 years after student leaves

		the school system	
Testing Results Records, classroom and building -- ISTEP, CAT, SAT, ACT, EPSF	5	Destroy	
Testing Results Records, individual student -- ISTEP, CAT, SAT, ACT, EPSF	5	Destroy	<b>Confidential</b>

### 7.63 Schools -- Instruction, Health & Psychological

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS	
Parent request and Permission to administer medication	3	Destroy	<b>Confidential</b>
Permission to medicate, parent notes	3	Destroy	<b>Confidential</b>
Psychological reports	3	Destroy	<b>Confidential</b>
Psychological reports -- non-special education	3	Destroy	<b>Confidential</b>
Psychologists follow up report	3	Destroy	<b>Confidential</b>
Release letter - psychologist	Indefinite	Retain for length of student's enrollment	<b>Confidential</b>
Release letter - Agencies	Indefinite	Retain for length of student's enrollment	<b>Confidential</b>
Request for psychological services	Indefinite	Retain for length of student's enrollment	<b>Confidential</b>
Statement of examining physician	Indefinite	Retain for length of student's enrollment	<b>Confidential</b>
Student medical examination record	Indefinite	Retain for length of student's enrollment	<b>Confidential</b>
Student Medical Records	Indefinite	Retain for length of student's enrollment	<b>Confidential</b>
X-Ray Lab report	Indefinite	Retain for length of student's enrollment	<b>Confidential</b>

### 7.64 Schools -- Instruction, Library

RECORD TITLE/DESCRIPTION	RETENTION PERIOD	DISPOSITION INSTRUCTIONS	
Annual school library report (no longer required to be filed with state)	P	PERMANENT.	
Bids, accepted	10	Destroy	
Bids, not accepted	5	Destroy	
Books and AV inventory	Indefinite	Destroy when superseded	
Circulation records	Indefinite	Retain until returned	
Fine slips	Indefinite	Retain until resolved	
Materials inventory	5	Destroy	
Monthly budget reports	3	Destroy	
Patron files	Indefinite	Retain until replaced or inactive	
Purchases orders, requisitions, duplicate copies	3	Destroy	
Title II application	4	Destroy	
Title II inventory & evaluation	4	Destroy	

## Appendix Two: Year to Year Destruction Schedule

# of Years to Retain Destroy in January of the year listed

<b>Year Created</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>10</b>
<b>1985</b>	1989	1990	1991	1992	1996
<b>1986</b>	1990	1991	1992	1993	1997
<b>1987</b>	1991	1992	1993	1994	1998
<b>1988</b>	1992	1993	1994	1995	1999
<b>1989</b>	1993	1994	1995	1996	2000
<b>1990</b>	1994	1995	1996	1997	2001
<b>1991</b>	1995	1996	1997	1998	2002
<b>1992</b>	1996	1997	1998	1999	2003
<b>1993</b>	1997	1998	1999	2000	2004
<b>1994</b>	1998	1999	2000	2001	2005
<b>1995</b>	1999	2000	2001	2002	2006
<b>1996</b>	2000	2001	2002	2003	2007
<b>1997</b>	2001	2002	2003	2004	2008
<b>1998</b>	2002	2003	2004	2005	2009
<b>1999</b>	2003	2004	2005	2006	2010
<b>2000</b>	2004	2005	2006	2007	2011
<b>2001</b>	2005	2006	2007	2008	2012
<b>2002</b>	2006	2007	2008	2009	2013
<b>2003</b>	2007	2008	2009	2010	2014
<b>2004</b>	2008	2009	2010	2011	2015
<b>2005</b>	2009	2010	2011	2012	2016
<b>2006</b>	2010	2011	2012	2013	2017
<b>2007</b>	2011	2012	2013	2014	2018
<b>2008</b>	2012	2013	2014	2015	2019
<b>2009</b>	2013	2014	2015	2016	2020
<b>2010</b>	2014	2015	2016	2017	2021

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