

Schedule No. **7**

School District Records Schedule

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Montana Local Government Records Committee
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MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

I. ADMINISTRATIVE RECORDS

BOARD RECORDS		
Documents that relate to the development of policy and the operation of the school district. Retention periods begin at the time the records are created.		
Record Series Title and Description	Retention and Disposition	Citation/Comments
1. Annual Budget Document	Permanent	
2. Annual Trustees Financial Summary	Permanent	
3. <u>Board Agenda Packets:</u> a. Agenda packets containing material the board members will use in making decisions. b. Agenda packets containing only an outline of the upcoming meeting.	a. Permanent (1 copy only ; other copies as long as needed) b. All copies: as long as needed; destroy	
4. Board Policies	Permanent (1 copy only; other copies until superseded)	
5. Complaints	Retain 8 years; destroy	
6. <u>Correspondence:</u> Includes incoming and outgoing correspondence, memoranda, and e-mail. a. Permanent correspondence Correspondence and e-mail documenting school policy or the policy process is a prime candidate for permanent retention. Records with permanent value include, but are not limited to: records documenting school policy; records documenting the policy process; records that document how the office is organized and how it functions; its pattern of action and decision-making its policies, procedures, and achievements, and that serve to substantiate the accountability of the office. b. Non-permanent correspondence: Transitory Correspondence and e-mail that, while part of school business is purely informational with a very short time-value. Examples include routine correspondence for which a record is needed only for the current school year, such as outgoing transmittal/cover messages that do not add information to that contained in the transmitted material (“enclosed please find...”); routine questions and answers that require no administrative action, no policy decision, and no special compilation or research for reply (“our address is ...,” “the deadline is...,” “please send 10 copies of...”); thank-you, acknowledgments, congratulations; information copies of correspondence on which no documented administrative action was taken; memoranda and correspondence generated by another entity and kept by your school for reference purposes.	a. Permanent (recommend keeping the most recent 3 years in the office; after that may be transferred to a permanent storage facility) b. Review annually and destroy when no longer needed for administrative purposes	

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

I. ADMINISTRATIVE RECORDS - cont.

BOARD RECORDS - cont.		
Record Series Title and Description	Retention and Disposition	Citation/Comments
<p>6. <u>Correspondence - cont.</u> Includes incoming and outgoing correspondence, memoranda, and e-mail. c. Non-permanent correspondence: Destroy/delete at will The following materials are not records and may be destroyed/deleted at any time, unless they become part of some official record as a result of special circumstances. Incoming transmittal/cover messages that do not add information to that contained in the transmitted material (“enclosed please find copies of...”); unofficial employee activities (parties, softball games, etc.); internal office announcements (“Ms. Jones is here to see you,” “Joe Smith called, please call back,” “is this afternoon; s meeting still on?”); quasi-official notices (notices of holidays, charity appeals, etc.); junk mail; list serve messages, other than those you post in your official capacity.</p>	<p>Destroy/delete at will</p>	
7. Deeds/Easements	Permanent	
8. Legal Opinions	Retain 8 years; destroy	
9. Long Range Planning Reports	Retain 8 years; destroy	
10. Management Procedures	Permanent	
11. Minutes of Meetings: Board of Trustees	Permanent	
12. Minutes of Meetings: Citizens Advisory	Permanent	
13. Minutes of Meetings: Committees of the Board of Trustees	Permanent	
14. Minutes of Meetings: Management Team	Retain 3 years; destroy	
15. Minutes of Meetings: Staff	Retain 3 years; destroy	
16. Newsletters/Bulletins	Permanent (1 copy only)	May be kept by the school library
17. Operation and Procedural Manuals	Permanent (1 copy only)	
18. Petitions	Retain 8 years; destroy	
19. Referendum Results	Permanent	
20. Special Project Studies/Reports	Permanent (1 copy)	Permanent copy may be retained in the minutes

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

I. ADMINISTRATIVE RECORDS - cont.

BUILDINGS AND GROUNDS RECORDS		
Record Series Title and Description	Retention and Disposition	Citation/Comments
1. Abstracts/Deeds/Title Papers/Mortgages/Easements	Permanent	
2. Architectural Blueprints	Retain for life of building (unless the building is on the National Register of Historic Places, then keep permanently)	
3. Boiler Records (Inspection)	Retain 8 years; destroy	
4. Building and Site Data Books	Permanent	
5. Building Permits	Retain 8 years after acceptance; destroy	
6. Capital Instruction Books (Building)	Retain until superseded; destroy	
7. Chemical Wastes Manifest	Permanent	
8. Electrical Directories	Retain for life of building	
9. <u>Fixed Assets - Inventory and Detail:</u> a. Allowance for depreciation, buildings b. Allowance for depreciation, improvements c. Allowance for depreciation, machinery and equipment d. Buildings e. Construction work in progress f. Improvements other than buildings g. Land h. Land acquired by tax deed i. Machinery and equipment	a. Permanent b. Permanent c. Permanent d. Permanent e. Permanent f. Permanent g. Permanent h. Permanent i. Permanent	
10. Engineering Tracings	Retain for life of building	
11. Maintenance Reports	Retain 8 years; destroy	
12. School District Boundaries/Plats/Surveys (including acknowledge of changes)	Permanent (1 copy only)	
13. Specifications	Retain for life of building	
14. Tool and Equipment Inventory	Retain for life of building	

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SCHEDULE TITLE: **SCHOOL DISTRICTS**

I. ADMINISTRATIVE RECORDS - cont.

GRANT/PROGRAM FILES		
Record Series Title and Description	Retention and Disposition	Citation/Comments
1. Pre-Award Documents Grant applications, budgets, "plans," etc., including all surveys and information gathered to assess need, allocate grant funds, determine eligibility, etc.	Retain all grant documents in accordance with federal or state program requirements applicable to each program (grantor agency should supply details)	NOTE: The state statute of limitations on bringing legal action involving obligations and contractual agreements for instruments in writing extends 8 years
2. Award Documents Grant award letters and other documentation of grant allocations	Retain transaction documents in accordance with "Finance Records" section of this schedule	
3. Financial Reports Quarterly, annual, or other reports required by the grantor agency, including grant close-out reports, cash requests, etc.	Retain student records in accordance with "Pupil Records" section	
4. Non-Fiscal (Program) Evaluation Reports Quarterly, annual or other reports required by the grantor agency to document program effectiveness, achievement of results, etc., including program close-out reports	Retain employment records in accordance with "Personnel Records" section	
<p>The following is a list of some of the federal/state programs that could be a part of the "Grant/Program Files":</p> <p><u>DEPARTMENT OF AGRICULTURE</u> School Food Commodity Distribution Program School Food Breakfast School Food Lunch School Food Milk Program School Food Snacks School Food Summer Program School Food Nutrition and Training</p> <p><u>DEPARTMENT OF HEALTH AND HUMAN SERVICES</u> Acquired Immunodeficiency Syndrome (AIDS)</p> <p><u>DEPARTMENT OF LABOR</u> Job Training Partnership Act School to Work</p> <p><u>DEPARTMENT OF TRANSPORTATION</u> Driver Safety</p> <p><u>NATIONAL SCIENCE FOUNDATION</u> Mathematics Education (SIMMS)</p> <p><u>COMMISSION ON NATIONAL AND COMMUNITY SERVICE</u> Learn and Serve America (Montana)</p>		

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SCHEDULE TITLE: **SCHOOL DISTRICTS**

I. ADMINISTRATIVE RECORDS - cont.

GRANT/PROGRAM FILES - cont.

DEPARTMENT OF EDUCATION

Adult Education - State Administered Program
Bilingual Education
Civil Rights Program - SEA/National Origins/Race and Sex Desegregation
ESEA Title 1 (Chapter 1) Educationally Deprived Children - Part A
ESEA Title 1 (Chapter 1) Migrant Education
IDEA Part B (Handicapped)
IDEA Part D - Personnel Preparation (Handicapped)
Indian Education – LEA’s and Tribal Schools
LaserCat Grant (LSCA)
Title VIII, (PL 81-874) School Assistance in Federally Affected Areas
Vocational Ed - Basic (Competitive) Grants to States
Vocational Education - Consumer Homemaking
Women’s Educational Equity Title IX Part C
ESEA Title VI (Chapter 2) \Educational Improvement
Women’s Educational Equity Title IX Part C
ESEA Title VI (Chapter 2)\Educational Improvement
Removal of Architectural Barriers (Handicapped)
Emergency Immigrant Education
Federal Math/Science - Dwight D. Eisenhower, Title IV
Preschool Incentive Grant (IDEA Handicapped)
Vocational Ed - Community Based Organizations
Drug Free Schools - Title II - may be Title IV
Adult Education for the Homeless
Education of Homeless Children and Youth - McKinney Homeless
Star Schools
ESEA Title I (Chapter 1) Even Start/LEA
ESEA Title I (Chapter 1) Even Start/Migrant
Framework for Aesthetic Literacy
ESEA Title I (Chapter 1) Capital Expenses
ESEA Title I (Chapter 1) State Improvement Program Grants
Adult Education - English Literacy
Vocational Education - Tech Prep
Foreign Language Assistance
Vocational Education - Facilities, Equipment & PIA

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I. ADMINISTRATIVE RECORDS - cont.

STATISTICAL RECORDS		
Record Series Title and Description	Retention and Disposition	Citation/Comments
1. Additional Personnel-Unfilled Vacancies/ Uncertified/Emergency Licenses	Retain 1 year; destroy	
2. District Support Staff	Maintain source documents permanently	
3. List of School Personnel Who are Retiring at the End of the School Year	Retain 1 year; destroy	
4. Montana School Directory	Retain 1 year; destroy	
5. Permanent Record Cards (record of student grades by term and personal identifying data)	Permanent	Transfer to individual student cumulative record
6 School District Staff and Teacher Personnel Report	Maintain source documents permanently	
7. School District Statistical Report	Maintain source documents permanently	
8. <u>School Enrollment</u> : a. Absence slips b. Attendance records and tardy sheets c. Daily attendance class record books d. Daily class slips e. Enrollment survey	Retain 1 year past audit; destroy	

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SCHEDULE TITLE: SCHOOL DISTRICTS

I. ADMINISTRATIVE RECORDS - cont.

TRANSPORTATION RECORDS		
Record Series Title and Description	Retention and Disposition	Citation/Comments
1. Bus Drivers, Lists of	Retain 2 years; destroy	
2. Bus Transportation Contracts	Retain 8 years after expiration; destroy	
3. Field Trips: Financial Statements for Out-of-District Trips	Retain 8 years; destroy	
4. Field Trips: Permission Requests	Retain 2 years; destroy	
5. Minutes of Meetings: Transportation Committee	Permanent	
6. Parent or Individual Transportation Contracts	Retain 8 years; destroy	
7. School Bus Inspection (Form TR-13)	Retain 5 years; destroy	In case of bus accident, retain inspection until all threat of litigation is past (8 years)
8. School District Application for Registration of School Bus and Reimbursement (Form TR-1)	Retain 5 years; destroy	
9. School District Claim for State Reimbursement for School Bus Transportation (Form TR-6)	Retain 5 years; destroy	
10. Bus Driver Certificates (Form TR-35)	Retain until superseded; destroy	
11. Bus Accident Form (Form TR-7)	Permanent	
12. Drug and Alcohol Testing Records	Retain 5 years; destroy	
13. Ridership Count List (Form TR-2 or facsimile)	Retain 5 years; destroy	
14. School District Claim for State Reimbursement for Individual and Isolated	Retain 5 years; destroy	
15. Transportation (Form TR-5)	Retain 5 years; destroy	

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II. ELECTION RECORDS

Record Series Title and Description	Retention and Disposition	Citation/Comments
1. Absentee Ballot Logs	4 years; destroy	MCA 13-13-233
2. Ballots: Local Government	1 year (if no recount is pending) In addition to retaining ballots, you will need to keep any electronic device or related software necessary to read the ballots. Example - If you use a ballot that does not have the names of the candidates printed directly on the ballot, but use an electronic counting board to do the canvass, you need to save the counting board. You will need to retain anything necessary to run a recount	MCA 13-1-303
3. Candidates Filing Sheets or Petitions	Term of office; destroy	
4. Candidates, Register Of	4 years; destroy	
5. Canvass Books: Official County	Permanent	
6. Certificates of Election or Appointment	Permanent	
7. Petitions: Local (originals)	8 years; destroy	
8. Petitions: Statewide (copies)	3 months after the date of the election specified in the petition unless a court action is pending on the sufficiency of the petition	MCA 13-27-305
9. Poll and Tally Books	4 years; destroy	
10. Precinct Registers	4 years; destroy	
11. Registration Cards (original cards, latest change of address, and cancellations)	Permanent	Microfilm if possible

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III. FINANCE RECORDS

Record Series Title and Description	Retention and Disposition	Citation/Comments
1. A-101 (County Treasurer's receipts)	8 years; destroy	County Treasurer retains original
2. Abandonment Records	Permanent	
3. Accident Reports	8 years; destroy	
4. <u>Agreements</u> : a. Child nutrition agreements b. Cooperative agreements c. Overtime agreements d. Tax sheltered savings agreements e. Tuition agreements	8 years after expiration; destroy (retention periods begin at the time the records are created)	
5. Annual Trustees Financial Summary (TFS)	Permanent	
6. Annual Audit Reports	3 years if filed with state; if not filed with state it becomes a permanent file	
7. Annual Final Budget Document	Permanent	
8. Bank Deposit Receipts	Until one year past audit; destroy	
9. Bank Statements	Until one year past audit; destroy	
10. Boundary Records (of school districts)	Permanent	
11. Bid Letting and Acceptance	8 years; destroy	
12. Budget Revision/Equipment Approval	8 years; destroy	
13. Budget Amendment Approvals (resolutions)	Retain with final annual budget document (see #7)	
14. Budget Line Item Transfers	8 years; destroy	Should also be part of Board minutes
15. Budget Transactions	8 years; destroy	
16. Budget Trial Balances	8 years; destroy	May be microfilmed
17. Canceled Bonds of Indebtedness and Interest	8 years; destroy	
18. Canceled Interest Coupons	8 years; destroy	
19. Canceled General Voucher Checks/Warrants	8 years; destroy	
20. Certification of Referendum Amount	8 years; destroy	

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SCHEDULE TITLE: **SCHOOL DISTRICTS**

III. FINANCE RECORDS - cont.

Record Series Title and Description	Retention and Disposition	Citation/Comments
21. Chart of Accounts	Retain until superseded by OPI; destroy	
22. Claims	8 years; destroy	
23. Claims Approval List	8 years; destroy	Should be retained in the Board of Trustees minutes
24. Claims/Payroll Transmittals	8 years; destroy	
25. Consolidation/Annexation Records	Permanent	
26. Contracts for Contest Officials	1 year; destroy	
27. Contracts for Athletic Officials	1 year; destroy	
28. County Treasurer Monthly Cash Reports	8 years; destroy	
29. County Treasurer Monthly Reconcilements	8 years; destroy	
30. County Treasurer Reconciliation - Outstanding Warrants Reports	8 years; destroy	
31. County Treasurer Statement of Revenues/Expenditures and Balance Sheets	8 years; destroy	
32. Copy and/or List of Check/Warrants	8 years; destroy	
33. Damage, Loss, Accident Reports	8 years; destroy	
34. Disbursement and Receipt Journal	8 years; destroy	
35. Disbursement of Warrants Register	8 years; destroy	
36. Duplicate Warrants	8 years; destroy	
37. Eligibility for Federal/State Property	8 years; destroy	
38. Federal Tax Form 941	8 years; destroy	
39. Federal Tax Form 1099	4 years; destroy	
40. Federal Tax Withholding/Deposits	8 years; destroy	
41. <u>Food Service Records:</u> a. Certification of Acceptance Agreement; Common Assurances; and Free and Reduced – Price Policy Statement b. Applications for free and reduced price meals and reduced-price meals and verification documentation c. Program sales records and Bank Statements (deposit records/tickets/checks/etc.)	a. 8 years; destroy b. 8 years; destroy c. 8 years; destroy	

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SCHEDULE TITLE: **SCHOOL DISTRICTS**

III. FINANCE RECORDS - cont.

Record Series Title and Description	Retention and Disposition	Citation/Comments
41. <u>Food Service Records - cont:</u> d. Agreement to Furnish Food Service or Food Service Management Company Contract or other contracts e. Notice of allocation and notice of shipment and inventory records f. Daily meal count documentation and claim for reimbursement g. Meal and daily production records h. Health inspections i. Financial reports j. All inventory records k. Food purchase receipts l. Cooperative bid documentation m. Review reports and self-review n. October report to OPI o. Severe need breakfast documentation	d. 8 years; destroy e. 8 years; destroy f. 3 years; destroy g. 3 years; destroy h. 3 years; destroy i. 8 years; destroy j. 8 years; destroy k. 8 years; destroy l. 8 years; destroy m. 3 years; destroy n. 3 years; destroy o. 3 years; destroy	
42. Fund Ledgers	8 years; destroy	
43. General Ledger/General Journal/All Funds	8 years; destroy	
44. Indirect Cost Rate Approval - Schools	Audit plus 1 year; destroy	
45. Insurance Policies	8 years after expiration; destroy	
46. <u>Insurance Records:</u> a. Bid specifications b. Bids c. Insurance-health-master spreadsheet d. Notice of cancellation e. Premium statements f. Policies g. Reports h. Student insurance	a. 8 years; destroy b. 8 years; destroy c. 8 years; destroy d. 8 years; destroy e. 8 years; destroy f. 8 years after expiration; destroy g. 8 years; destroy h. 8 years after high school graduation; destroy	
47. Invoices	8 years; destroy	
48. Monthly Reports - Budget & Finance	8 years; destroy	

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SCHEDULE TITLE: **SCHOOL DISTRICTS**

III. FINANCE RECORDS - cont.

Record Series Title and Description	Retention and Disposition	Citation/Comments
49. <u>Outstanding Long-Term Indebtedness Statements</u> <u>Includes:</u> a. Long-term bonds b. Long-term notes c. Short-term notes d. Refunding bonds e. Land contracts f. Certificate of bond sale g. Schedule of bond retirements	a. 8 years; destroy (if original is maintained by county) b. 8 years; destroy c. 8 years; destroy d. 8 years; destroy e. 8 years; destroy (if original is maintained by county) f. 8 years; destroy g. 8 years; destroy	
50. Petty Cash Records	8 years; destroy	
51. Phone Logs	8 years; destroy	
52. Purchase Order Requisitions	8 years; destroy	
53. Pupil Instruction Related Days (PIR)	8 years; destroy	
54. Purchase Orders (copies/duplicates)	8 years; destroy	
55. Receiving Reports/Receipts	8 years; destroy	
56. Reports of Financial Reviews (as required)	3 years if filed with state; if not filed with state becomes a permanent file	
57. Sanitation Reports	8 years; destroy	
58. School District Investment Reports and Records	8 years; destroy	
59. School District Receipts	8 years; destroy	
60. State Aid Reports	8 years; destroy	
61. School Receipts	8 years; destroy	
62. State or County Superintendent Acknowledgment of District Boundary Changes	8 years; destroy	
63. State Transportation Reports	8 years; destroy	
64. Tax Sheltered Annuities	8 years; destroy	
65. Tax Levy Reports	8 years; destroy	
66. Tuition Claim (invoice) for Non-Residents	8 years; destroy	
67. Vendor Files	8 years; destroy	

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SCHEDULE TITLE: **SCHOOL DISTRICTS**

III. FINANCE RECORDS - cont.

Record Series Title and Description	Retention and Disposition	Citation/Comments
68. Year-end Encumbrances	8 years; destroy	
69. Year-End Trial Balances	Permanent	
70. Year-to-Date Transaction Files	8 years; destroy	

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SCHEDULE TITLE: **SCHOOL DISTRICTS**

IV. GENERAL RECORDS

Record Series Title and Description	Retention and Disposition	Citation/Comments
<p>1. <u>Correspondence:</u> Includes incoming and outgoing correspondence, memoranda and e-mail.</p> <p>a. Permanent correspondence: Correspondence and e-mail documenting school policy or the policy process is a prime candidate for permanent retention. Records with permanent value include, but are not limited to: records documenting school policy; records documenting the policy process; records that document how the office is organized and how it functions; its pattern of action and decision-making; its policies, procedures, and achievements, and that serve to substantiate the accountability of the office.</p> <p>b. Routine correspondence: Incoming and outgoing letters, memoranda, and e-mail pertaining to the normal and routine administrative functions. Consists of correspondence providing general information and requests for information, referring inquiries elsewhere, forwarding materials, acknowledging incoming letters, making arrangement for routine meetings or other events, and similar matters of minor administrative character which contain no substantive information.</p> <p>c. Non-permanent correspondence: Transitory Correspondence and e-mail that, while part of school business, is purely informational with a very short time-value. Examples include routine correspondence for which a record is needed only for the current school year, such as outgoing transmittal/cover messages that do not add information to that contained in the transmitted material (“enclosed please find...); routine questions and answers that require no administrative action, no policy decision, and no special compilation or research for reply (“our address is...,” “the deadline is...,” “please send 10 copies of...”); thank-yours, acknowledgments, congratulations; information copies of correspondence on which no documented administrative action was taken; memoranda and correspondence generated by another entity and kept by your school for reference purposes.</p> <p>d. Non-permanent correspondence: Destroy at will The following materials are not records and may be destroyed/deleted at any time, unless they become part of some official record as a result of special circumstances. Incoming transmittal/cover messages that do not add information to that contained in the transmitted material (“enclosed please find copies of...”); unofficial employee activities (parties, softball games, etc.); internal office announcements (“Ms. Jones is here to see you,” “Joe Smith called, please call back,” “is this afternoon’s meeting still on?”); quasi-official notices (notices of holidays, charity appeals, etc.); junk mail; list serve messages, other than those you post in your official capacity.</p>	<p>a. Permanent (recommend keeping the most recent 3 years in the office; after that may be transferred to a permanent storage facility; permanent e-mail should be printed and filed with the school’s regular paper files to avoid incompatibility and migration problems)</p> <p>b. Retain 3 years; destroy</p> <p>c. Review annually and destroy when no longer needed for administrative purposes</p> <p>d. Destroy/delete at will</p>	

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IV. GENERAL RECORDS - cont.

Record Series Title and Description	Retention and Disposition	Citation/Comments
<p>1. Correspondence - cont.:</p> <p>e. Non-permanent correspondence: Reading files Copies of outgoing communications arranged chronologically and maintained for periodic review by staff; these copies are in addition to copies kept in either the Permanent or Transitory Correspondence files.</p> <p>f. Suspense/tickler/follow-up files Files arranged in chronological order as a reminder that an action is required on a given date or that a reply to action has not been received and should be traced on a given day.</p>	<p>e. Retain until no longer needed for administrative purposes; destroy</p> <p>f. Incorporate into the Permanent Correspondence files if appropriate; if not, destroy after action has been taken</p>	
<p>2. <u>Drafts/Working Papers:</u></p> <p>a. Permanent drafts/working papers Draft documents or working papers that are circulated, that propose or evaluate high-level policies or decisions <i>and provide unique information</i> that contributes to the understanding of major decisions of the school; and drafts circulated for comment, <i>which demonstrate significant revisions.</i></p> <p>b. Non-permanent drafts/working papers Project background records, studies, analyses, notes, preliminary drafts, interim reports, <i>which have been summarized in a final report or other form.</i></p>	<p>a. Permanent</p> <p>b. Final Report: Permanent Drafts/working papers: Retain 1 year after final action is taken; destroy</p>	
<p>3. Duplicates Duplicate copies of other documents retained only for convenience.</p>	<p>Destroy when no longer needed</p>	
<p>4. Reference Files Copies of documents retained strictly for reference and informational purposes and are not part of the official files. These include copies of reports, studies, special compilations of data, drawings or other externally-generated publications for which the originating agency maintains the original "record copy," periodicals, books, clippings, brochures, catalogs, trade journals, vendor price lists, extra copies of manuals, publications, etc.</p>	<p>Review annually and destroy when no longer needed for administrative purposes</p>	
<p>5. Subject Files Arranged by subject, these may contain correspondence, memoranda board minutes, other minutes, reports, etc., concerning policy, procedure, organization, programs, fiscal or personnel matters, and regulations.</p>	<p>a. If originals are filed here, select and retain permanently those documents of continuing administrative, fiscal, legal or research value</p> <p>b. If these are duplicates and the originals are filed elsewhere, destroy when no longer needed</p>	<p>May be microfilmed</p>

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IV. GENERAL RECORDS - cont.

Record Series Title and Description	Retention and Disposition	Citation/Comments
6. Task Force or Committee Files Records relating to the establishment, organization, membership, and policy of any task forces or committees for which the office is the presiding official or the logical keeper of the records. May include minutes, agenda of meetings, correspondence, policies, procedures, final reports, and other relevant supporting materials.	Permanent	May be microfilmed
7. Non-Record Materials Duplicate copies of other documents retained only for convenience; outdated blank forms; routing slips or telephone slips that do not contain annotations of significance; personal correspondence of a solely personal nature kept at the office for convenience (file separately from office records); publications, such as periodicals, books, clippings, brochures, catalogs, and trade journals.	Retain until no longer needed; destroy	

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V. HAZARD COMMUNICATION PROGRAM RECORDS

HAZARD COMMUNICATION PROGRAM		
<p>The purpose of a hazard communication program is to ensure that the hazards of all chemicals produced or imported are evaluated, and that information concerning their hazards is transmitted to employers and employees. It applies to any chemical that is known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency. Employers are not required to evaluate chemicals unless they choose not to rely on the evaluation performed by the chemical manufacturer or importer for the chemical.</p>		
Record Series Title and Description	Retention and Disposition	Citation/Comments
1. Employee Exposure Records	<i>See</i> PERSONNEL RECORDS - Employee Records (SDR IX) - OSHA: Employee Exposure Records	
<p>2. <u>Employee Information and Training Records</u></p> <p>a. Information (Employees shall be informed of: the requirements of this section; any operations in their work area where hazardous chemicals are present; and the location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and material safety data sheets)</p> <p>b. Training (Employee training shall include at least: methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area; the physical and health hazards of the chemicals in the work area; the measures employees can take to protect themselves from these hazards; and the details of the hazard communication program developed by the employer; the employer shall keep a record of the dates of training sessions given to employees and the names of the employees attending)</p>	<p>a. Retain until superseded; destroy</p> <p>b. Employee training records shall be placed in the employee's personnel file and retained accordingly.</p>	29 CFR 1910.1200 (h), and 50-78-204 and 305, MCA
3. Employee Medical Records	<i>See</i> PERSONNEL RECORDS - Employee Records (SDR IX) - OSHA: Employee Medical Records	
<p>4. Labels and Other Forms of Warning (Employers shall ensure that each container of hazardous chemicals in the workplace is labeled, tagged, or marked with the following information: identity of the hazardous chemical(s) contained therein, and appropriate hazard warnings. The employer may use signs, placards, process sheets, batch tickets, operating procedures, or other such written materials in lieu of affixing labels to individual stationary process containers.)</p>	Retain until superseded; destroy	29 CFR 1910.1200 (f), and 50-78-206, MCA

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V. HAZARD COMMUNICATION PROGRAM RECORDS- cont.

Record Series Title and Description	Retention and Disposition	Citation/Comments
<p>5. Material Safety Data Sheets (MSDS) (Employers shall have a material safety data sheet in the workplace for each hazardous chemical that they use. It shall contain at least the following information: the identity used on the label; physical and chemical characteristics, the physical hazards, and the health hazards of the hazardous chemical; the primary route(s) of entry; any exposure limits; whether the hazardous chemical is a carcinogen or potential carcinogen; any generally applicable precautions and control measures; emergency and first aid procedures; date of preparation or update of the MSDS; and the name, address, and telephone number of the responsible party who can provide additional information. Each employer shall maintain a copy of any correspondence sent or received by the employer in an effort to obtain a material safety data sheet when none was provided by the chemical manufacturer or distributor.)</p>	<p>Current sheets must be readily accessible; when no longer current the sheets themselves need not be retained for any specified period <i>as long as</i> some record of the identity of the substance or agent, where it was used, and when it was used is retained for at least 30 years; destroy; the correspondence, once the material safety data sheets are provided, may be retained per the Correspondence series listed under GENERAL RECORDS</p>	<p>29 CFR 1910.1200 (g) and 29 CFR 1910.1020 (d) [formerly 1910.20], and 50-78-203, MCA</p> <p>May be kept in electronic form, microfiche, or other alternatives as long as no barriers to immediate employee access are created by such options</p>
<p>6. Workplace Chemical List (Each employer shall compile and maintain a workplace chemical list which must contain the chemical name of each hazardous chemical in the workplace, cross-referenced to any generally used common name; the chemical abstracts service registry number, if available, must accompany all chemical names on the list; and the list must indicate the work area in which each hazardous chemical is normally stored or used.)</p>	<p>Must be updated as necessary but not less than annually; destroy when superseded</p>	<p>50-78-202, MCA</p>
<p>7. Written Hazard Communication Program (Employers shall develop, implement, and maintain at each workplace, a written hazard communication program which at least describes how the criteria for labels and other forms of warning, material safety data sheets, and employee information and training will be met; includes a list of the hazardous chemicals known to be present using an identity that is referenced on the appropriate material safety data sheet; includes the methods the employer will use to inform employees of the hazards of non-routine tasks and the hazards associated with chemicals contained in unlabeled pipes in their work areas.)</p>	<p>Retain until superseded; destroy</p>	<p>29CFR 1910.1200 (e),</p>

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

VI. LIBRARY RECORDS

Record Series Title and Description	Retention and Disposition	Citation/Comments
1. Card Catalog, Paper Format or Computer (see also shelf lists - #9)	Retain until superseded; destroy	
2. Cataloging Sheets (optional)	Retain until no longer needed; destroy	
3. <u>Circulation Records:</u> (Note: Circulation records are confidential) a. List of materials circulated by item b. List of materials circulated by patron c. List of fees and fines d. Statistics: Annual e. Statistics: Monthly	a. 1 year after last entry; destroy b. Retain until return of the item; destroy c. Retain 2 years after a successful audit; destroy d. Permanent e. 3 years; destroy	Confidential destruction
4. Interlibrary Loan (ILL) Records/Copyright Compliance	3 years; destroy	Public Law 94-553, Section 107
5. Missing/Lost Books Listing	Retain until superseded; destroy	
6. Patron Registration Cards/Records	Retain until replaced or inactive	
7. Purchase Orders (copies/duplicates)	8 years; destroy	
8. <u>Reports:</u> a. Library's annual report b. Annual circulation statistics c. Monthly circulation statistics d. Annual reference statistics e. Monthly reference statistics	a. Permanent b. Permanent c. Destroy after publication of annual circulation statistics d. Permanent e. Destroy after publication of annual reference statistics	
9. Shelf Lists (record of holdings)	Should reflect current collection	

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

VII. MISCELLANEOUS RECORDS

Record Series Title and Description	Retention and Disposition	Citations/Comments
1. School Newspapers	Permanent (1 copy)	May be kept by the school library
2. School Yearbooks	Permanent (1 copy)	May be kept by the school library
3. Student Handbooks	Permanent (1 copy)	May be kept by the school library

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

VIII. PAYROLL

Record Series Title and Description	Retention and Disposition	Citation/Comments
1. Absence Reports	8 years; destroy	
2. Additional Duty Forms	8 years; destroy	
3. Alphabetical Registers	8 years; destroy	
4. Blank Payroll Checks/Warrants	8 years; destroy	
5. Canceled Payroll Warrants	8 years; destroy	
6. <u>Enrollment:</u> a. Disability insurance b. Direct deposit printouts c. Earnings individual records d. Life insurance e. Health/dental insurance f. Tax sheltered annuity g. United funds h. Union dues i. Other payroll deductions	a. 8 years; destroy b. 8 years; destroy c. 8 years; destroy d. 8 years; destroy e. 8 years; destroy f. 8 years; destroy g. 8 years; destroy h. 8 years; destroy i. 8 years; destroy	
7. Insurance Reports and Bills	8 years; destroy	
8. Payroll Distribution Report	8 years; destroy	
9. Payroll Deduction Report	8 years; destroy	
10. Reports: a. Unemployment compensation b. Social security reports c. State and federal tax reports e. Stop payment f. Union g. PERD h. TRS i. Workers compensation	a. 8 years; destroy b. 8 years; destroy c. 8 years; destroy e. 8 years; destroy f. 8 years; destroy g. 8 years; destroy h. 8 years; destroy i. 8 years; destroy	
11. Salary Schedule Printouts	8 years; destroy	
12. Time Cards/Time Sheets	8 years; destroy	
13. Vacation/Personal Leave Records	8 years; destroy	
14. Wage/Salary History	Permanent	
15. W-2 Forms	8 years; destroy	
16. W-4 Forms	Retain until superseded; destroy	

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

IX. PERSONNEL RECORDS

EMPLOYEE RECORDS *		
Record Series Title and Description	Retention and Disposition	Citation/Comments
1. Applications: Hired	8 years after date of retirement, resignation, or termination; destroy	
2. Applications: Not Hired	3 years; destroy	
3. Arbitration Decisions - Negotiator	Permanent	
4. Athletic Activity Contracts	8 years beyond date of initial contract; destroy	
5. Affirmative Action Files Sexual Harassment and Discrimination	Permanent	
6. Certificates of Previous Experience	1 year after date of hire; destroy	
7. Classification Studies (description of job duties of individual school district positions)	Retain until superseded; destroy	
8. Disability Insurance Claims (claims filed by employees for a disability insurance program)	8 years after final settlement of claim; destroy	
9. Eligibility Register (lists of job applicants who have qualified for positions within a district)	Retain until 3 years after the job has been filled; destroy	
10. Employee Deficiency/Termination Reports	5 years after termination; destroy	
11. Equal Employment Opportunity Reports/Summary Data Reports sent to Federal Government	3 years; destroy	
12. Evaluation Records	10 years after date of retirement, resignation or termination; destroy	
13. Fair Labor Standards Act (salary schedules, employee classification, compensation periods, work schedules/ periods.)	Permanent	
14. Grievance Files (employee grievances and/or complaints filed under a labor agreement or personnel rules; this also relates to arbitration files and related court cases)	Work years plus 10	

***The American with Disabilities Act (ADA) of 1990 requires that medical records be maintained separately from other employee personnel records. Medical records are confidential and access is limited as provided by the ADA.**

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

IX. PERSONNEL RECORDS - cont.

EMPLOYEE RECORDS - cont.*		
Record Series Title and Description	Retention and Disposition	Citation/Comments
15. Health and Dental Insurance Waivers	1 year after date of retirement, resignation, or termination; destroy	
16. Health and Safety Bulletins/Manuals	Retain until superseded; destroy	
17. Injury Frequency Charts	8 years; destroy	
18. Individual Teaching Contracts	8 years after termination; destroy	
19. Insurance Certificates and Policies	8 years after expiration; destroy	
20. Insurance Premium Reports	8 years from date of creation; destroy	
21. Insurance Working Files	8 years from date of creation; destroy	
22. Immigration and Nationalization Services Forms	3 years from date of hire, or one year after termination, whichever is later; destroy	
23. Labor Union Contracts (contracts between school district and various labor unions including: correspondence, salary schedules, personnel policies.)	8 years after expiration; destroy	
24. Labor Union: Disputes	Permanent	
25. Labor Union: Negotiations Minutes	Permanent	
26. <u>Medical Records:</u> (includes disability documentation, medical exams, inquiries about medical conditions, disabled status certifications, TB tests, etc.)	Work years plus 10; destroy	The Americans with Disabilities Act (ADA) of 1990 requires that medical records are maintained separately from other employee personnel records; medical records are confidential and access is limited as provided by the ADA
27. Moving and Relocation Agreements	Work years plus 10; destroy	
28. Non-Union Salary Determination (annual salary schedules for all non-union employees)	8 years after expiration; destroy	
29. Notices of Claims	8 years; destroy	
30. OSHA: Employee Accident Reports	8 years from date of accident; destroy	

***The American with Disabilities Act (ADA) of 1990 requires that medical records be maintained separately from other employee personnel records. Medical records are confidential and access is limited as provided by the ADA.**

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

IX. PERSONNEL RECORDS - cont.

EMPLOYEE RECORDS - cont.*		
Record Series Title and Description	Retention and Disposition	Citation/Comments
<p>31. OSHA: Employee Exposure Records (an employee exposure record is a record containing any of the following kinds of information: environmental (workplace) monitoring or measuring of a toxic substance or harmful physical agent; biological monitoring results; material safety data sheets indicating that the material may pose a hazard to human health; or, in the absence of the above, a chemical inventory or any other record which reveals where and when used and the identity of a toxic substance or harmful physical agent)</p> <p>a. Background data to environmental (workplace) monitoring or measuring, such as laboratory reports and worksheets</p> <p>b. Material safety data sheets</p> <p>c. Chemical inventory (or any other record which reveals where and when used and the identity of a toxic substance or harmful physical agent)</p> <p>d. Biological monitoring results designated as exposure records by specific occupational safety and health standards</p>	<p>At least 30 years; destroy</p> <p>a. 1 year as long as the sampling results, the collection methodology (sampling plan), a description of the analytical and mathematical methods used, and a summary of other background data relevant to interpretation of the results obtained, are retained for at least 30 years; destroy</p> <p>b. Need not be retained for any specified period <i>as long as</i> some record of the identity of the substance or agent, where it was used, and when it was used is retained for at least 30 years; destroy</p> <p>c. Need not be retained for any specified period <i>as long as</i> some record of the identity of the substance or agent, where it was used, and when it was used is retained for at least 30 years; destroy</p> <p>d. Retain as required by the specific standard</p>	<p>29CFR 1910.1020 (d) [formerly 1910.20], and adopted by the Montana Department of Labor and Industry; the form, manner, or process by which an employer preserves a record is not mandated <i>as long as</i> the information contained in the record is preserved and retrievable, except that chest x-ray films shall be preserved in their original state</p>

***The American with Disabilities Act (ADA) of 1990 requires that medical records be maintained separately from other employee personnel records. Medical records are confidential and access is limited as provided by the ADA.**

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

IX. PERSONNEL RECORDS - cont.

EMPLOYEE RECORDS - cont.*		
Record Series Title and Description	Retention and Disposition	Citation/Comments
<p>32. OSHA: Employee Medical Records (an employee medical record is a record concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel or technician, including: medical and employment questionnaires or histories; the results of medical examinations; medical opinions, diagnoses, progress notes, and recommendations; first aid records; descriptions of treatments and prescriptions; and employee medical complaints)</p> <p>a. Health insurance claims records maintained separately from the employer's medical program and its records</p> <p>b. First aid records (not including medical histories) of one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and the like which do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job, if made on-site by a non-physician and if maintained separately from the employer's medical program and its records</p> <p>c. Medical records of employees who have worked for less than 1 year for the employer</p>	<p>At least the duration of employment plus 30 years; destroy</p> <p>a. Need not be retained for any specified period</p> <p>b. Need not be retained for any specified period</p> <p>c. Need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment</p>	<p>29 CFR 1910.1020 (d) [formerly 1910.20], and adopted by the Montana Department of Labor and Industry</p>
33. Performance of Work Contracts	10 years after action is completed; destroy	
34. Other Individual Employment Contracts	8 years after termination; destroy	
35. Pay Plan Exception - Individual	Work years plus 10; destroy	
36. Pay Plan Exception - Blanket	5 years; destroy	
37. Performance Appraisals	3 years minimum and 2 years after last used in an employment decision; destroy	
38. Personnel Files; Individual Containing applications, accident reports, citations, personal history, employee references, and letters of appointment/promotion, termination/resignation	10 years after date of retirement, resignation or termination; destroy	

***The American with Disabilities Act (ADA) of 1990 requires that medical records be maintained separately from other employee personnel records. Medical records are confidential and access is limited as provided by the ADA.**

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

IX. PERSONNEL RECORDS - cont.

EMPLOYEE RECORDS - cont.*		
Record Series Title and Description	Retention and Disposition	Citation/Comments
39. Personnel Files: Summer School Applications, contracts and miscellaneous correspondence for summer employment	10 years after date of retirement, resignation or termination; destroy	
40. Personnel Manuals	Retain until superseded; destroy	
41. Personnel and Promotion List	10 years after date of recruitment; destroy	
42. Position Recruitment File (relating to posting, recruitment, selection and appointment to each position)	3 years after date of recruitment; destroy	
43. Requisition for Personnel (request for personnel to fill job vacancies)	3 years; destroy	
44. Summons/Pleadings, Other Legal Documents	Permanent	
45. <u>Staff Accident Reports</u> a. Injury claims b. Worker's compensation c. Public liability d. Settlements	a. 1 year after settlement; destroy b. 1 year after settlement; destroy c. 1 year after settlement; destroy d. Permanent	
46. Substitute Teacher Reports	8 years from date of hire; destroy	
47. Teaching Certificates (including permits and certifications)	Permanent	
48. Transcript of College Credit	Retain until terminated; destroy	
49. Unemployment Claims/Compensation	6 years after date of claim; destroy	
50. Worker's Compensation Claims (injury reports and correspondence dealing with injuries)	1 year after date of claim/settlement; destroy	

***The American with Disabilities Act (ADA) of 1990 requires that medical records be maintained separately from other employee personnel records. Medical records are confidential and access is limited as provided by the ADA.**

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

X. PUPIL AND INSTRUCTION RECORDS -Individual Students

Record Series Title and Description	Retention and Disposition	Citation/Comments
<p>1. <u>Individual Student Records:</u> Required Records a. Name and address of student b. Name and address of parent(s) or guardian c. Date of birth d. Academic work completed e. Level of achievement (e.g., grades, standardized test scores, grade level completed) f. Immunization record g. Attendance data Recommended Records h. Access log i. Health records (should be maintained separately) j. Standardized test results less than three years old (e.g., intelligence, aptitude, interest or personality tests) k. Educational and vocational plans l. Record of extracurricular activities m. Objective teacher evaluations/reports n. Parental authorization or prohibitions o. Discipline records (may be maintained separately)</p>	<p>a. - g. Permanent</p> <p>h. - o. Destroy, in accordance with board policy, after the student graduates or permanently leaves the district</p>	<p>20-1-212, MCA, and OPI's <i>Montana School Accreditation Standards and Procedures Manual</i></p> <p>Access only by the parents or eligible students designated under Access Rights</p>
<p>2. <u>Directory Information:</u> "Information contained in an education record of a student, which would not generally be considered harmful or an invasion of privacy if disclosed." It includes, but is not limited to: a. Name, address, telephone number of student b. Date and place of birth c. Major field of study d. Participation in officially-recognized activities and sports e. Weight and height of members of athletic teams f. Dates of attendance g. Degrees and rewards received h. Most recent previous education agency or institution attended by the student</p>	<p>a. - h. Destroy, in accordance with board policy, after the student graduates or permanently leaves the district</p>	<p>20-1-212, MCA, and OPI's <i>Montana School Accreditation Standards and Procedures Manual</i></p>

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

X. PUPIL AND INSTRUCTION RECORDS - Individual Students - cont.

EXAMPLES		
Applying OPI's Retentions to Specific Records		
Record Series Title and Description	Retention and Disposition	Citation/Comments
Absence Slips	Retain 3 years; destroy	Attendance data needs to be kept permanently (1.g), but if the information has been transferred into the permanent file, the slips only need to be kept for 3 years
Academic Work Completed	Permanent	(1.d)
Athletic Records	Retain 8 years after student graduates or permanently leaves the school district; destroy. Not all students graduate - so it is 8 years from when they leave the school.	Athletic records about an individual student may be destroyed after the student graduates or permanently leaves the district (1.i); the school's records about operating extracurricular activities should follow the retention for those records in other portions of this schedule
Accident Reports Accidents originating during the school year and on school premises	Retain 3 years after the student reaches the age of majority; destroy	Such reports would most likely be filed with the student's health records, which may be destroyed after the student graduates or permanently leaves the district (1.i)
Attendance Reports	Permanent	(1.g)
Class Schedules	Retain 8 years after high school graduation; destroy	Not addressed in OPI's schedule
Driver/Traffic Education Records: Application for Driver Education Certificates	Retain 3 years; destroy	Academic work completed data needs to be kept permanently (1.d), but if the information has been transferred into the permanent file, the various forms may be destroyed
Grade Level Completed	Permanent	(1.e)
Health Care Records	Retain 1 year after student leaves the school district; destroy	(1.i) Because medical records are considered confidential and access is limited by the Americans with Disabilities Act (ADA) of 1990, it is recommended that medical records be maintained separately from other records
Home-Based Education Application	Retain 1 year after graduation; destroy	Not addressed in OPI's schedule
Home Language Reports	Retain 1 year after student leaves the school district; destroy	(1.m)

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

X. PUPIL AND INSTRUCTION RECORDS - Individual Students - cont.

EXAMPLES		
Applying OPI's Retention to Specific Records		
Records Series Title and Description	Retention and Disposition	Citation/Comments
<u>Kindergarten Records:</u> a. Applications b. Health Forms/Reports c. Parent Interview Forms d. Photograph e. Registration Forms f. Reports	a. - f. Retain 8 years after high school graduation; destroy	a. Not addressed by OPI b. (1.i) c. Not addressed by OPI d. Not addressed by OPI e. Not addressed by OPI f. (1.m)
Listing of Disclosure and Transfer of Student Records	Permanent	
Permanent Record Card	Permanent	
Permission for Release of School District Records	Permanent	
Report of Students Leaving School	Permanent	
Scholarship Records, Elementary and/or High School	Destroy after the student graduates or permanently leaves the district	See "Directory Information" (2)
Standardized Test Results: a. Academic tests b. Intelligence, aptitude, interest, or personality tests	a. Permanent b. 8 years after high school graduation or the student permanently leaves the district; destroy	a. (1.e) b. (1.j)
Tardy Sheets	Retain 3 years; destroy	Attendance data needs to be kept permanently (1.g), but if the information has been transferred into the permanent file, the sheets only need to be kept for 3 years

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

X. PUPIL AND INSTRUCTION RECORDS - Groups of Students

Record Series Title and Description	Retention and Disposition	Citation/Comments
1. Report of Non-English-Speaking Students	8 years; destroy	
2. Report of Students Leaving School	Permanent	
3. School Census Report	Permanent	If the original census has been filed with the county superintendent of schools, the school district's copy (a duplicate) may be destroyed
4. Teacher's Class Records	8 years after high school graduation; destroy	Academic work completed data (x,1.d) and attendance data (x,1.g) needs to be kept permanently in each student's individual file, but if the information has been transferred into the permanent file, the registers may be destroyed

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

X. PUPIL AND INSTRUCTION RECORDS - Instruction and Grade Reporting

Record Series Title and Description	Retention and Disposition	Citation/Comments
1. Curriculum Guides	Retain until superseded; destroy	
2. <u>Grades</u> : a. Grade books b. Grade reports (periodic grade reports created for internal administrative purposes, providing data on grades or grade rankings by class, teacher, course, population, ethnic breakdown, etc.) c. Report cards (copies of report cards or grade reports or a comparable record evidencing the grades that have been reported for a student to the student's parents)	a. 1 year after entry of grades in the individual students' permanent file; destroy b. As long as administratively valuable; destroy c. 1 year after entry of grades in the individual students' permanent file; destroy	
3. Lesson Plans	As long as administratively valuable; destroy	

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

XI. PURCHASING RECORDS

Record Series Title and Description	Retention and Disposition	Citation/Comments
1. Accounting Records.	8 years; destroy	
2. Bids and Contracts	8 years; destroy	
3. Check Register	8 years; destroy	
4. Monthly Bank Statement	8 years; destroy	
5. Monthly Deduction Reports	8 years; destroy	
6. Performance Guarantee/Warrant of Vendor	Length of warranty; destroy	
7. Stock Requisitions	8 years; destroy	
8. Textbook Disposition Report	1 year; destroy	

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

XII. EXTRACURRICULAR FUNDS RECORDS

EXTRACURRICULAR FUNDS Extracurricular Funds (Activity Accounts, Student Association)		
Record Series Title and Description	Retention and Disposition	Citation/Comments
1. Audit Reports	3 years if filed with state, if not filed with state than permanent	
2. Bank Statements (paid checks, deposit tickets, other items)	8 years; destroy	
3. Claims and/or Vouchers	8 years; destroy	
4. Contracts and/or Agreements	8 years after expiration; destroy (retention period begins at the time the records are created)	
5. Fund Transfer Authorizations	8 years; destroy	
6. <u>Inventory</u> : a. Equipment b. Stock-in-trade	a. Permanent b. 8 years; destroy	
7. <u>Investments</u> : a. Certificates of Deposits (CD) b. Savings accounts c. Money market accounts d. Other investment accounts	a. 8 years; destroy b. 8 years; destroy c. 8 years; destroy d. 8 years; destroy	
8. Ledgers (activity records and/or accounts)	8 years; destroy	
9. Minute Books (student and school district)	Permanent	
10. Purchase Orders	8 years; destroy	
11. Records on Nonsufficient Fund Checks	8 years; destroy	

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

XIII. SPECIAL EDUCATION RECORDS

Record Series Title and Description	Retention and Disposition	Citation/Comments
<p>1. <u>Individual Student Records:</u></p> <ul style="list-style-type: none"> a. Access log b. Referral forms c. Permission for evaluation d. Evaluation data (including summaries of assessments) e. Test protocols f. Evaluation team g. Individualized education programs (IEP) h. Periodic reviews of IEPs i. Other special education records as required 	<p>a-i Destroy five years from the end of the student's special education services, or per parent request (300.624 CFR) when no longer needed by the school. However, the IEP must be retained for 7 years if the school received Medicaid reimbursement for services identified in the IEP.</p>	<p>20-1-212, MCA, ARM 10.16.3560 and OPT's <i>Montana School Accreditation Standards and Procedures Manual</i></p> <p>Access only by the parents or eligible students designated under Access Rights</p>
<p>2. Count of Children Transferring to Local Education Agencies from State-Operated and State-Supported Programs</p>	<p>8 years; destroy (see Appendix B for information on destroying Special Education records)</p>	
<p>3. <u>Enrollment Reports:</u></p> <ul style="list-style-type: none"> a. Exceptional education b. Therapy services 	<p>8 years; destroy</p>	
<p>4. <u>Funds:</u></p> <ul style="list-style-type: none"> a. Discretionary funds b. Flow-through funds c. Local educational agency transfer funds d. Preschool discretionary funds e. Preschool entitlement funds 	<p>8 years; destroy</p>	
<p>5. <u>Plan and Claim/Annual Plan of Services:</u></p> <ul style="list-style-type: none"> a. Early childhood b. EEN leadership c. Emotionally disturbed d. Exceptional education e. Hearing f. Homebound instruction g. Mentally retarded h. Physically handicapped/other health impairment i. School age parents program j. School district plan/exceptional needs assessment k. School psychologist services financial plan & claim l. School psychologist's plan & report m. School social work services financial plan & claim n. School social worker's plan & report o. Speech language p. Special education plan & claim q. Special learning disabilities r. Summary of programs/plan and claim 	<ul style="list-style-type: none"> a. 8 years; destroy b. 8 years; destroy c. 8 years; destroy d. 8 years; destroy e. 8 years; destroy f. 8 years; destroy g. 8 years; destroy h. 8 years; destroy i. 8 years; destroy j. 8 years; destroy k. 8 years; destroy l. 8 years; destroy m. 8 years; destroy n. 8 years; destroy o. 8 years; destroy p. 8 years; destroy q. 8 years; destroy r. 8 years; destroy 	
<p>6. Project Applications</p>	<p>8 years; destroy</p>	
<p>7. Registration of Blind Students</p>	<p>8 years; destroy</p>	

*See Appendix B for information on destroying Special Education records.

SPECIAL SERVICE RECORDS

Federal Regulation 300.624 (C.F.R.)

- (a) The public agency shall inform parents when personally-identifiable information collected, maintained, or used under this part is no longer needed to provide educational services to the child.
- (b) The information must be destroyed at the request of the parents. However, a permanent record of a student's name, address, and a phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

NOTE: Under 300.624, the personally-identifiable information on a child with a disability may be retained permanently unless the parents request that it be destroyed. Destruction of records is the best protection against improper and unauthorized disclosure. However, the records may be needed for other purposes. In informing parents about their rights under this section, the agency should remind them that the records may be needed by the child or the parents for social security benefits or other purposes. If the parents request that the information be destroyed, the agency may retain the information in paragraph (b) of this section

Office of Special Education (OSE) Policy Letter

Under Regulations 76.730 and 76.731, states and their subgrantees, including school districts, must retain records...for a minimum of five years. School districts and evaluation centers, however, may need to maintain records of evaluations for longer periods of time, dependent upon state regulations... Under Regulation 300.624 a parent must be notified, in accordance with the requirements of state law, when personally-identifiable information is no longer needed to provide educational services to a child.

How Does a School District Implement These Regulations?

The following procedure is utilized by some special services cooperatives and member districts in the destruction of special education records. Parent(s) or the student – after he or she reaches the age of 18 – have the option to request the destruction of the students confidential special education records when such records are no longer needed to provide education services to the child. Unless destruction is appropriately requested, the cooperative or member district shall maintain special education records for a minimum of five years beyond legal age. The cooperative or member district will make a reasonable effort to provide parents/students with sixty-days notification before the destruction occurs. Following is a sample news release that may be placed in your local newspapers.

SAMPLE NEWS RELEASE

The _____ schools will soon destroy special education/speech-language therapy records of former students who have been out of school for at least five years. Former students may contact _____ at _____ within sixty days of this notice if they wish to review the files or obtain copies of the information contained in them. The information to be destroyed shall not include data collected on a routine basis that is maintained on all school children (such as the student's name, address, telephone number, grade level completed and year completed.) The data to be destroyed shall include information collected for identification, location, evaluation, and other items directly related to special education services which the student had received. Parents of students still in school but not in special education for at least five years may also request that their children's records be destroyed. Parents of these students also have the right to inspect the special education records and obtain copies of the information contained in those records before they are destroyed. Persons having questions about this process or those persons wishing to request that records be destroyed may contact _____ at _____ for assistance.

In informing parents about their rights under this section, _____ Special Services Cooperative and member districts will provide information stating that the records may be needed by the parents or the child in an attempt to obtain social security or other benefits.

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

<i>Revisions to Schedule</i>		
Date	Page	Change
4-2005	SDR XIII-1	<p><u>Item 1. Special Education Records</u></p> <ul style="list-style-type: none"> b. Deleted Current d. changed to Evaluation Data (including summaries of assessments) e. changed to Test protocols f. changed to Evaluation team g. changed to Individualized education program (IEP) h. added Periodic reviews of IEPs i. added Other special education records as required <p>Retention and Disposition</p> <p>a-i Destroy five years from the end of the student’s special education services, or per parent request (300.624 CFR) when no longer needed by the school. However, the IEP must be retained for 7 years if the school received Medicaid reimbursement for services identified in the IEP.</p> <p>Citation/Comments</p> <p>20-1-212, MCA, ARM 10.16.3560 and OPI’s Montana School Accreditation Standards and Procedures Manual</p> <p>Access only by the parents or eligible students designated under Access Rights</p>

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

<i>Revisions to Schedule – cont.</i>		
Date	Page	Change
10-2009	SDR III-2 & 3	<p><u>Item 40. Food Service Records</u> a. changed to Certification of Acceptance Agreement; Common Assurances; and Free and Reduced – Price Policy Statement b. changed to Applications for free and reduced price meals and reduced-price meals and verification documentation c. changed to Program Sales records and Bank Statements (deposit records/tickets/checks/etc.) d. changed to Agreement to Furnish Food Service or Food Service Management Company Contract or other contracts e. changed to Notice of allocation and notice of shipment and inventory records f. changed to Daily meal count documentation and claim for reimbursement g. changed to Meal and daily production records h. changed to Health inspections i. changed to Financial Reports j. changed to All inventory records k. changed to Food purchase receipts l. changed to Cooperative bid documentation <u>Item 40. Food Service Records – cont:</u> m. changed to Review reports and self-review n. changed to October report to OPI o. changed to Severe need breakfast documentation</p> <p>Retention and Disposition a-e & i-l: 8 years; destroy f-h & m-o: 3 years; destroy</p>

MONTANA LOCAL GOVERNMENT RETENTION AND DISPOSITION SCHEDULE

SCHEDULE TITLE: **SCHOOL DISTRICTS**

<i>Revisions to Schedule – cont.</i>		
Date	Page	Change
01-2012	SDR VIII-1	<p><u>Item 10. Reports</u> Added item 10.i. <u>Worker’s Compensation</u> Deleted item 11. <u>Retirement Reports</u> (already listed under item 10)</p>
05-2012	SDR IV-1	<p><u>Item 1. Correspondence</u> Added <u>Routine Correspondence (b.)</u> and moved Non-permanent correspondence types and Suspense/tickler/follow-up files below and assigned letters c-f. Retention and Disposition b: Retain 3 years; destroy</p> <p>Removed <u>Request and Authorization For Records Disposal or Destruction Form</u> It was outdated and the LGRC cannot be responsible for updating the schedule every time the form is updated.</p>
05-2013	SDR III-2	<p><u>III. Finance Records</u> Added <u>Federal Tax Form 1099</u> as Item 39. Retention and Disposition 4 years; destroy</p> <p>Records Renumbered - Section III records were renumbered after item 39, above.</p>
08-2015	Various	Changed 300.573 CFR to 300.624 CFR, per OPI.

*Retention schedules are complex and require frequent updates to keep them current.
To suggest additions, corrections, or other changes,
contact the Committee at:*

**Montana Local Government Records Committee
c/o Local Government Services Bureau
Montana Department of Administration
PO Box 200547
301 S. Park Avenue, Room 340
Helena, MT 59620-0547
(406) 841-2909**

OR

**c/o Montana State Archives
Montana Historical Society
225 N. Roberts St.
PO Box 201201
Helena, MT 59620-1201**