#### **Cottonwood School District No. 242**

#### NONINSTRUCTIONAL OPERATIONS

#### Retention of District Records

In compliance with Idaho Code, the Board of Trustees establishes the following guidelines to provide administrative direction pertaining to the retention and/or disposal of District records. This schedule likewise identifies the anticipated physical location where such records may be kept or maintained by the District, in addition to the possible document retention of all categories of records on the school's servers and computer systems.

The District's Public Records Custodian(s), in conjunction with Superintendent, or designee, is responsible for the maintenance, safeguarding and destruction of the District's records. Performance of such duties shall be in cooperation with the District's Business Office, Directors of Maintenance and Transportation, Technology Coordinator, the Principals at the school's buildings and other administrative personnel employed by the District. However, each school employee is likewise responsible for having knowledge of this policy and the requirement to safeguard the District's records, electronic or otherwise, consistent with the chart below.

The District's Public Records Custodian(b), shall work in conjunction with the District's Technology department to assure that the school's staff is aware of the routine destruction of electronic District records, including emails, such that they are able to assure that the District's public records are retained consistent with this schedule, regardless of whether they are maintained in a hard copy or an electronic copy. In such a process, the District's employees need to retain District records included on the schedule below, particularly student educational records, personnel records, and investigative records, in a format that is not part of the District's routine electronic records destruction and/or notify the technology personnel of the District that a particular document is not to be destroyed as part of the routine destruction of electronic records.

Unless otherwise prohibited by applicable law, all District records may be maintained electronically and/or in hard physical copy.

#### Method of Destroying Official Records

The District's official records, and any copy thereof that may be deemed to be confidential and/or not intended to be disseminated to the public, will be shredded before disposal.

#### Destruction of Electronic Mail/e-mail

The District will store electronic mail/e-mails for a maximum period of one year. All email will be automatically deleted from the District's system at the end of this retention period. It is the responsibility of every district employee to assure that District documents that need to be retained for a longer period of time due to federal law, State law, or the provisions of this policy are retained accordingly and in a different format than electronic mail. An employee's failure to

retain District documents accordingly could serve as a basis for discipline, up to and including possible termination.

#### Suspending of Destroying Official Records

The District will immediately cease the destruction of all relevant records, including electronic records, even if destruction is authorized by an approved Retention Schedule, for the following reasons:

- 1. If the District receives a Freedom of Information Act (FOIA) request;
- 2. If the District believes that an investigation or litigation is imminent; or
- 3. If the District is notified that an investigation or litigation has commenced.

The Public Records Custodian(s) and Superintendent are responsible for carrying out this policy.

If relevant records exist in electronic formats (such as email, digital images, word processed documents, databases, backup tapes, etc.) the District's Administrative personnel shall notify its information technology staff to cease the destruction of records relating to the subject matter of the suit/potential suit or investigation. Failure to cease the destruction of relevant records could result in penalties against the District.

District records shall be retained and/or disposed of as follows:

Retention Codes		
AC—After closed, terminated, completed, expired,	<b>LA</b> —Life of Asset	<b>DO</b> – District
settled, or last date of contact	<b>PM</b> —Permanent	Office
<b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	US—Until Superseded	SB – School
		Buildings
		<b>DM</b> – District
		Maintenance
		<b>DT</b> – District
		Transportation
RECORDS DESCRIPTION	<b>RETENTION PERIOD</b>	
ADMINISTRATION—ATTENDANCEANNUAL	PM	DO, SB
ATTENDANCE SUMMARIES BY BUILDING		
ADMINISTRATION—ATTENDANCE—Enrollment	3 yr	DO, SB
attendance data		
ADMINISTRATION—BALLOTS AND OATHS OF	Not less than 8 months following	DO
ELECTION-until canvassed and recorded in the	election	
minutes		
ADMINISTRATION—BALLOTS FOR BOND	a. Not less than 60 days after	DO
ELECTIONS	bonds have been delivered to	
	purchaser	
	b. Not less than 8 months	
	following bond election	
ADMINISTRATION—CONTRACTS AND LEASES	AC +6 yr	DO
ADMINISTRATION—GENERAL	3 yr	DO, SB

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		Buildings	
		<b>DM</b> – District	
		Maintenance	
		<b>DT</b> – District	
		Transportation	
RECORDS DESCRIPTION	RETENTION PERIOD		
CORRESPONDENCE			
ADMINISTRATION—DONATION/GIFT RECORDS	PM	DO, SB	
ADMINISTRATION—BOARD MEETINGS—	PM	DO	
AGENDA AND MINUTES: Official minutes and			
agenda of open meetings			
ADMINISTRATION—BOARD MEETINGS—	PM—Restricted Access	DO	
CLOSED: Certified agendas or tape recordings of		_	
closed meetings			
ADMINISTRATION—ORGANIZATION CHARTS:	PM	DO, SB, DM, DT	
Any documentation that shows program accountability		- , , , ,	
ADMINISTRATION—EDUCATION PROGRAM	AC+3 yr	DO, SB	
REVIEW RECORDS	12010 91	20,02	
ADMINISTRATION—OFFICIAL STATE	PM	DO	
DEPARTMENT REPORTS		20	
ADMINISTRATION—SCHOOL CERTIFICATION	PM	DO	
REPORTS		20	
ANNUAL REPORTS	PM	DO	
APPEAL AND REVIEW RECORDS—Records may	PM	DO	
include but are not limited to narrative history or			
description of appeal; minutes and testimony; exhibits;			
reports and findings of fact; final orders, opinions,			
conclusions, or decisions; audio recordings; hearing			
schedules and lists of participants; and related			
correspondence and documentation.			
correspondence and documentation. BOARD MEMBER RECORDS—Series documents	AC+3 vr	DO	
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<b>BOARD MEMBER RECORDS</b> —Series documents board activities and serves as a reference source for	NOTE: Some materials may	DO	
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Retention Codes			
AC—After closed, terminated, completed, expired,	LA—Life of Asset	<b>DO</b> – District	
settled, or last date of contact	<b>PM</b> —Permanent	Office	
<b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	US—Until Superseded	SB – School	
	1	Buildings	
		<b>DM</b> – District	
		Maintenance	
		<b>DT</b> – District	
		Transportation	
RECORDS DESCRIPTION	RETENTION PERIOD		
subpoenaed during litigation.			
<b>EQUIPMENT-</b> HISTORY FILE—Equipment service	LA+3 yr	DO, DM, DT	
agreements, includes maintenance agreements,		<i>D</i> 0, <i>D</i> 11, <i>D</i> 1	
installation, and repair logs, etc.			
EQUIPMENT MANUALS—Instruction and operating	LA	DO, SB, DM, DT	
manuals			
EQUIPMENT WARRANTIES	AC+1 yr	DO, SB, DM, DT	
FACILITIES OPERATIONS-APPRAISALS—	3 yr	DO, 5B, DN, DT DO	
Building or property	5 yr		
FACILITIES OPERATIONS-BUILDINGS PLANS	PM	DO, DM	
AND SPECIFICATIONS—Includes architectural and	For leased structures retain AC+2	DO, DW	
	For leased structures retain AC+2		
engineering drawings, etc. FACILITIES OPERATIONS-BUILDINGS,		DO, SB, DM	
CONSTRUCTION CONTRACT, INSPECTION	LA	DO, 5D, DM	
RECORDS AND PROJECT FILES—Building			
construction contracts, surety bonds and inspection			
records, Planning, design, construction records, and all			
bids, etc. FACILITY OPERATIONS—DAMAGE REPORTS;	FE+3 yr	DO, SB, DM, DT	
LOST AND STOLEN PROPERTY REPORTS	FE+5 yr	DO, 5D, DM, D1	
FACILITY OPERATIONS-PROPERTY DISPOSAL	PM	DO	
	PM	DO	
RECORDS—Documenting disposal of inventoried			
property FACILITY OPERATIONS-PROPERTY	US - 2	DO CR DM	
	US+3 yr	DO, SB, DM	
MANAGEMENT SEQUENTIAL NUMBER LOGS—			
Property logs		DO CP DM	
FACILITY OPERATIONS-SECURITY ACCESS	AC+2 yr	DO, SB, DM	
RECORDS—Documents the issuance of keys,	AC=Until superseded, date of expiration, or date of termination,		
identification cards, passes, passwords, etc.	1 / /		
EACH ITY OPED ATIONS SUPPLUS PROPERTY	whichever is sooner		
FACILITY OPERATIONS-SURPLUS PROPERTY SALE REPORTS	PM	DO, DM	
FACILITY OPERATIONS-UTILITY USAGE	1 vn		
REPORTS	1 yr	DO, DM	
FACILITY OPERATIONS-VEHICLE OPERATION	1 vn	DO, DT	
LOGS	1 yr	DU, D1	
FISCAL-ACCOUNTS PAYABLE/RECEIVABLE	FE 13 wr	DO, SB	
LEDGERS	FE+3 yr	DU, 5D	
	PM	DO SP DM DT	
FISCAL-ANNUAL FINANCIAL REPORTS		DO, SB, DM, DT	
FISCAL-ANNUAL OPERATING BUDGETS	FE+3 yr	DO, SB, DM, DT	

Retention Codes		
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	M—Permanent	Office
	S—Until Superseded	SB – School
		Buildings
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		Maintenance
		<b>DT</b> – District
		Transportation
RECORDS DESCRIPTION	<b>RETENTION PERIOD</b>	
FISCAL-APPROPRIATION REQUESTS—Includes FE	E+3 yr	DO, SB, DM, DT
any supporting documentation in the appropriation		
request		
FISCAL-FINAL AUDIT REPORTS PN	М	DO, SB
FISCAL-BANK STATEMENTS FE	E+3 yr	DO, SB
FISCAL-CANCELLED CHECKS— FE	E+3 yr	DO, SB
Stubs/Warrants/Drafts		
FISCAL-CAPITAL ASSET RECORDS LA	A+3 yr	DO, SB, DM, DT
FISCAL-CASH RECORDS—Cash deposit slips; cash FE	E+3 yr	DO, SB
receipts log		
FISCAL-DEEDS AND EASEMENTS—Proof of PN	M	DO
ownership and right-of-way on property		
FISCAL-detail chart of accounts—One for all accounts FE	E+3 yr	DO, SB
in use for a fiscal year	·	
	E+3 yr	DO, SB
	E+3 yr	DO, SB, DM, DT
payroll, etc.	·	
	E+3 yr	DO, SB, DM, DT
i.e. federal financial reports, salary reports, etc.	·	, , ,
	C+4 yr	DO
records AC	C=Tax due date, date the claim	
is f	filed, or date tax is paid	
wh	hichever is later	
FISCAL-FEDERAL FUNDING RECORDS—Title I; FE	E+5 yr	DO
Chapter 2; Title VI-B Or	r until all pending audits or	
rev	views are completed	
	C+3 yr	DO
AC	C=submission of final	
exp	penditure	
<b>FISCAL</b> -GENERAL LEDGERS; GENERAL <b>FE</b> JOURNAL VOUCHERSFE	E+3 yr	DO, SB
	C+3 yr	DO, SB
	C=End of grant or satisfaction of	
	l uniform administrative	
	quirements for the grant	
CA	AUTION: Retention	
	quirements may vary depending	
on	the specific federal funding	
	gency	

AC-After closed, terminated, completed, expired, settled, or last date of contact FE-discal Year End (June 30°)     LA-Life of Asset PM-Permanent     DO - District Office       FE-discal Year End (June 30°)     Ware and the original settled of the original settled, or last date of contact     SB - School Buildings       FE-discal Year End (June 30°)     RECORDS DESCRIPTION     RETENTION PERIOD       RECORDS DESCRIPTION     RETENTION PERIOD       FISCAL-INSURANCE CLAIM FILES     AC+3 yr AC=Resolution of claim     DO       FISCAL-INSURANCE POLICIES—all types     AC+5 yr AC=Resolution of termination of policy according to its terms     DO       FISCAL-LONG-TERM LIABILITY RECORDS—     AC+4 yr AC-acy previous according to its terms     DO       FISCAL-RECONCILIATIONS     FE+3 yr     DO, SB, DM, DT       FISCAL-REIMBURABLE ACTIVITIES—Requests     FE+3 yr     DO, SB       and approval for reimbursed expenses for travel, training, etc.     AC+3 yr AC-3 yr AC-3 yr     DO       FISCAL-REIMBURABLE ACTIVITIES—Records authorizing an employee to initiate financial transactions for agency. Also, spending authority limits     US+FE+3 yr     DO, SB       LEGAL-OPEN RECORDS REQUESTS— documentation relating to approved or denied requests for records under Idaho Public Records Law LEGAL-OPEN NRECORDS REQUESTS— for cross of under Idaho Public Records Law LEGAL-OPEN NRECORDS REQUESTS— for with regard to pending liftgation     PM     DO       VEWS ON RELASES     PM     DO, SB     DO, SB       PERSONNEL-ACCU	Retention Codes		
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FE—Fiscal Year End (June 30 <sup>th</sup> )       US—Until Superseded       SB - School         Buildings       DM - District       Buildings         DM - District       Minitenance       DT - District         Transportation       RETENTION PERIOD       F         FISCAL-INSURANCE CLAIM FILES       AC+3 yr       DO         AC=Resolution of claim       DO       C=xepiration or termination of policy according to its terms       DO         FISCAL-INSURANCE POLICIES—all types       AC+4 yr       DO       DO         FISCAL-LONG-TERM LIABILITY RECORDS—       AC+4 yr       DO       DO         FISCAL-RECEIPTS JOURNAL OR REGISTER       FE+3 yr       DO, SB, DM, DT       DO, SB         FISCAL-RECONCILLATIONS       FE+3 yr       DO, SB       DO         FISCAL-RETURNED CHECKS—Uncollectable       AC-3 yr       AC-After deemed uncollectible       DO         FISCAL-RETURNED CHECKS—Uncollectable       AC+3 yr       CAUTION: May contain attorney-client privileged information       DO         FISCAL-RETURNED CHECKS—Uncollectable       PM       CAUTION: May con			
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EMPLOYMENT—NOT HIRED—Applications, AC=Date position is filled			
			DO, SB, DM,DT
resumes, etc. required by employment advertisement	EMPLOYMENT—NOT HIRED—Applications,	AC=Date position is filled	
	resumes, etc. required by employment advertisement		
PERSONNEL-BENEFIT PLANS US+5 yr DO	PERSONNEL-BENEFIT PLANS	US+5 yr	DO

Retention Codes		
AC—After closed, terminated, completed, expired,	LA—Life of Asset	<b>DO</b> – District
settled, or last date of contact	<b>PM</b> —Permanent	Office
<b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	US—Until Superseded	SB – School
		Buildings
		<b>DM</b> – District
		Maintenance
		<b>DT</b> – District
		Transportation
RECORDS DESCRIPTION	RETENTION PERIOD	
PERSONNEL-COMPLAINT RECORDS—Complaints	FE+3 yr	DO, SB, DM, DT
received and records documenting their resolution	CAUTION: If a complaint	
ç	becomes the subject of litigation,	
	it is subject to a longer retention	
	period	
<b>PERSONNEL</b> -CORRECTIVE ACTION—those actions	PM	DO, SB, DM, DT
which do not affect pay, status, or tenure and are	CAUTION: If during the	
imposed to correct or improve job performance	retention period these records are	
	used to support personnel	
	disciplinary action, the records	
	should be retained according to	
	Personnel Disciplinary Action	
	series.	
PERSONNEL-DISCIPLINARY ACTION	PM	DO, SB, DM, DT
DOCUMENTATION—those actions that affect pay or		
status. They include demotion, dismissal, etc.		
PERSONNEL-EMPLOYEE STATEMENTS	PM	DO, SB, DM, DT
(Affidavits)-for insurance, personnel or other uses for		
which administration has sought such statements		
PERSONNEL-EMPLOYEE BENEFITS—documents	US+5 yr	DO,
relating to selection of benefits other than insurance		
PERSONNEL-EMPLOYEE COUNSELING	PM	DO, SB, DM, DT
RECORDS—Notes, etc. relating to job-specific		
counseling		
PERSONNEL-EMPLOYEE DEDUCTION	AC+5 yr	DO
AUTHORIZATIONS—documents relating to all	AC=After termination of	
deductions of pay	employee or after amendment,	
	expiration, or termination of	
	authorization, whichever is sooner.	
PERSONNEL-EMPLOYEE EARNINGS RECORDS	PM	DO
PERSONNEL-EMPLOYEE INSURANCE	US+ 5 yr	DO
RECORDS—District copy of selection records by		
employees of insurance offered by the District		
PERSONNEL-EMPLOYEE RECOGNITION	PM	DO, SB, DM, DT
RECORDS—Awards, incentives, etc.	2	DO
PERSONNEL-EMPLOYMENT ANNOUNCEMENT	2 yr	DO
PERSONNEL-EMPLOYMENT CONTRACTS	Original dates of hire +50 yr	DO
PERSONNEL-EMPLOYMENT ELIGIBILITY—	PM	DO
Documentation or verification of Federal report form		
INS I-9		

Retention Codes			
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		Buildings	
		<b>DM</b> – District	
		Maintenance	
		<b>DT</b> – District	
		Transportation	
RECORDS DESCRIPTION	RETENTION PERIOD		
PERSONNEL-EMPLOYMENT SELECTION	2 yr	DO, SB, DM, DT	
RECORDS—all records that document the selection	CAUTION: Does not include		
process: i.e. polygraph, physicals, interview notes, etc.	criminal history checks		
PERSONNEL-FORMER EMPLOYEE	PM	DO	
VERIFICATION RECORDS—minimum information			
includes name, social security number, exact dates of			
employment and last known address			
PERSONNEL-GRIEVANCE RECORDS—review of	PM	DO, SB, DM, DT	
employee grievances against policies and working			
conditions, etc. Includes record of actions taken.	DM (		
PERSONNEL-HIRING PROCESS—CRIMINAL	PM	DO	
HISTORY CHECKS—criminal history record			
information on job applications PERSONNEL-JOB PROCEDURE RECORD/JOB		DO, SB, DM, DT	
DESCRIPTION—any document detailing duties of	US+8 yr	DO, 5D, DM, D1	
positions on position-by-position basis			
PERSONNEL-LEAVE STATUS REPORT—	FE+3 yr	DO	
cumulative report for each pay cycle showing leave	1 L to yr		
status			
PERSONNEL-LIABILITY RELEASE FORM—	PM	DO	
statements of employees, patrons, etc. who have released			
the District from liability			
PERSONNEL-LICENSE AND DRIVING RECORD	PM	DO, DT	
CHECK			
<b>PERSONNEL</b> -OVERTIME AUTHORIZATION &	5 yr	DO, SB, DM, DT	
SCHEDULE			
PERSONNEL-PAYROLL-DIRECT DEPOSIT	US+3 yr	DO	
APPLICATION/AUTHORIZATION			
PERSONNEL-PAYROLL-INCOME ADJUSTMENT	US+3 yr	DO	
AUTHORIZATIONused to adjust gross pay, FICA,			
retirement or compute taxes		DO CD DIS DT	
PERSONNEL-PERFORMANCE EVALUATION	PM PM	DO. SB, DM, DT	
PERSONNEL-PERSI ENROLLMENT FILE	PM	DO	
PERSONNEL-PERSI RECORD OF HOURS	Date of hire +50 yr	DO	
WORKED—Irregular help, half-time or greater <b>PERSONNEL</b> -PERSI TERMINATION RECORD	DM	DO	
PERSONNEL-PERSI TERMINATION RECORD PERSONNEL-PERSONNEL INFORMATION—	PM PM	DO	
documents that officially change pay, titles, benefits, etc.		DO	
PERSONNEL-POLICY AND PROCEDURES	PM	DO, SB, DM, DT	
MANUAL—any manual, etc. that establishes standard		<b>D()</b> , <b>D()</b> , <b>D(1</b> ), <b>D(1</b> )	
employment procedures			
PERSONNEL-RESUME-UNSOLICITED	1 yr	DO, SB, DM, DT	
I ENSUITED-ALSUITE-UNSULICITED	± y1	<b>DO</b> , <b>DD</b> , <b>DM</b> , <b>DI</b>	

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<b>FE</b> —Fiscal Year End (June 30 <sup>th</sup> )	US—Until Superseded	SB – School	
		Buildings	
		<b>DM</b> – District	
		Maintenance	
		<b>DT</b> – District	
		Transportation	
RECORDS DESCRIPTION	RETENTION PERIOD		
PERSONNEL-SICK LEAVE POOL	LA+3 yr	DO	
DOCUMENTATION—requests submitted, approvals,			
number of hours transferred in an out, etc.			
PERSONNEL-TIME CARD AND TIME SHEET	PM	DO, SB, DM, DT	
PERSONNEL-TIME OFF AND/OR SICK LEAVE	FE+3 yr	DO, SB, DM, DT	
REQUEST			
PERSONNEL-TRAINING AND EDUCATIONAL	PM	DO, SB, DM, DT	
ACHIEVEMENT RECORD-INDIVIDUAL—records			
documenting training, testing, or continued education	-	<b>.</b>	
PERSONNEL-UNEMPLOYMENT CLAIM RECORD	5 yr	DO	
PERSONNEL-UNEMPLOYMENT COMPENSATION	AC+5 yr	DO	
RECORDS		DO	
PERSONNEL-W-2 & W-4 FORMS	5 yr from date of termination	DO	
PERSONNEL—WORKER'S COMPENSATION	AC+10 yr	DO	
POLICIES PROCUREMENT-PERFORMANCE BOND—bonds	AC=expiration of policy PM	DO	
posted by individuals or entities under contract with	FM	DO	
District			
PROCUREMENT-PURCHASING LOG—Log, etc.	FE+3 yr	DO, SB, DM, DT	
providing a record of purchase orders issued, orders		<i>D</i> 0, <i>DD</i> , <i>DH</i> , <i>D</i> 1	
received, etc.			
PROCUREMENT-BID DOCUMENTATION—	FE+3 yr	DO, DM, DT	
includes bid requisition/authorizations, invitation to bid,	CAUTION: If a formal written	20,211,21	
bid specifications, and evaluations	contract is the result of a bid, etc.,		
r	the bid and its supporting		
	documentation must be retained		
	for the same period as the		
	contract.		
RECORDS MANAGEMENT—RECORDS	PM	DO, SB, DM, DT	
RETENTION SCHEDULE; DISPOSITION LOG			
(listing records destroyed or transferred); CONTROL			
MATERIALS (indexes, card files, etc.);			
DESTRUCTION APPROVAL SIGN-OFFS			
SAFETY-ACCIDENT REPORTS	8 yrs*	DO, SB, DM, DT	
	For Minors, 8 yrs after minor		
CAPERY DIGACTED DDEDADEDNEGG AND	reaches age of 18	DO CR DM DT	
SAFETY-DISASTER PREPAREDNESS AND	PM	DO, SB, DM, DT	
RECOVERY PLANS	DM	DO SP	
SAFETY-EVACUATION PLANS	PM	DO, SB DO, SB, DM	
<b>SAFETY</b> -FIRE ORDERS—issued by fire marshal to correct deficiencies in compliance with the fire code	AC+3 yr AC=deficiency corrected	DU, 50, DNI	
correct dericiencies in compriance with the fire code	AC-deficiency confected	L	

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	•	Buildings
		<b>DM</b> – District
		Maintenance
		<b>DT</b> – District
		Transportation
RECORDS DESCRIPTION	RETENTION PERIOD	
SAFETY-HAZARDOUS MATERIALS DISPOSAL	PM	DO, DM
RECORDS—Material safety data sheets must be kept for		- )
those chemicals currently in use that are affected by the		
Hazard Communication Standard in accordance with 29		
CFR § 1910.1200(g).		
SAFETY-INCIDENT REPORTS—Reports concerning	3 yr (or 30 yr*)	DO, SB, DM, DT
incidents which, upon investigation, were of a non-	*Exposure records require 30 year	- , - , ,
criminal nature	retention per 29 CFR §	
	1910.1020(d)(ii)(B)Footnote(1)	
SAFETY-INSPECTION RECORDS—Fire, safety, and	AC+3 yr	DO, SB, DM
other inspection records of facilities and equipment	AC=Date of the correction of the	, ~_ ,
	deficiency, if the inspection report	
	reveals a deficiency.	
SAFETY-MATERIAL DATA SAFETY SHEETS	<b>30 yrs after the end of use of the</b>	DO, DM
	substance	,
SAFETY-WORKPLACE CHEMICAL LISTS	30 yr	DO, SB, DM
STUDENTS-EDUCATION RECORDS—Student's	PM	DO, SB
name, birth date, last address, dates of attendance,		,
graduation date and grades earned		
STUDENTS-SPECIAL EDUCATION RECORDS—	FE+6 yr	DO, SB
educational records, including eligibility documentation		- )
and IEPs		
STUDENTS-MEDICAID RECORDS-claims,	FE +5 yr	DO, SB
reimbursements, and supporting documentation		,
VEHICLE-INSPECTION, REPAIR AND	LA+1 yr	DO, DT
MAINTENANCE RECORDS		- )
VEHICLE-TITLE AND REGISTRATION	1 yr	DO, DT
VOLUNTEER RECORDS—records may include	AC+3 yr	DO, SB
recruitment and selection records, volunteer personnel	AC=End of term of volunteer or	, í
and intern personnel information forms, intern	intern	
agreements, volunteer and intern time records,		
emergency notification forms, insurance documentation		
and correspondence		
WEBSITE/WEB PAGES—	PM	DO, SB
INTERNET/INTRANET—system development		
documentation for initial setup; subsequent changes and		
content of pages		
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In the event that District records do not correspond to any of the above listed categories, the Superintendent will determine the period of retention for a particular record.

Legal References: I.C. § 33-407 Return of Canvass of Elections I.C. § 33-508 Duties of Clerk I.C. § 33-701(8) Fiscal Year—Payment and Accounting of Funds I.C. § 56-209h Administrative Remedies I.C. § 74-119 Agency Guidelines SDE Idaho Special Education Manual Revised 2009, Chapter 11, Section E SDE Administrator's Handbook 1.43 Federal Regulation Idaho Records Management Guide, August, 2013

Policy History: Adopted on: May 15, 2017 Revised on: September 17, 2018