SOUTH DAKOTA
LOCAL SCHOOLS

RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

Printed on Recycled Paper

DEPARTMENT OF
EXECUTIVE MANAGEMENT

**BUREAU OF
ADMINISTRATION**

PMB 01234

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MEMORANDUM

TO: Local School Officials

FROM: Dana Hoffer
State Records Manager

SUBJECT: **Records Retention and Destruction Schedule Manual**

DATE: December 24, 2014

The purpose of the guide is to provide uniform retention and destruction schedules so that school records can be managed efficiently and in compliance with state law, SDCL 1-27-18, which requires local governing bodies to "promote and implement the principles of efficient records management for local records." Local school officials must also maintain a list of documents which were destroyed.

School officials are required by administrative rule 24:52:11:04 to give the State Archivist 30 days' notice before destroying records the following types of records: **"**records more than 50 years old; records required by the Records Destruction Board to be kept 50 years or longer; annual reports, maps, minutes, and photographs." You may send your list to: State Archives, 900 Governors Drive, Pierre, SD 57501, or telephone: 605-773-5521.

Unless otherwise covered by specific statutes or local school board policies, the record retention and destruction schedule in this guide apply to all local schools of the State of South Dakota. They establish the "**Minimum**" amount of time local school records must be retained before they can be legally be destroyed. It is up to the governing body of each respective school district to set up final review and disposal procedures for records which have reached the end of their retention time.

Finally, if you have any questions about implementing this manual or about your records in general, please contact Records Management at 773-3589. We will welcome an opportunity to discuss the proper implementation of sound records management practices.

150 copies of this manual was printed at an approximate cost of $4.55 per copy

Procedure to Dispose of School Records Using this Manual:

- The School Board may adopt this manual as its Records Management Policy.

- Each School that adopts this manual as its Records Management policy is required to retain a permanent list of all records destroyed pursuant to SDCL 1-27-19.

- You may proceed immediately to dispose of records pursuant to this manual with the following exception:

  Administrative Rule 24:52:11:04. Destruction of local government records—Archivist must be notified. Governing bodies or agencies of any county, city, town, township, district, authority, public corporation, or political subdivision planning to destroy local records, as defined in subdivision (1) of SDCL 1-27-9, shall notify the archivist 30 days before the date of the proposed destruction. Notification shall include the name or title of the records, inclusive dates, information content of the records, and quantity. If the archivist believes the records should be preserved, the archivist shall arrange for the transfer of the records to the archives or to a suitable public records storage facility. Transfer of the records may be made at the expense of the state archivist. **This section applies only to the following types of records: records more than 50 years old: records required by the Records Destruction Board to be kept 50 years or longer; annual reports, maps, minutes, and photographs.**

- This manual is also available on-line on Records Management's website. http://boa.sd.gov/divisions/records/

- School Districts are not required to submit a list to Records Management; however, Records Management will review a School Districts' list of records that it plans to destroy to ensure the appropriate retention periods have been met. The list should include the following: **Record series number and record title as listed in this manual and the inclusive dates of the records being destroyed.**

- For records not listed in this manual, you must petition the State Records Destruction Board, which meets annually, for authority to dispose of records. Contact Records Management for assistance with this process:

Contact Information:

Records Management
Dana Hoffer, Manager
104 S Garfield Ave; Bldg E
Pierre, SD 57501
Phone: (605) 773-3589
Fax: (605) 773-5955

State Archives
Chelle Somsen, State Archivist
Cultural Heritage Center
900 Governors Drive
Pierre, SD 57501
Phone: (605) 773-3615
Fax: (605) 773-6041

The Records Retention and Destruction Guide for South Dakota Local Schools has been reviewed and is approved for use by the school(s) of the City/Town and District of_____

_____
District Superintendent or CEO

_____
Chairperson, Local School Board

PREPARED BY:

Bureau of Administration
Records Management Program
104 S Garfield Avenue; Building E
Pierre, South Dakota 57501

DEFINITIONS:

1-27-1. Public records open to inspection and copying. Except as otherwise expressly provided by statute, all citizens of this state, and all other persons interested in the examination of the public records, as defined in § 1-27-1.1, are hereby fully empowered and authorized to examine such public record, and make memoranda and abstracts there from during the hours the respective offices are open for the ordinary transaction of business and, unless federal copyright law otherwise provides, obtain copies of public records in accordance with this chapter.

Each government entity or elected or appointed government official shall, during normal business hours, make available to the public for inspection and copying in the manner set forth in this chapter all public records held by that entity or official.

1-27-1.1. Public records defined. Unless any other statute, ordinance, or rule expressly provides that particular information or records may not be made public, public records include all records and documents, regardless of physical form, of or belonging to this state, any county, municipality, political subdivision, or tax-supported district in this state, or any agency, branch, department, board, bureau, commission, council, subunit, or committee of any of the foregoing. Data which is a public record in its original form remains a public record when maintained in any other form. For the purposes of §§ 1-27-1 to 1-27-1.15, inclusive, a tax-supported district includes any business improvement district created pursuant to chapter 9-55.

Superseded: To take the place of; replace. Retain records until they are replaced by a more current version.

1-27-9. Records Management programs--Definition of terms. Terms used in §§ 1-27-9 to 1-27-18, inclusive, mean:

(1) "Local record," a record of a county, municipality, township, district, authority, or any public corporation or political entity whether organized and existing under charter or under general law, unless the record is designated or treated as a state record under state law;

(2) "Record," a document, book, paper, photograph, sound recording, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records as used in §§ 1-27-9 to 1-27-18, inclusive;

(3) "State agency" or "agency" or "agencies," includes all state officers, boards, commissions, departments, institutions, and agencies of state government;

(4) "State record,":

(a) A record of a department, office, commission, board, or other agency, however designated, of the state government;

(b) A record of the State Legislature;

(c) A record of any court of record, whether of state-wide or local jurisdiction;

(d) Any other record designated or treated as a state record under state law.

1-27-15. Destruction of non-record materials. Any non-record material not included within the definition of records as contained in § 1-27-9 may be destroyed at any time by the agency in possession of such materials without the prior approval of the commissioner of administration.

1-27-18. Local records management programs. The governing body of each county, municipality, township, district, authority, or any public corporation or political entity, whether organized and existing under charter or under general law, shall promote and implement the principles of efficient records management for local records. The governing body may, as far as practical, follow the program established for the management of state records. The commissioner of administration may, upon the request of a governing body, provide advice and assistance in the establishment of a local records management program.

SAMPLE

Notice of Destruction of Special Education Records

Date:

Attention Parents/Guardians, Former Students, Eligible (Adult) Students:

Special Education records which have been collected by the (name of School District) related to the identification, evaluation, educational placement, or the provision of Special Education in the district, must be maintained under state and federal laws for a period of five years after Special Education Services have ended for the student. Special Education services end when the student no longer is eligible for services, graduates, completes his or her educational program on June 30th of the year after he/she turns 21, or moves from the district.

This notification is to inform parents/guardians and former students of the (name of School District) intent to destroy the Specials Education records of students who ended Special Education Services during the (XXXX-XXXX school year). These records will be destroyed in accordance with state laws unless the parent/guardian or eligible (adult) student notifies the school district otherwise. After five years, the records are no longer useful to the district, but they may be useful to the parent/guardian or former student in applying for Social Security benefits, rehabilitations services, college entrance, etc. The parent/ guardian or eligible (adult) student may request a copy of the records in writing or in person at the following address:

(School District's mailing address and phone number)

Requests for copies must be received by (30-45 days after letter has been sent or "reasonable amount of time"). These records will be destroyed after _____.

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STATE OF SOUTH DAKOTA	**DEPARTMENT:**	**State of South Dakota**
RECORDS RETENTION &	**DIVISION:**	**Political Sub-Divisions**
DESTRUCTION SCHEDULE	**OFFICE:**	**Local Schools**
AUTHORIZATION FORM	**PROGRAM:**	**Activities Director**
(Std Form RM-1 Rev 1/03)	**RECORDS OFFICER:**	**Superintendent**
	RM CUSTOMER #:	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-1.	**ANNUAL REPORTS, S.D. HIGH SCHOOL ACTIVITIES ASSOCIATION:**	**13-012**

This report series is filed annually with the South Dakota High School Activities Association. Information in the report may include: name, semesters, activity, and number of students. This record series is used to compile state-wide statistics of levels of participation.

RETENTION: Retain 6 years in office, then destroy.

SCL-2.	**ATHLETIC UNIFORM INVENTORY:**	**13-012**

This series contains the athletic uniform inventory. Information may include: name, pants, shirt, sweat pants, sweat jacket, and other equipment. The record series is maintained for property management and accountability purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-3.	**CONTRACTS FOR INTERSTATE GAMES OR MEETS:**	**13-012**

This series is used to document the contract for interstate athletic contests sanctioned by the National Federation of State High School Associations. Information may include: place, date, city, day, hour, sport, first team contest, preliminary game, financial terms, principal, manager, school, town or city, and state. A copy of the contract is filed with the South Dakota High School Activities Association in Pierre.

RETENTION: Retain originals current in office. Transfer terminated to storage for 2 years. Destroy 2 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-4. **CONTRACTS FOR INTRASTATE ATHLETIC GAMES OR CONTESTS:** **13-012**

This series contains the official contracts used to set up intrastate athletic contests. Information may include: name of high schools, city, games, city, date, time, terms, consideration, date of signing, and signature of respective principals and faculty managers.

RETENTION: Retain originals current in office. Transfer terminated to storage for 2 years. Destroy 2 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-5.	**CONTRACT, S.D. HIGH SCHOOL ACTIVITIES ASSOCIATION:**	**13-012**

This series provides an original copy for the host school and a duplicate copy for the visiting school, of all contracts for a registered or certified official of the South Dakota High School Activities Association. Information may include: name of official, address of official, name of school, athletic event to be officiated, date, time, consideration, date of signing, signature of Athletic Director or Administrator, and social security number of official to be employed.

RETENTION: Retain originals current in office. Transfer terminated to storage for 6 years. Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain reference copies current in office. Destroy terminated.

SCL-6.	**MASTER ELIGIBILITY LISTS:**	**13-012**

This series provides the Executive Secretary of the South Dakota High School Activities Association with a list of students eligible to represent the high school in interscholastic athletics during the current school year. Information may include: name, date of birth, date of enrollment, number of full and regular studies carried successfully, number of semesters attended, date of medical examination, and signature of school principal.

RETENTION: Retain 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-7.	**MINUTES, ATHLETIC CONFERENCE:**	**13-012**

This series contains copies of Athletic Conference Meeting Minutes filed here as documentation of payment of conference dues. It also serves as reference to the general public. Original minutes are maintained by the originating body.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-8.	**PERMANENT RECORD BOOKS (SDHSAA):**	**13-012**

This oversize book series documents the schools' activities in athletic competition throughout the school year. In the event of a protest this book would be presented as documentation of the event. The book is completed annually, and contains: name of contestants, date of birth, date of enrollment, number of semesters, date of enrollment, number of grades participating, sports engaged in, letters awarded, list of teams, results of boys and girls contests scores, team played, number of semesters of high school enrollment, list of contestants, athletic inventory, girls schedule, boys schedule, year, coach, captain, manager, notes on athletic season, track records, event, time or distance, name of holder, date, and signature of athletic director or school official responsible for compiling the record book.

RETENTION: Retain permanently in office.

(Note: Consider maintaining on microfilm when volume warrants).

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-9.	**PHYSICAL EXAMINATIONS (SDHSAA):**	**13-012**

This series documents parent permission for participation in organized high school athletics, any history of injury, illness, or disease, the taking of medication, and certification of physical fitness by a physician. Information may include: student's name, year in school, city, date of birth, high school, medical history, date, signature of parent or legal guardian, and signature of physician.

RETENTION: Retain 1 year in office, then destroy.

SCL-10.	**WRESTLING WEIGHT PERMITS (SDHSAA):**	**13-012**

This series documents a students' weight to prevent undue weight reduction for competitive purposes which might jeopardize the physical well-being of the student. Information may include: student's name, high school, date of birth, height, weight, actual weight when reported for practice, physician's recommended minimum weight, date examined, signature of physician, parent's permission, pound minimum, date, and signature of parent.

RETENTION: Retain 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-11.	**ADMINISTRATIVE REFERENCE FILES:**	**13-012**

This series is arranged alphabetically by subject matter and contains information used in the daily administration of the school district. Information may include: vendor information, mailing lists, file management, administrative rules, South Dakota Codified Laws, current purchasing contracts, operations guides, administrative messages from other governmental agencies, and other related information. This file may also include, but is not limited to topics such as: prom, carnival, athletic banquet, awards, Boy's State, Girls State, and scheduling. This record series is maintained for reference purposes.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Review files at least once a year to avoid a build-up of superseded or obsolete material.)

SCL-12.	**ALCOHOL AND DRUG TESTING FILES, STUDENTS:**	**13-012**

This series contains alcohol and drug test results for students. Information may include: test results, documentation of refusals, substance abuse professional (SAP) reports, follow-up tests and schedules, and records related to the alcohol and controlled substances collection process.

RETENTION: Retain 5 years in office after graduation and/or after 5 years of continuous absence from school, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-13.	**BACKGROUND AND FINGERPRINT RECORDS:**	**13-012**

This series contains the criminal background check and fingerprint records for school district employees.

RETENTION: HIRED INDIVIDUALS: Retain current files in office. Transfer terminated employee files to storage for 3 years. Destroy by shredding 3 years after termination provided no litigation or grievance is pending.

UN-HIRED INDIVIDUALS: Retain 3 years in office, then destroy provided no litigation or grievance is pending.

SCL-14. **BOILER INSPECTION REPORTS:** **13-012**

This series contains boiler inspection reports issued by the State. They are maintained to certify that boiler inspections have been completed for the period. Information may include: boiler number, date inspected, expiration date, location, pressure reading, inspector's name, and insurance company. The State Department of Public Safety maintains boiler inspection information for two years.

RETENTION: Retain current in office. Destroy superseded or obsolete.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-15.	**BUS INSPECTION REPORTS:**	**13-012**

This series contains the bus inspection report. Information may include: inspection number, inspection results, make and model of bus, odometer reading, year of vehicle, license number, bus number, seating capacity, school district, and owner's name. SDCL 13-29-6 requires that all buses be inspected once each year by the Highway Patrol.

RETENTION: Retain 3 years in office, then destroy.

SCL-16.	**CDL/ALCOHOL AND DRUG TESTING FILES:**	**13-012**

This series contains CDL drug and alcohol test records. Information may include: test results, documentation of refusals, substance abuse professional (SAP) reports, follow-up tests and schedules, information obtained from previous employers, and records related to the alcohol and controlled substances collection process. This record series is maintained pursuant to 49 CFR Part 40 Subpart P.

RETENTION: Retain records of alcohol test results indicating an alcohol concentration of 0.02 or greater; records of verified positive drug test results; documentation of refusals to take required alcohol and/or drug tests; SAP reports, and all follow-up tests and schedules for follow-up tests 5 years, then destroy.

Retain information obtained from previous employers under §40.25 concerning drug and alcohol test results of employees 3 years, then destroy.

Retain records related to the alcohol and controlled substance collection process 2 years, then destroy.

Retain records of negative and cancelled drug test results and alcohol test results with a concentration of less than 0.02 1 year, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-17.	**COMPLAINT FILES:**	
	This series contains complaints filed against the school district. Information may include: letter of complaint, notes, investigation, findings, and corrective action. This record series is used for compliance purposes. **RETENTION:** Retain current in office, then transfer to storage for 5 years. Destroy after 5 years provided no pending litigation or claims.	**13-012**
SCL-18.	**EVALUATIONS, TEACHER:**	
	This series is compiled by principals and contain teacher's evaluations. Information may include: teacher's name, date, grade, subject, extra duty, personal characteristics, instructional effectiveness, professional characteristics, comments, classroom visits, signature of evaluator and teacher, and teacher reactions to evaluation. These evaluations are used to make recommendations to the school board regarding the prospect of reemployment and any stipulations that may be contingent upon reemployment. **RETENTION:** Retain current files in office. Transfer terminated employee files to storage for 3 years. Destroy by shredding 3 years after termination provided no litigation or grievance is pending.	**13-012**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-19.	**GRIEVANCE FILES:**	**13-012**

This series is arranged alphabetically by name of employee or student and contains all correspondence and legal documents in regards to the grievance or possible grievance. Information may include: filed complaint, notes, hearing results, investigation data, and findings (if applicable). This information is used to investigate grievances, determine if a mutually agreeable solution is available, and to document reasons for actions taken.

RETENTION: GRIEVANCE AND DISPOSITION: Retain 15 years in office after settlement or dismissal, then destroy provided all litigation and claims involving the records have been resolved and final action has been taken.

ALL OTHER INFORMATION: Retain 1 year in office after settlement or dismissal, then transfer to storage for 2 years. Destroy 3 years after settlement or dismissal provided all litigation and claims involving the records have been resolved and final action has been taken.

SCL-20.	**HANDBOOKS, ELEMENTARY/SECONDARY:**	**13-012**

This handbook series provides a source of reference to students of approved school board policy. Information may include: announcements, book fines, rules of conduct, detention procedures, dress code, flag salute, grading, honor roll, and etc. This record series is printed annually for distribution at the beginning of the school year.

RETENTION: Retain current in office. Transfer superseded to storage for 1 year, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-21.	**OCR FILES:**	
	This series contains the Office of Civil Rights (OCR) files. Information may include: complaints/violations, letters of findings, correspondence, program information, and technical assistance information. This record series is maintained for reference and to verify compliance with OCR findings. **RETENTION:** Retain 1 year in office, then transfer to storage for 9 years. Destroy after 10 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.	**13-012**
SCL-22.	**OPEN ENROLLMENT APPLICATIONS, APPROVED:**	
	This series contains all open enrollment applications submitted and approved by the school district. Information may include: parent/guardian name, address, phone number; and signature; student's name, grade level, school district transferring from, and requested transfer date; admitting school; date received, time received, and received by; signature of school board president or designates school official; and effective date. **RETENTION:** Retain in office until after graduation and/or after 5 years of continuous absence from school, then destroy.	**13-012**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-23.	**OPEN ENROLLMENT APPLICATIONS, DISAPPROVED:**	**13-012**

This series contains all open enrollment applications submitted and disapproved by the school district. Information may include: parent/guardian name, address, phone number; and signature; student's name, grade level, school district transferring from, and requested transfer date; admitting school; date received, time received, and received by; reason for disapproval; signature of school board president or designates school official; and effective date.

RETENTION: Retain 2 years in office, then destroy.

SCL-24.	**OPEN RECORDS REQUESTS:**	**13-012**

This series contains open record requests received by the school district. Information may include: open records request, correspondence, denial letters, and supporting documentation. This series is maintained to document the outcome of requests and for reference purposes. Denial letters are maintained pursuant to SDCL 1-27-1.4.

RETENTION: DENIAL LETTERS: Retain permanently.

ALL OTHER INFORMATION: Retain 1 year in office, then transfer to storage of 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-25.	**PERFORMANCE APPRAISALS, NON-TEACHER:**	**13-012**

This series contains performance appraisal forms showing a statement of standards and responsibilities for each employee, and the immediate supervisor's evaluation of the employee's performance. Performance appraisals are used for justifying merit increases in salary, for commending deserving employees, and as documentation supporting the dismissal of career service employees for unsatisfactory job performance.

RETENTION: Retain current files in office. Transfer terminated employee files to storage for 3 years. Destroy by shredding 3 years after termination provided no litigation or grievance is pending.

(Note: Performance Appraisals maybe transferred to respective "Personnel File".)

SCL-26. PHYSICAL EXAMINATIONS, BUS DRIVERS: **13-012**

This series contains bus driver physical examination reports.

RETENTION: Retain current examination report in office. Destroy 2 years after employment has ended.

Retain previous examination reports 2 years, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-27.	**SCHOOL BOARD POLICY BOOKS (OPERATIONS GUIDE):**	**13-012**

This series contains the policies and standards set by the school board. Information may include, but is not limited to: philosophy and purpose, powers and duties of board members, evaluation criteria, job description, organizational charts, fire policy, and negotiation procedures.

RETENTION: Retain current in office. Destroy superseded or obsolete at the discretion of the school district.

SCL-28.	**STUDENT SUSPENSION & EXPULSION RECORDS:**	**13-012**

This series contains student suspension and expulsion records. Information may include: written notice to pupil and parents, explanation of facts, written report to school board, notice of hearing, right of waiver, action taken, and final decision. This record series is maintained to document actions taken.

RETENTION: Retain 5 years after graduation and/or after 5 years of continuous absence from school, then destroy provided no litigation is pending.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-29.	**ACCIDENT REPORTS:**	
	This series documents the reporting of all accidents. Information may include: name of person injured, date of accident, exact time of accident, place accident occurred, nature of accident, activity engaged in, teacher/sponsor of activity, disposition of student, person filing report, date of filing report, and comments. **RETENTION:** Retain 7 years in office after case is closed, then destroy provided no litigation or claim is pending.	**13-012**
SCL-30.	**ALTERNATIVE INSTRUCTION APPLICATIONS:**	
	This series contains the applications requesting a Certificate of Excuse from public school attendance. Applications are required to be filed annually. Information may include: schools district name, school year, parent(s) or guardian name, address, date, telephone number, county city, state, the name of alternative instruction program to be attended, address of alternative instruction program, telephone number, name(s) of instructor(s), name(s), grade and birth date of child(ren) to appear on the certificate of excuse and signatures of parent(s)/guardian(s), witness(ess), and school board president. This record series is maintained pursuant to SDCL 13-27-7 and SDCL 13-27-9. **RETENTION:** APPLICATIONS: Retain 3 years in office, then destroy. CERTIFICATES OF EXCUSE: Retain permanently.	**13-012**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-31.	**ANNUAL FINANCIAL REPORT:**	**13-012**

This series contains the report that is filed annually with the Department of Education pursuant to SDCL 13-8-47 and SDCL 13-13-37. Information may include: summary, financial statements, total revenues and expenditures by fund, balance sheet, transportation statistics report, and audit reports. The purpose of this report is to provide to the Secretary of Education data to be used for data analysis, data reporting, and funding.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-32.	**APPLICATION FOR EMPLOYMENT, UNSUCCESSFUL:**	**13-012**

This series may contain copies of resumes', credentials, and job application forms. Information may include: name of applicant, address, education, training, and experience. This record series is maintained for a source of information when filling vacant positions within the school district. Applications for individuals who are successful in securing employment are transferred to their respective "Personnel Files."

RETENTION: Retain 3 years in office, then destroy provided no litigation or grievance is pending.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-33.	**APPLICATIONS, FREE & REDUCED PRICE MEALS:**	**13-012**

This series contains the application for free and reduced price meals submitted to the school district for review. Information on the application includes, but is not limited to: name, address, name(s) of children, school, grade, adults living in household, total number of household members, income, income reporting guidelines, signature of adult family member, and signature of determining official.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-34.	**AUDIT REPORTS:**	**13-012**

This series contains independent audits performed and filed with Department of Legislative Audit as well as federal audit reports concerning the expenditure and administration of School District funds. The reports are reviewed to identify problem areas and discrepancies so that corrective measures can be implemented. The auditing agency also maintains a copy of the audit reports. Legislative Audit maintains audit reports permanently.

RETENTION: Retain 20 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-35.	**BALLOTS, ELECTION:**	**13-012**

This series contains certified election ballots used in the election of school board members. The ballots list candidates and indicate voter preference.

RETENTION: Retain paper ballots, voting machine ballot records, and unused or spoiled ballots 60 days after election and/or recount, then destroy.

Retain contested ballots 1 year in office, then destroy provided no litigation is pending.

SCL-36.	**BANK RECONCILATION FORM:**	**13-012**

This series contains the bank reconciliation form used to reconcile the amount per bank statement to the amounts reported in the General Ledger. Information may include: bank statement amount, outstanding deposits, outstanding check, and any other adjustments needed to show the balancing between the bank statements and the General Ledger. This record series is used for reconciliation and audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-37.	**BANK STATEMENTS:**	**13-012**

This series contains statements sent from the bank to the school district. Information on the statement includes: account name, account number, date, deposits, withdrawals, checks issued, service charge, and account totals. Bank statements are used for account reconciliation and audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-38.	**BIDS, SUCCESSFUL:**	**13-012**

This series is used to document bids let and received by the school district for goods and services rendered. Information may include: notice of bid letting, contract terms, amount of contract, date, signature of parties, and instructions to publish. This record series is used to document proper procedure in the letting of bids, and is maintained for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-39.	**BIDS, UNSUCCESSFUL:**	**13-012**

This series documents the receipt of unsuccessful bid applications by the school district. Information may include: bidder, specifications, prices, and signatures. This record series is used for audit purposes and to demonstrate compliance with laws pertaining to the letting of bids.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-40.	**BUDGET FILES:**	**13-012**

This series contains operating budgets and related working papers. This record series is used for reference throughout the year in monitoring program activities and when preparing future budget requests.

RETENTION: Retain 3 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-41.	**CAPITAL ASSET RECORD & DEPRECIATION SCHEDULES:**	**13-012**

This series contains a record of all items that are considered to be capitalized according to each entity's capitalization policy. Types of capital assets may include: land, buildings, equipment, and improvements other than buildings. Information may include: item number, capital asset description, function, year acquired, G/L account number, estimated useful life, cost or acquisition value, accumulated depreciation, and depreciation expense. These items are to be accounted for on the year-end financial statements. This record series is maintained for property management and accountability purposes.

RETENTION: Retain for the life of property. Destroy 5 years after the property is sold, exchanged or declared surplus provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-42.	**CASH DISBURSEMENTS JOURNAL/CHECK REGISTER:**	**13-012**

This series is arranged chronologically by month and contains the cash disbursement journal/check register which is a listing of checks written in check number order by an entity for a given month. Check registers are sometimes referred to as cash disbursement journals. Information may include: entity name, date, check number, payee, amount, and coding. The check register may contain both payroll and accounts payable checks or such data may be maintained in a separate check register.

RETENTION: Retain 20 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: A separate check register is maintained for each bank account.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-43.	**CASH RECEIPTS JOURNAL:**	**13-012**

This series may contain either computer generated or handwritten journal books. The cash receipts journal is a book of original entry in which all receipts are listed in numerical order. A duplicate receipt is issued by the business manager each time a transaction transpires in which the school receives money. Information may include: month ending date, received from, date, description, account number, coding, and amount. This record series is maintained for audit purposes.

RETENTION: Retain 20 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-44. CONCESSIONS TALLY SHEETS: **13-012**

This series provides for an accounting of proceeds from concession sales for posting to the "General Journal" and issuance of a receipt. Information may include: school function, date held, beginning change and sales, total sales, concession sponsor, listing of money, long or short, receipt number, and signature of concession sponsor. This record series is maintained for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-45.	**CONTRACTS, LEASES, AND AGREEMENTS:**	**13-012**

This file contains contracts, leases, and agreements between the school district and other parties. Information may include: terms and conditions of agreements, effective dates, costs, and funding sources. This record series is maintained for reference and documentation purposes.

RETENTION: Retain originals current in office. Transfer terminated to storage for 6 years. Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain reference copies current in office. Destroy terminated.

SCL-46.	**COPYRIGHT COMPIANCE RECORDS:**	**13-012**

This series contains the copyright compliance forms completed by individuals who request copies of copyright protected articles. Information may include: name of journal, article title, name of individual receiving the article; etc. This record series is maintained to document compliance with federal copyright regulations.

RETENTION: Retain 5 years, then destroy provided no litigation is pending.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-47.	**COPYRIGHT PERMISION FORMS:**	**13-012**

This series documents permissions granted for reproduction and distribution of materials. Information may include: the document to be reproduced, copyright date, name of publisher, name of author, and purpose of reproduction and distribution.

RETENTION: Retain 5 years, then destroy provided no litigation is pending.

SCL-48.	**CORRESPONDENCE, FEDERAL:**	**13-012**

This series contains both copies and originals of letters and memorandums sent to and received from any federal agency. This record series is maintained for reference and possible use when federal litigation, claims, or audits are pending.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: When litigation, claims, or audits are complete maintain for an additional 3 years, then destroy.)

SCL-49.	**CORRESPONDENCE, GENERAL:**	**13-012**

This series may contain both copies of letters and memorandums sent, and originals of letters and memorandums received. The file is used for reference and documentation.

RETENTION: Retain 2 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-50.	**ELECTION RETURN RECORDS:**	**13-012**

This series contains election returns documenting the election of school board officials. They are the original election return records and are kept here solely.

RETENTION: Retain 10 years in office, then transfer to the State Archives for final disposition.

SCL-51.	**ELECTRONIC COMMUNICATION RECORDS:**	**13-012**

This series may contain e-mail messages, voicemail messages, recorded telephone conversations, instant messages, etc. created or received by employees of the school district.

RETENTION: Determine the record status of the message based on the content. If the message is an official record made or received pursuant to law or in connection with the transaction of official business, the retention period should be covered by an existing record series. It is permissible to print record e-mails and file them with like paper records.

NON-RECORD MESSAGES: Retain until action has been taken, then destroy or delete.

(Note: Records, whether electronic or paper, relevant to pending or reasonably anticipated litigation must be preserved even if the schedule allows for its destruction.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-52.	**EMPLOYMENT CONTRACTS:**	**13-012**

This series contains contracts for employment. Information may include: date at or about which school will start, terms of employment, wages per month, time of payment, and signatures of teacher, president of school board, and business manager. This record series is maintained pursuant to SDCL 13-43-6.

RETENTION: Retain active employee contracts in office. Transfer terminated to storage for 6 years. Destroy 6 years after terminated provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-53. E-RATE FEDERAL FUNDING FILES: **14-012**

This series contains the documentation for the E-Rate federal funding files. Information may include: applications, invoices, financial reports, and correspondence. This record series is maintained for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 9 years. Destroy after 10 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: Federal Regulations have changed the document retention period from five to 10 years after the latter of the last day of the applicable funding year, or the service delivery deadline for the funding request.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-54.	**EXPENDITURE BUDGET RECORD:**	**13-012**

This series contains the expenditure budget record which is used to record the summary of each object level expenditure classification from the budget expense journal, general journal, or voucher register. The business manager prepares this monthly to monitor expenditures compared to budget and to report to the school board. Information may include: period ending date, account number, description, actual budget, expenditure for month, expenditure to date, percentage, balance at end of month, and general fund totals. An expenditure budget record should be established for each fund.

RETENTION: MONTHLY REPORTS: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

YEAR-END REPORTS: Retain 20 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-55.	**FINANCIAL STATEMENTS:**	**13-012**

Financial statements provide an overview of the school district's financial condition for a given year. Information may include, but is not limited to: balance sheets, statement of revenues, expenditures, and changes in fund balances (budgeted and actual); statement of fixed assets; summary of significant accounting procedures; supplemental information and working papers. This record series is maintained for reference and audit purposes.

RETENTION: MONTHLY REPORTS: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

YEAR-END REPORTS: Retain 20 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-56. FIRST REPORT OF INJURY: **13-012**

This series fulfills Workmen's Compensation requirements for filing reports of occupational injuries and illnesses. Information may include: background information on employer and employee, occupational injury or illness information, and medical care required. The information is duplicated in the South Dakota Department of Labor and Regulation, Division of Labor and Management. Federal law mandates that this record be kept for five years.

RETENTION: Retain 5 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-57.	**FOOD SERVICE RECORD OF MEALS CONSUMED:**	**13-012**

This series is arranged by pupil's name and provides a monthly record of meals consumed by each pupil. Information may include: identification number, name, total meals, date, meal taken, and whether meal was free or reduced in price. The information is summarized in the "Food Service Statement".

RETENTION: Retain 1 year in office, then destroy.

SCL-58.	**FOOD SERVICE STATEMENT:**	**13-012**

This computer printout series provides a billing statement at month's end for food service provided to each student. The file or report is arranged alphabetically and includes: name, address, month, number of meals, past due amount, credit, total due, and rate of interest (if any).

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER

SCL-59. FUND TRANSFERS, COUNTY AUDITOR:

13-012

This series documents allocation of funds deposited by the County Auditor for expenditure by the school district. The file is arranged chronologically by month, and includes: code number, source, total, general fund, capital outlay fund, special education fund, pension fund, bond redemption fund, revenue from local sources, revenue from county, revenue from state, and revenue from federal sources.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-60. GATE TALLY SHEETS (ADMISSION TICKETS):

13-012

This series documents ticket sales and serves as a report to the Business Office itemizing the number of tickets sold and amount of money received. Information may include: school function, date held, ticket seller, beginning change, type of ticket, value of ticket, beginning ticket number, ending ticket number, and signature of ticket seller.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-61.	**GENERAL JOURNAL:**	**13-012**

This series may contain either computer generated or handwritten general journal books which is used to record non-cash transactions of the school. In other words, any transaction that does not include the issuance of a receipt or a warrant should be recorded in the general journal. Examples of transactions may include: opening entries, inter-fund transfers of resources, investment transactions, and adjusting and closing entries. Information is arranged chronologically by date of entry and may include: posting reference number, date of journal entry, the name of funds and accounts to be credited, the fund and account numbers, and the amount of debit and credit to each fund and account. Each general journal entry should be followed by an explanation of the reason for the entry. These entries should be posted to the general ledger.

RETENTION: Retain 20 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER

SCL-62. GENERAL LEDGER:

13-012

This series contains the general ledger which is a listing of all account balances for a given fund at the end of the year. The general ledger is referred to as the book of final entry that summarizes and controls all detailed records and transactions. Accounts include: assets, liabilities, equity, revenues, and expenditure. Information in the ledger may include, but is not limited to: account number, account name, debit and credit balances, fund, sub-fund, receipt amounts, transfer amounts, refund amounts, and totals. This record series is used to facilitate the completion of year-end financial reports, for fund accountability, reconciliation with other accounting reports, and audit purposes.

RETENTION: Retain 20 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: General ledgers may also be prepared monthly or at any point in time.)

SCL-63. GRANT FILES:

13-012

This series is most often arranged alphabetically by grant name and contains information concerning the administration of funded grants. Information may include: grant applications, working papers, grant documents, and monitoring and accounting records. This record series is maintained for administering current grants, for reference when requesting new grants, and for audit purposes.

RETENTION: Retain in office until final expenditure report has been submitted, then transfer to storage for 5 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-64.	**GRANT FINANCIAL STATUS/CLAIMS FOR REIMBURSEMENT:**	**13-012**

This series contains reports at are filed periodically to receive reimbursement under various grant guidelines; project completion reports filed with the Department of Education; and food reimbursement claims. Information may include, but is not limited to: budget number, budget period, date approved, reporting period, local educational agency, initial approval, amendments approved, totals, salaries, employee benefits, purchased services, supplies and materials, indirect costs, capital acquisitions, revenue received or requested, less total expenditures, funds of hand, current request, authorized representative, and date. This record series is maintained for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-65.	**INDIVIDUAL EARNINGS RECORD:**	**13-012**

This series contains an employee's individual earning record. Information may include: employee number, salary, contract, units, absence, gross income, federal income tax deduction, social security deduction, Medicare deduction, retirement deduction, other deductions, and net pay. This subsidiary record serves to accumulate payroll information by employee for the year for income tax and other purposes. This may be a summarized account.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-66.	**INSURANCE FILE:**	**13-012**

This series contains information used for both reference and documentation concerning various insurance policies of the school and the self-insured liability risk pool. Information may include: type of insurance, company, policies and numbers, declarations, policy conditions, forms and endorsements, and related materials. This record series may be used as documentation to insurance coverage and for reference to policy terms and conditions.

RETENTION: Retain current in office. Transfer superseded or obsolete to storage for 6 years. Destroy 6 years after superseded provided no litigation or claims are pending.

Retain "Declaration Page" of any "occurrence liability policies" in office 36 years after expiration. Destroy 36 years after expiration.

SCL-67.	**INVENTORY, SUPPLIES AND MATERIALS:**	**13-012**

This series contains an inventory of supplies on hand of a particular type of goods or materials at any given time. Information may include: identification of supply item, date purchased, and cost. A perpetual inventory system must be kept regarding any enterprise type fund. Information in the inventory system may include: beginning inventory amounts, amounts purchased, amounts used, and ending inventory amounts. This records series is maintained for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-68.	**INVESTMENT RECORDS:**	**13-012**

This series contains the school district's investment records. Information may include: type of interest bearing deposit or investment, identifying number, date purchased, maturity date, cost, face value if different than cost, amount of discount or premium, fund, interest rate, interest payment periods, amount of interest received or credited, receipt number, dates interest was received, amount received when sold, and date sold or redeemed. This subsidiary record serves as a control for interest bearing deposits and investment.

RETENTION: Retain 1 year in office after sold or redeemed, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-69. IRS FORM 1099: **13-012**

This series contains a copy of each IRS Form 1099 submitted to persons to whom were paid more than $600 per year for services. Information may include: name, social security or business identification number, and amount paid. The information is maintained to document which notices were sent. The recipients send their copy to the IRS long with their Federal Income Tax Returns to document yearly income. This record series is maintained for audit purposes.

RETENTION: Retain 7 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-70.	**LEAVE LIABILITY REPORT:**	**13-012**

This series documents leave earned, taken, and remaining by employees of the school district. Information may include: payable sick leave, accumulated sick leave, accumulated leave, date of entry, days absent, additional leave, personal leave, and annual (vacation) leave. This record series is used to determine the school district's liability in the area of sick and annual leave.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the record have been resolved and final action has been taken.

SCL-71.	**LEAVE REQUESTS:**	**13-012**

This series contains the form used in requesting leave on behalf of employees needing time off for personal vacation, jury duty, death or illness in family, or sickness. The forms contain: employee's name, date(s) of requested leave, total hours requested, type of leave requested, and signatures of the employee and approving supervisor. They are used to insure adherence to contract terms.

RETENTION: Retain 2 years, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER

SCL-72. LONG TERM DEBT RECORDS AND AGREEMENTS:

13-012

This series contains the school district's long term debt records and agreements. Types of debt may include: Capital Outlay Certificates, General Obligation Bonds, Capital Lease Agreements, and other debt entered into or incurred by the school district. Information may include: the original documents constituting the establishment of debt, debt repayment schedule showing principal amount, interest rates, interest amounts, dates of redemption, and other general terms of debt. This record series is maintained for audit purposes.

RETENTION: Retain in office as long as debt is outstanding. Destroy 5 years after debt has been cancelled provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-73. LOYALTY OATHS (OATHS OF OFFICE):

13-012

This series contains the original signed oath of various elected and appointed officials of the school board. Information includes: state, county, name of person being sworn, text of oath, signature, date, signature of judge or notary, and seal. The oaths have little value after the respective officials have left office.

RETENTION: Retain current in office. Destroy when respective official has left office.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-74.	**MINUTES, SCHOOL BOARD:**	
	This series contains original minutes from school board meetings and are maintained here as a public record. Information may include: date and time of meeting, members present, topics discussed, actions taken, and authorized signatures. This records series is used for reference concerning actions taken and for reporting purposes. **RETENTION:** Retain permanently.	**13-012**
SCL-75.	**NOMINATING PETITIONS:**	
	This series contains petitions used to nominate candidates for membership on the school board. Information may include: name of candidate seeking office, name of person signing petition, address of petition signer, and date of signing. **RETENTION:** Retain 1 year in office, then destroy.	**13-012**
SCL-76.	**PAST DUE ACCOUNTS:**	
	This series is used in generating dunning letters to parents of students with past due accounts. The file is arranged alphabetically by student's name and may include: code number, student's name, parent's name, amount owed, and date of billing. This record series is used to collect on past due accounts. **RETENTION:** Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.	**13-012**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER

SCL-77. PAYROLL AUTHORIZATION REPORTS:

13-012

The series contains the payroll authorization reports which is generated every payroll. Information is arranged alphabetically and may include: employee name, timecard entries, rate of pay, hours, unit, overtime, holiday, vacation, sick pay, and all other leave and miscellaneous additions or deductions. This record series is used to record the rate of pay and any supplemental pay received.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-78. PAYROLL REGISTER:

13-012

This series is generated to record issuance of checks for employee payroll. The file is arranged alphabetically and may include: employee's name, date of pay, gross salary, employee number, department, check number or direct deposit identifying number, and details on all deductions resulting in net pay.

RETENTION: Retain 20 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER

SCL-79. PAYROLL GENERAL LEDGER DISTRIBUTION RECORD:

13-012

This report is generated to record payroll and payroll deductions made monthly by the school district. The file is arranged by department and may include: employee's name, gross salary amounts, check number, withholdings, retirement, insurance, all other deductions resulting in the net pay, and the school districts share of benefits paid. Total posting should reconcile with those totals recorded in the general ledger.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-80. PERSONNEL FILES:

13-012

This series contains a folder for each employee in the school district. Information may include, but is not limited to: application for employment, personal data sheet, personnel action notices, position description questionnaires, authorizations for payroll deductions, letters of reprimand and commendation, resume', service record, notice of resignation, W-4 forms, I-9 forms, transcript, teacher's certificate, performance appraisals, teacher evaluations, and supervisor's report of employee separation. The record series serves as a history of the employee's service.

RETENTION: Retain current employee files in office. Transfer terminated employee files to storage for 3 years. Destroy by shredding 3 years after termination provided sufficient data on hours worked and compensation received has been maintained by the school district; and no litigation or grievance is pending.

(Note: Review files at least once a year to avoid a build-up of superseded or obsolete material.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-81.	**PUBLICATION NOTICES:**	**13-012**

This series contains the affidavits of publication for schools.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-82. PURCHASE ORDERS: **13-012**

This series documents the approval of items for purchase by the business office. Information may include: purchase order number, shipping address, date, coding, quantity, number ordered, number received, stock number, description, price, total amount, and date of "Purchase Order Request".

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-83. QUOTATIONS: **13-012**

This series is used to document the letting of informal quotes. Notification of quotes is sent to a sampling of vendors who then submit their price and the school choices. Information may in include: quantity, item, price, total, and closing date.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-84.	**RECEIPTS:**	
	This series is issued in duplicate and both the original and duplicate copies of receipts which are voided should be retained. The receipt provides proof of payment for the payer and a means of accountability for money received by the school district. Receipts should be pre-numbered and include: date, receipt number, name of school district, received from, amount, description, fund name credited to, and received by signature. The nature of some receipts will require supporting documents be maintained by the school district. Examples of such receipts are food service sales, admissions to school functions, county remittance advices, and grant claims, for reimbursement.	**13-012**
	RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the record have been resolved and final action has been taken.	
SCL-85.	**RECORDS MANAGEMENT FILES:**	
	This series contains records management information. Information may include: Records Retention and Destruction Schedule (RRDS), copies of microfilm project registration forms, inventory listings, and records destruction lists. This record series is maintained to document the time each record series must be legally maintained and to document the destruction of obsolete records.	**13-012**
	RETENTION: RECORDS DESTRUCTION LISTS: Retain permanently pursuant to SDCL 1-27-19.	
	ALL OTHER INFORMATION: Retain current in office. Destroy superseded or obsolete.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER

SCL-86. REGISTERED WARRANT REGISTER:

13-012

This series records checks which are not paid for want of funds. Information on the register may include: number, date, and amount of each warrant, fund upon which the same is drawn, date of presentation, name and address of the person in whose name the same is registered, date of payment when made, amount of interest and the total amount paid thereon, date when notice to the person in whose name such warrant is registered is mailed. This series serves as a control record on the warrants from the time they are registered until they are paid.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

SCL-87. REQUISITIONS:

13-012

This series initiates the "Purchase Orders" if the request is deemed appropriate. Information on the form includes: request date, department or class, coding, approved by, address, quantity, itemized description, unit price, total, employee's signature, and date.

RETENTION: Retain 2 year in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER

SCL-88. RETIREMENT CONTRIBUTION REPORTS, MONTHLY:

13-012

This report is used to document employee and employer contributions to the State Retirement System. Information may include: employer name, employee name, billing date, current report totals, employer matching totals, outstanding balance, delinquency payments, total, and authorized signatures. This record series is used to document proper contributions.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-89. REVENUE BUDGET RECORD:

13-012

This series contains the revenue budget record which is used to record the summary of each revenue source recognized in the general journal or recorded in the cash receipts journal. The business manager prepares it monthly to monitor revenue and to report to the school board. Information may include: period ending date, account number, description, actual budget, revenue for month, revenue to date, percentage, budget balance, and fund totals. A revenue budget record should be established for each budgeted fund.

RETENTION: MONTHLY REPORTS: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

YEAR-END REPORTS: Retain 20 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-90.	**SCHOOL BOUNDARY CHANGE & REORGANIZATION PLANS:**	**13-012**

This series contains the documentation for all boundary changes and any reorganization plans that may be approved by the school board of the district. Information may include: boundary change, which are property transfers from school district to another; reorganization plans for consolidation, formation, and/or subdivisions of the school district; correspondence; results of elections; and notification. This record series is maintained for reference purposes.

RETENTION: Retain permanently.

SCL-91.	**SURPLUS SALE RECORDS**	**13-012**

This series is arranged chronologically by sale date and contains information relating to the disposition of items sold at a public auction. Information may include: notification of surplus property forms, expense vouchers, advertisements of sale, legal notices, auctioneer contracts, and clerk sheets. This record series is used to verify all transactions for property sold and for reference concerning the disposition of certain items.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER

SCL-92. TIME AND WORK RECORDS, DAILY:

13-012

This series contains detailed daily work records of hourly school district employees. Information may include: date, hours of arrival and departure, days off, hours off, total hours for period, department, employee name, signature of employee, and signature of supervisor. Time card/sheets initiate the payroll authorization process and are maintained for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

(Note: For employees who are to be paid through federal grants, a personnel activity reports must be prepared notating the time expended per activity per building site.)

SCL-93. TITLE VIII OF ESEA (IMPACT AID) APPLICATIONS:

13-012

This series contains the Title VIII of ESEA (Impact Aid) applications submitted by the school district. Information may include: student counts, revenue and expenditure data, taxable valuation, and property descriptions. This record series is maintained to document eligibility to receive funding.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-94.	**TUITION ASSIGNMENT REQUESTS:**	**13-012**

This series documents the application and approval for tuition assignment by the school board for students who wish to attend a district they do not reside in. The request is filed annually and may include: name of student, age of student, grade of student, requested out-of-district school district, miles to school of attendance, and parent's or guardian's signature.

RETENTION: Retain 1 year in office, then destroy.

SCL-95.	**UNCLAIMED CHECK RECORDS:**	**13-012**

This series contains records that document the issuance of a check/warrant that has never been cashed. This information should be forwarded to the State Treasurer if not claimed or resolved within twelve months of issuance.

RETENTION: Retain 5 years in office, then transfer to the State Treasurer pursuant to SDCL 43-41B, the Uniform Unclaimed Property Act.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-96.	**UNEMPLOYMENT INSURANCE AND EMPLOYEE CONTRIBUTION & WAGE REPORTS:**	**13-012**

This series is arranged chronologically by reporting date and contains unemployment insurance reports and employee contribution & wage reports. Information may include: account number, name, address, date quarter ended, wages paid, wages in excess, taxable items, and number of employees. This record series is maintained to document total wages paid to school district employees during the quarter.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-97.	**VEHICLE FILES:**	**13-012**

This series contains information regarding each vehicle. Information may include: trip data including vehicle identification number, sign-out sheets for each vehicle, sign-out dates and times, driver, return dates and times, beginning and ending odometer readings, and purposes of travel, fuel/oil usage data, and summaries of maintenance performed on each vehicle. This record series is maintained to document usage of each vehicle, to justify the sale of old vehicles and purchase of new vehicles, and for audit purposes

RETENTION: Retain trip data 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

Retain fuel/oil usage data and maintenance records 5 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-98.	**VOUCHERS:**	**13-012**

This series may contain copies of travel, non-cash, direct, receiving, and journal vouchers. Each voucher includes: the reason for which the money was expended, the amount, the fund expended from, date, who the funds went to or what account they were transferred to, and the authorized signatures. They are used for reference to determine quantities and descriptions of supplies and services ordered, for vendor information, and audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-99.	**VOUCHERS, TUITION CLAIM:**	**13-012**

This series is used to bill students attending school but not residing in the school district. Information on the voucher includes: school fiscal year, date, to, from, address, name of student, name and address of parent or guardian, student's school district number, length of school term in days, number of days student was member, dates during which student was member, grade in which enrolled, rate of tuition per day, total amount of tuition due for period, and signature of clerk or business manager of school district submitting claim for payment.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-100.	**WAGE AND TAX STATEMENTS (W-2 FORM):**	**13-012**

This form is generated annually and contains: name, social security number, number of exemptions, federal tax withheld, FICA tax withheld, total wages earned, state tax withheld, employer identification number, and employer's name and address. The original is retained by the employer and two duplicates are mailed to the employee.

RETENTION: Retain 7 years in storage, then destroy.

SCL-101.	**WAGE GARNISHMENTS:**	**13-012**

This series contains the legal instruments from the courts used to support the wage garnishment of an employee of the school district. Garnishment of debts and property is provided for under SDCL 21-18.

RETENTION: Retain in office through satisfaction of garnishment, then transfer to storage for 5 years. Destroy 5 years after satisfied provided all litigation, claim, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-102.	**WITHHELD FEDERAL INCOME TAX, QUARTERLY RETURN OF:**	**13-012**

This series contains the (941) Employer's Quarterly Federal Tax Return. Information may include: employer identification number, calendar quarter of return, tax liability, total wages, income tax withheld, adjusted total of income tax withheld, net tax, signature of business manager, and the date. This record series is used to report total earnings and withholdings to the Internal Revenue Service Center.

RETENTION: Retain 7 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-103.	**WITHHOLDING ALLOWANCE CERT. EMPLOYEE'S (W-4 FORM):**	**13-012**

This series contains the W-4 forms submitted by every employee in the school district. Information may include: employee's name, social security number, marital status, address, allowances, exemptions, employee's signature, employer's name and address, and employer identification number. The W-4 remains in effect until employee changes it. The record series is used to inform the employer of how much money to withhold according to his tax liability.

RETENTION: Retain current in office. Destroy superseded or obsolete.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-104.	**ACADEMIC PROGRESS REPORTS:**	**13-012**

This series documents and monitors a student's academic progress through elementary and secondary school. Teachers compile the information which may include: student's name, class, subject, date, teacher, counselor, current status, ability, attitude, performance, recommendations, and additional comments.

RETENTION: Retain 5 years in office after graduation and/or after 5 years of continuous absence from school, then destroy after notice of intention to destroy has been given.

SCL-105.	**ATTENDANCE CALENDARS:**	**13-012**

This series is used to record conferences with parents, times tardy, and comments concerning attendance. Information may include: name, date, student identification number, and whether absence was excused or unexcused.

RETENTION: Retain in office until after graduation and/or after 5 years of continuous absence from school, then destroy.

SCL-106.	**CLASS TEST RECORD SHEET:**	**13-012**

This series is maintained to provide the Board of Education with test scores used to determine curriculum strengths and weaknesses. Information may include: test scores, date tested, percentile rank, and name of test. The information is duplicated in the standard test record.

RETENTION: Retain 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER

SCL-107. CONSENTS, MEDICAL TREATMENT:

13-012

This series documents the consent of parent/guardian and child for emergency medical services that may be required while the child is under the supervision of an employee of the school district. The consent form is filed annually and may include: school district, name of student, date of signing, and signatures of parent/guardian and child.

RETENTION: Retain 1 year in office, then destroy.

SCL-108. CUMULATIVE STUDENT FOLDERS:

13-012

This series contains student record information maintained by the school. Information may include: attendance record, academic progress report, IEPs, test results, immunizations, some discipline reports, and other pertinent records needed to monitor the progress of each student. This record series is maintained for reference purposes.

RETENTION: Retain in office until after graduation and/or after 5 years of continuous absence from school, then destroy.

(Note: Upon graduation and/or after 5 years of continuous absence transfer any records that are permanent records to the "Student's Permanent Record" file.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER

SCL-109. ENROLLMENT & STUDENT RECORD DATA REPORT:

13-012

The annual Education Data System Enrollment and Student Record Report documents enrollment qualifications for funding by the Division of Elementary and Secondary Education. Information may include: name of school, name of program, school code number, OE program code number, school telephone number, name of instructor completing this form, number of contact hours required for student to complete program, date of first enrollment, program level, special needs, and completion information.

RETENTION: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-110. ENROLLMENT CARDS:

13-012

This card series documents the enrollment of a student in grade school. The file is arranged alphabetically by student name and is segregated by grade. Information may include: student's name, date of birth, and sex; parents or guardian's name, phone, address, and occupation; date of entrance; family physician; district number; grade; year; teacher; and date of withdrawal.

RETENTION: Retain 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-111.	**HEALTH RECORD:** This series is arranged alphabetically by student's name and serves to chronicle the health record of the student. Information may include: student's name, history of illness, emergency telephone number, physician's name, name of school previously attended, certificate of immunization, sex, birthplace, birthdate, and parents or guardian's name and address. Entries are made primarily while the student is in the elementary grades, but is retained in student's file through his senior year. **RETENTION:** Retain in office until after graduation and/or after 5 years of continuous absence from school, then destroy.	**13-012**
SCL-112.	**KINDERGARTEN SCREENING REPORT:** This series is used to note developmental stages of kindergarten students and may be used for early detection of learning or physical disabilities. Categories evaluated may include: physical, emotional, social, intellectual, and speech. The evaluations are performed by the kindergarten instructor. **RETENTION:** Retain 5 years in office, then destroy.	**13-012**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER

SCL-113. STUDENT'S PERMANENT RECORD:

13-012

This series constitutes the student's permanent record which includes the official school transcript and pursuant to SDCL 13-27-3.2, any copy of any certified birth certificate provided pursuant to SDCL 13-27-3.1. Information on the transcript may include: student's name, address, identification number, date of birth, and gender; name of school; parent's name and phone number; enrollment history; transcript statistics; graduation date, diploma date and diploma received; courses taken; grades and credit received; academic achievement test scores and written permission to release scores pursuant to SDCL 13-3-56; and a record of participation in recognized school activities or sports. This record series is maintained to document academic achievements and to provide a complete record of grades attained.

RETENTION: Retain permanently.

(Note: Consider microfilming when volume warrants.)

SCL-114. READING PROGRESS CARD:

13-012

This series documents a students' reading progress. Information may include: level of instruction, master test scores, list of specific skills needing development, and recommendations for further instruction. Tests are given annually and recorded at that same time.

RETENTION: Retain in office until after graduation and/or after 5 years of continuous absence from school, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER

SCL-115. RELEASE REQUESTS:

13-012

This series is required by the Family Educational Rights and Privacy Act of 1975 (PL 93-3580) whereas a reasonable effort must be made to notify the parent or eligible student of the exchange of school information. Information may include: student's name, date of birth, grade, records requested by, records requested from, address, specific records to be disclosed, purpose of disclosure, date, and signature of parent/guardian or individual.

RETENTION: Retain in office through students' last year in school and/or after 5 years of continuous absence from school, then destroy after notice of intention to destroy has been given.

SCL-116. REPORT CARDS:

13-012

This series is used to report academic status of students to parents. Information on the card includes: name, year, grade, subjects, grades attained, attendance record, and principal's signature.

RETENTION: Retain 1 year in office, then destroy.

SCL-117. STANDARD TEST SCORES:

13-012

This series documents achievement levels in relation to grade level in school. Tests are administered throughout the elementary and secondary grades. Test may include: State and National assessment tests.

RETENTION: Retain in office until after graduation and/or after 5 years continuous absence from school, then destroy.

(Note: Test scores that are needed by higher education institutes are to be transferred to "Student's Permanent Record". Examples are SAT, ACT, and ASVAB.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-118.	**TEACHER RECORDS:**	**13-012**

This series serves as a report of attendance and classification of work performed. The records were generated annually and were filed with the County Superintendent. Information may include: age, sex, dates present and absent, grade attended, subjects, and whether promoted or retained. This series was discontinued in the 1940's.

RETENTION: Retain permanent in office if this is the only permanent student record.

Retain 1 year in office, then destroy if this series is used only as a "Teacher's Grade Book".

SCL-119. TRANSFER OF RECORD FILE: **13-012**

This form series documents the transfer of school records to or from the school district in the event a student moves to another school district. Information in the transfer may include: student's name, grade, parent's name, transferred from, transferred to, subjects, grades attained, and textbooks used.

RETENTION: Retain 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-120.	**INDIVIDUAL EDUCATION PROGRAM (IEP), FILES:**	**13-012**

This series documents the drafting of an Individual Educational Program for a student determined to be educationally deprived. Information may include: student name, date of birth, date of program entry, present levels of performance, prioritized long-term goals, short-term objectives, placement recommendation, beginning/ending date, minutes per day, time in regular classroom, review date, committee members present, date of meeting, and parent's signature and date.

RETENTION: Retain in office through students' last year in school and/or after 5 years of continuous absence from school, then destroy after notice of intention to destroy has been given.

(Note: File should contain the most recent IEP as well as the most recent three year evaluation and eligibility documents.)

SCL-121.	**INDIVIDUAL EDUCATION PROGRAM REVIEWS:**	**13-012**

This series documents the notification of parents of scheduled meeting date to review the Individual Education Program of their child. Information may include: name of student, parent or guardian, type of evaluation, principal's signature, and signature of instructor or therapist.

RETENTION: Retain in office through students' last year in school and/or after 5 years of continuous absence from school, then destroy after notice of intention to destroy has been given.

(Note: During a student's educational term the most recent as well as the previous two years of notifications will be maintained in the file.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-122.	**PARENT PERMISSION FOR STUDENT EVALUATION FORMS:**	**13-012**

This series documents the receipt of approval prior to testing or evaluation by any school staff. This prior approval is in compliance with federal regulations. Information may include: date, name of student, date of birth, school, reason for evaluation, person requesting evaluation, name and position of person(s) conducting the testing or evaluation, type of evaluation, permission granted or denied, and signature or parent or guardian.

RETENTION: Retain in office through students' last year in school and/or after 5 years of continuous absence from school, then destroy after notice of intention to destroy has been given.

(Note: During a student's educational term the most recent as well as the previous two years of notifications will be maintained in the file.)

SCL-123.	**PARENTS' PERMISSION, TEMPORARY PLACEMENT (IEP):**	**13-012**

This series documents the request of the school system for temporary placement of a student deemed to be in need of special education services. The request is sent to the parents requesting parental approval and their signature. Information may include: date, name of child, staff member making recommendation, school phone number, signature of parent or guardian, and parents address or phone number.

RETENTION: Retain in office through students' last year in school and/or after 5 years of continuous absence from school, then destroy after notice of intention to destroy has been given.

(Note: During a student's educational term the most recent as well as the previous two years of notifications will be maintained in the file.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-124.	**PSYCHOLOGICAL FILE:**	**13-012**

This confidential file series is used to provide a basis for academic placement. Information may include: name, date of birth, referred by, examined by, assessment procedures, summary of findings, and signature of psychologist.

RETENTION: Retain in office through students' last year in school and/or after 5 years of continuous absence from school, then destroy after notice of intention to destroy has been given.

SCL-125.	**REFERRAL FORMS:**	**13-012**

This series documents the referral of a student by a teacher for special consideration by the placement committee. Information may include: areas of special concern and a listing of observed problem areas. The form is signed by the teacher making the referral and submitted to the principal or Special Services Director.

RETENTION: Retain in office through students' last year in school and/or after 5 years of continuous absence from school, then destroy after notice of intention to destroy has been given.

SCL-126.	**RELEASE FORMS OF SPECIAL EDUCATION:**	**13-012**

This series documents the release from Special Education and appraisal of all parties involved. Information may include: student's name, date, birthdate, goals met, recommendations, approval of parent and signature, and a provision approving destruction of all previous tests and Individual Educational Programs one year after dismissal.

RETENTION: Retain in office through students' last year in school and/or after 5 years of continuous absence from school, then destroy after notice of intention to destroy has been given.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-127.	**RELEASE REQUESTS:**	**13-012**

This series is required by the Family Educational Rights and Privacy Act of 1975 (PL 93-3580) whereas a reasonable effort must be made to notify the parent or eligible student of the exchange of school information. Information may include: student's name, date of birth, grade, records requested by, records requested from, address, specific records to be disclosed, purpose of disclosure, date, and signature of parent/guardian or individual.

RETENTION: Retain in office through students' last year in school and/or after 5 years of continuous absence from school, then destroy after notice of intention to destroy has been given.

SCL-128.	**REQUESTS FOR SPECIAL ASSESSMENTS:**	**13-012**

This series documents the request by special education personnel to initiate testing by a psychologist. Information may include: student's name, grade, parent, address, date of birth, teacher, phone, reason for referral, referral expectations, assessments requested, financial responsibility, and superintendent's or designee's signature.

RETENTION: Retain in office through students' last year in school and/or after 5 years of continuous absence from school, then destroy after notice of intention to destroy has been given.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-129.	**SPECIAL EDUCATION ENROLLMENT FORMS:**	**13-012**

This series documents the enrollment of children in the Special Education Program, and copies are submitted annually to the Division of Elementary and Secondary Education, Special Education Program for their reference. Information may include: date, identification number, name, district, duplicate, category, date of birth, age, certification date, entry date, and social security numbers of the staff.

RETENTION: Retain in office through students' last year in school and/or after 5 years of continuous absence from school, then destroy after notice of intention to destroy has been given.

(Note: The most recent form will be retained in the student's file.)

SCL-130.	**SPECIAL EDUCATION MONITORING FILES:**	**13-012**

This series contains Special Education monitoring information. Information may include: working papers, criteria's, school district's name, administration, rules, findings, and compliance. The information is used for reference, audit, and monitoring compliance purposes.

RETENTION: Retain 5 years in office, then destroy after notice of intention to destroy has been given and provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-131.	**STAFFING REPORTS:**	
	This series documents the evaluation of students for possible placement, continued placement, or other action. Information may include: student's name, grade, teacher, parent or guardian, members present, team findings, recommendations, responsibilities, date to be reviewed, signature of staff member completing report, and parent or guardian signature. **RETENTION:** Retain in office through students' last year in school and/or after 5 years of continuous absence from school, then destroy after notice of intention to destroy has been given.	**13-012**
SCL-132.	**STATEMENT OF PARENT RIGHTS:**	
	This series documents the notification of parents with children receiving special services of their rights and the procedures concerning placement. The statement is signed by the parent or guardian and dated. **RETENTION:** Retain in office through students' last year in school and/or after 5 years of continuous absence from school, then destroy after notice of intention to destroy has been given.	**13-012**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-133.	**TEST FILE, DIAGNOSTIC OR ACHIEVEMENT:**	
	This series is used to maintain results of diagnostic or achievement tests completed by the student and used to monitor progress and determine the need for special services. Information may include: name of student, test name, score received, date of test, and percentile ranking.	**13-012**
	RETENTION: Retain in office through students' last year in school and/or after 5 years of continuous absence from school, then destroy after notice of intention to destroy has been given.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-134.	**ACCOUNTS RECEIVABLE FILES, STUDENTS:**	**13-012**

This series serves as a central depository for accounts receivable information regarding students with outstanding accounts and student deferrals, and copies of reports sent to various collection agencies requesting assistance in collecting delinquent loans. Information may include: name; identification number; address; loan number; amount due; type of account; account status; copies of statement issued; summary of payments copies of correspondence with the student, the and collection agency; and other collection data. This record series is used to monitor those loans which are being paid, to list those which have been turned over to a collection agency, to document attempts to collect outstanding loans, or to document those which have been written off.

RETENTION: Retain outstanding in office. Transfer to storage for 4 years when paid-in-full or write-off authority has been granted. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-135.	**ACCREDITATION FILES:**	
	This series contains background documents pertaining to the Technical Institutes' accreditation process. Information may include: minutes, publications pertaining to accreditation, working papers, drafts, completed self-study, reports of on-site review, correspondence, official accreditation notices, date of accreditation, list of deficiencies (if any), response to deficiencies, certification records, letters, on-site review number, records of on-site reviews, and signatures of authorized representatives of the accrediting entity and the Technical Institute. This record series is maintained to document background information required for accreditation.	**13-012**
	RETENTION: INSTITUTION REPORT, TEAM RESPONSE, AND FINAL ACTION: Retain permanently.	
	ALL OTHER INFORMATION: Retain current in office. Destroy obsolete.	
SCL-136.	**ADDRESS AND PERSONAL DATA:**	
	This series is arranged by semester and contains student's address and personal information. Information may include: directory information, address, telephone number, and parent/spouse telephone number.	**13-012**
	RETENTION: Retain current.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-137.	**ADD/DROP FORMS:**	
	This series contains the forms that document the course(s) added or dropped from each student's schedule. Information may include: name, identification number, social security number, date classification, course number, course title, addition or deletion status, and signatures of the student, advisor, and instructor (if applicable). This record series is used to update the current class rosters, to document class changes made by the student, and to initiate corrections for tuition costs. **RETENTION:** Retain 1 year in office, then destroy.	**13-012**
SCL-138.	**ALUMNI INFORMATION:**	
	This series contains general information concerning each alumnus. Information may include: name; maiden name (if applicable); degree; years attended; home address; telephone number; occupations; marital status; interests; hobbies; accomplishments; amount of contribution(s), date(s), use (if restricted), and purposes; and other information regarding each. This record series is maintained as a source for fund-raising purposes, to write press releases concerning highly successful graduates, for newsletter information, placement opportunities, alumni correspondence, and for reference purposes. **RETENTION:** Retain information current. Destroy superseded or obsolete.	**13-012**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-139.	**APPLICATION FOR ADMISSIONS:**	**13-012**

This series is arranged alphabetically by applicant's name and contains the student application for admission to a technical institution. Information may include: student's name, address, city, state, zip code, telephone number, email, social security number, birth date, demographic information, possible program/major course of study, high school attended and year graduated, entrance test scores, transcript of high school courses, grades, post-secondary transcripts of courses (if applicable), copy of birth certificate or driver's license, citizenship, and referral information. The information on the application is required, verified, and used to determine if an applicant meets admission requirement of the technical institution.

RETENTION: ENROLLED: Retain 10 years after last date of attendance, then destroy.

UN-ENROLLED: Retain 1 year, then destroy by shredding.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-140.	**APPLICATION FOR GRADUATION:**	**13-012**

This series is arranged alphabetically by student's name and contains student applications to graduate at the end of a given academic semester. Information may include: date, name, social security number, identification number, current mailing address, parents/spouse name and address, permanent mailing address, telephone number, degree, major(s), date of graduation, signature, official transcript, and checklist (if applicable). The application notifies the Registrar of the student's intent to graduate and the final recommendation for graduation. This record series is maintained for reference purposes to document that the student has fulfilled all requirements prior to graduation.

RETENTION: Retain 10 years after last date of attendance, then destroy.

SCL-141.	**APPLICATIONS FOR WORK-STUDY:**	**13-012**

This series is arranged alphabetically by name of applicant and contains applications submitted by work-study students desiring employment with the technical institution. Information may include: name, address, gender, telephone number, position applied for, type of work desired, date of application, education, previous employment experience, work history, honors, special skills, health, classification, availability dates, signatures, and comments. This record series is used by the program to review applicants' qualifications and to aid in the hiring process.

RETENTION: SUCCESSFUL APPLICATIONS: Retain active in office. Transfer terminated to storage for 2 years. Destroy 2 years after terminated.

UNSUCCESSFUL APPLICATIONS: Retain 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-142.	**ARTICULATION AGREEMENTS:**	
	This series is arranged alphabetically and contains agreements between the vocational/technical schools and universities regarding dual enrollment cooperative agreements and requirements. Information may include: university course prefix and title, semester hours, date of approval, sample of university transcript, a copy of the agreement between the two parties, associate degree courses, credits, sample schedule, addendum to catalog, and other related information. This record series is used for documentation and for reference purposes.	**13-012**
	RETENTION: Retain 2 years in office after terminated, then transfer terminated to storage for 73 years. Destroy after 75 years.	
SCL-143.	**AUTHORIZATION FOR RELEASE OF ACADEMIC INFORMATION:**	
	This series is arranged alphabetically by student's name and contains formal student authorization for release of academic information. Information may include: name, social security number, student's signature and date, and name of party requesting the release of the information. This record series is used to document authorization for release of academic information to the requesting party.	**13-012**
	RETENTION: Retain 1 year in office, then destroy.	
	(Note: Information is maintained pursuant to the Family Educational Right and Privacy Act (FERPA) of 1974.)	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-144.	**CHANGE OF GRADE FORMS:**	**13-012**

This series contains the forms that document changes in student grades as authorized by originating instructor. Information may include: student's name; identification number; course name and number; section; credit hours; semester; instructor; date work was completed; grade assigned; and authorized signatures. This record series is used to document class completion, grade assigned or grade changes needed due to previous error, and to update the student's transcripts.

RETENTION: Retain 10 years after last date of attendance, then destroy.

SCL-145.	**COMMENCEMENT PROGRAMS:**	**13-012**

This series is arranged chronologically and contains commencement programs listing graduates and degree(s) received by each. Information may include: name of institution, date, time, location, ceremony schedule, speaker, vitae, graduates, degrees, notation of honoraries, and notation of graduation honors. This record series is used for maintaining counts on the number of degrees and actual degrees awarded, for distribution, and for historical documentation. The programs are distributed at the commencement ceremony.

RETENTION: Retain permanently.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-146.	**COPYRIGHT COMPIANCE RECORDS:**	**13-012**

This series contains the copyright compliance forms completed by individuals who request copies of copyright protected articles. Information may include: name of journal, article title, name of individual receiving the article; etc. This record series is maintained to document compliance with federal copyright regulations.

RETENTION: Retain 5 years, then destroy provided no litigation is pending.

SCL-147.	**COPYRIGHT PERMISION FORMS:**	**13-012**

This series documents permissions granted for reproduction and distribution of materials. Information may include: the document to be reproduced, copyright date, name of publisher, name of author, and purpose of reproduction and distribution.

RETENTION: Retain 5 years, then destroy provided no litigation is pending.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-148.	**COURSE CATALOGS:**	
	This series is arranged chronologically by term and contains course catalogs. Information may include: school history, vision and mission statement, institutional learning outcomes, general education philosophy, accreditation information, admissions information, financial information, student services, academic information, graduation requirements, program offerings and credit hours, course descriptions, academic calendar, and professional staff and faculty information. This record series is used to provide students a guide and instructions for the following term.	**13-012**
	RETENTION: ADDMISSION'S OFFICE: Retain permanently.	
	ALL OTHER OFFICES: Retain 1 year in office, then destroy.	
SCL-149.	**DROP/HOLD FILES:**	
	This series contains drop/hold slips issued for each student. Information may include: student's name, address, social security number, date of birth, department, course hours, and effective dates. This record series is maintained to determine impact to financial aid.	**13-012**
	RETENTION: Retain active in office. Destroy superseded or obsolete.	

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER

SCL-150. ENROLLMENT PERMISSION CARDS:

13-012

This series is arranged alphabetically by instructor's name and grants permission by the instructor to enroll additional students in a course. Information may include: student name, social security number, course name, section number, credit hours, semester, date signed, and instructor's approval signature. This record series is used by the Admission's Office to ensure students have received the instructor's permission prior to being enrolled in a class, and to ensure permission was granted for students enrolled in over-booked classes.

RETENTION: Retain in office for relevant term, then destroy.

SCL-151. ENROLLMENT PROJECTIONS:

13-012

This series is arranged chronologically and contains worksheets used to determine enrollment statistics for future years. Information may include: high school enrollment data, questionnaires and surveys, past year comparisons, population statistics, and other related information. This record series is used to project future enrollments for reporting, planning, and budgeting purposes.

RETENTION: Retain 3 years in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-152.	**ENROLLMENT REPORTS:**	**13-012**

This series is arranged chronologically and contains enrollment reports. Information may include: number of students enrolled, semester, class standings, student demographics, list of honor society students, geographic location, enrollment status, self or state supported, comparison studies with other schools, annual reports, and other related information. This record series is used to answer information requests regarding enrollment by the public, for reference purposes, to summarize enrollment statistics, to monitor trends, and for accreditation purposes.

RETENTION: Retain 10 years in office, then destroy.

SCL-153.	**EQUIPMENT FILES:**	**13-012**

This series contains information concerning equipment that the school owns or operates. Information may include: equipment name, equipment inventory number, class type, model number, serial number, location, conditions, owner's manuals, a copy of the Purchasing and Printing agreement, company service updates, warranty, and notes on service and/or problems encountered. This record series is maintained as a reference to services rendered on each piece of equipment and to document the need for equipment replacement.

RETENTION: Retain in office for life of equipment, then destroy provided 1 year has passed since an independent post-audit report has been received.

CHECK OUT REPORTS: Retain 1 year in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-154.	**FINAL EXAMS:**	**13-012**

This series contains the final exams, which may include tests, exams, term papers, reports or other methods for evaluating the course. Information may include: course title; course number; instructor's name; and questions relating to course material, labs, research topics, and reports. This record series is maintained for final evaluation of the student academic progress and for student review.

RETENTION: Retain 5 years, then destroy.

SCL-155.	**FISCAL OPERATION REPORT (FISAP):**	**13-012**

These annual fiscal operation application to participate (FISAP) reports contains information regarding federal funding of campus based programs, which provide students with financial aid including work-study, Perkins Loans, and supplemental educational opportunity grants (SEOG). Information may include: date, name of institution, Perkins Loan program portion of fiscal operation reports, type of aid requested and amount of requests. This record series is used to request federal funding for each program, for reporting financial aid activities to the federal Department of Education, and for audit purposes.

RETENTION: FINANCIAL AID OFFICE: Retain 1 year in office, then transfer to storage for 4 years. Destroy after 5 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-156.	**HONOR ROLL/PRSIDENT'S LIST:**	**13-012**

This series contains copies the names of students achieving academic excellence. Information may include: name of student, grade, and semester receiving the academic acknowledgement. This record series is maintained for reference.

RETENTION: Retain 3 year in office, then destroy.

SCL-157.	**INTERNATIONAL STUDENT FILES:**	**13-012**

This series contains both current and former international student files attending the Technical Institute. Information may include: student name, birth date, student ID number, Social Security number, home address, local address, copies of Passports, I-20 INS student application for visa forms, DS2019 U.S. State Department application for visa forms, (formerly IAP66), admissions letters, transcripts, financial data, and similar type information to meet Immigration & Naturalization Service and the U.S. State Department policies and regulations.

RETENTION: CURRENT STUDENTS: Retain active in office.

FORMER STUDENTS: Retain permanently.

(Note: The U.S. Immigration & Naturalization Service requires that the files be kept indefinitely.)

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER

SCL-158. INVENTORY, CONSUMABLES:

13-012

This series contains inventories of consumables (food used in preparation of meals, bookstore items, etc.). Information may include: date, name of employee, item description, preferred quantity, start quantity, end quantity, daily inventory reports, food name, cost, selling price, extension, signatures, annual inventory computer print outs, and supplier. This record series is used for reconciliation and audit purposes; and to monitor quantities bought and used by the school.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-159. INVOICES, STUDENT:

13-012

This series is arranged alphabetically by student's name and contains an invoice sent to each student to request payment for any outstanding fees. Information may include: name, address, invoice number, date, description of fees, unit prices, and total amount due. This record series is used to document the Finance Office's attempt to collect outstanding fees for tuition, library fines, parking fines, and any other incidents.

RETENTION: Retain outstanding in office. Transfer to storage for 4 years when paid-in-full or write-off authority has been granted. Destroy 4 years after paid-in-full or write-off authority has been granted provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-160.	**IPEDS REPORT:**	**13-012**

This series is arranged chronologically and contains Integrated Post-Secondary Education Data System (IPEDS) reports submitted annually to the South Dakota Department of Education and the United States Department of Education. Information may include: institutional characteristics, fall enrollment, financial data, library statistics, faculty salaries, and degrees awarded. The information is compiled from data received from various sources on campus and is maintained for documentation, for reference to monitor trends, and for accreditation purposes.

RETENTION: Retain 10 years in office, then destroy.

SCL-161.	**MINUTES:**	**13-012**

This series may contain minutes for campus committees, associations, organizations, councils, clubs, student government, and program boards. Information may include: minutes, agendas, handouts, notes, guidelines, name, dates of meetings, members in attendance, topics discussed, actions taken, authorized signatures, and other related information. This record series is maintained for reference concerning actions taken.

RETENTION: Chairperson retains original minutes 10 years, then destroy.

Retain reference copies 2 years, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-162.	**ORGANIZATIONAL CHARTS:**	**13-012**

This series contains the organizational chart of the department. Information may include: title name, hierarchy of the title and the name of person in each position. This record series is used for reference concerning the current titles and people occupying those positions.

RETENTION: Retain current. Destroy superseded or obsolete.

SCL-163.	**PLACEMENT FILES:**	**13-012**

This series is arranged alphabetically by name of student and provides documentation of individual students' education and job interests. Information may include: name, date of graduation, major, minor, resume, references, date, list of names and addresses to whom references are sent, and statistical data relating to the placement of graduates. This record series is maintained to assist graduates in securing employment opportunities.

RETENTION: Retain 30 years after graduation, then destroy.

SCL-164.	**POLICIES AND PROCEDURES:**	**13-012**

This series documents current policies and procedures pertaining to administrative, personnel, academic, and institutional topics. Information may include: effective date, formal policy or procedure, and authoring signatures. This record series is used to determine the proper course of action to take in certain situations and for reference to insure compliance with current policies.

RETENTION: Retain current in office. Transfer terminated to storage for 4 years. Destroy 4 years after terminated provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER

SCL-165. RECEIPTS, STUDENT (CASHIER'S): **13-012**

This series of receipts contains the student receipt issued for payment of tuition and fees. Information may include: student ID number, student name, semester that is being paid, amount that is being paid, type of payment being made (check, cash, or credit card), cash returned, student signature, and receipt number. This record series is maintained as proof of payment amount, proof of cash returned, and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-166. REFERENCE FILES, STUDENT EMPLOYMENT: **13-012**

This series is arranged alphabetically by student's name and contains reference files to aid in the student's search for employment. Information may include: student's name, student ID number, social security number, mailing address, telephone number, major, self-reported transcript, and letters of reference. This record series is maintained to assist students in finding employment in their field of study.

RETENTION: Retain current active files in office for 1 year. Transfer inactive files to storage for 5 years. Destroy 6 years after inactive.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-167.	**RELEASE FORMS, STAFFORD LOANS:**	**13-012**

This series is arranged alphabetically by student's name and contains a signed form documenting the receipt of a Stafford student loan check. Information may include: student name, social security number, lender's name, date issued, issued by, received by, and date. The Finance Office maintains this form to document the release of a guaranteed student loan check.

RETENTION: Retain 1 year in office after last date of attendance, then transfer to storage for 3 years. Destroy 4 years after last date of attendance provided all litigation, claims, and audit finding involving the records have been resolved and final action has been taken.

(Note: Beginning the 2010 term, US Department of Education disburses Direct Loans (formerly Stafford) electronically to student accounts.)

SCL-168.	**REQUEST TO CHANGE ACADEMIC PROGRAM:**	**13-012**

This series is arranged alphabetically by student's name and contains requests from students to change their academic program. Information may include: name, social security, student ID number, catalog year, current program, added program and advisor, deleted program, and authorization signatures. This record series is used to document academic program changes and for reference purposes.

RETENTION: Retain 5 years after last attendance date, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-169.	**SCHEDULES/CALENDARS:**	
	This series is contains schedules and/or calendars. Information may include: dates, workshops, holidays, events, and various teacher duties. This record series is used to apprise staff of future events, to schedule extra personnel as necessary, and for reference when setting up special events and next year's school calendar. **RETENTION:** Retain 2 years in office, then destroy.	**13-012**
SCL-170.	**SCHOLARSHIP FILES:**	
	This series is arranged alphabetically by scholarship title and contains information regarding each scholarship administered through the technical institution. Information may include: scholarship title, name of granting agency or donor, name of recipient, copies of award letters, copies of letters of acceptance, donor correspondence, scholarship eligibility requirements, qualifications, specific terms and conditions of each scholarship, and list of previous recipients. This record series is maintained for scholarship accountability, for reference to provide assistance to students applying for scholarships, and for historic documentation purposes. **RETETNION:** CORRESPONDENCE: Retain 2 years in office, then destroy. ALL OTHER INFORMATION: Retain for the life of scholarship, then destroy.	**13-012**

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-171.	**STUDENT CONDUCT RECORDS:**	**13-012**

This series of records is arranged alphabetically by the student's name and contains student conduct records used for follow up and review of incidents. Information may include: incident reports; receipt for confiscated items; search authorizations; notice-to-appear letters; reports of judicial hearings; sanction letters; letters of explanation; records of criminal, civil, or other actions brought to the attention of the Technical Institute; hearing tapes; correspondence; and the disposition of the hearing. This record series is maintained for verification of past incidents in the event of future cases/incidents.

RETENTION: Retain 7 years after last date of incident, then destroy provided no litigation is pending.

SCL-172. STUDENT COUNSELING FILE(S): **13-012**

This series is arranged alphabetically by the student's name and contains information about the student's counseling sessions. Information may include: student's name, ID number, social security number, history of student health, mental problems, reason for referral, nurse's notes, doctor's notes, notes of treatment, notes of medication, laboratory reports, and correspondence regarding student's physical condition. Separate records may be kept including the following: drug record, record of communicable disease, record of treatments, number of sessions held, how often the session held, type of session (individual or group), type of treatment, length of treatment, results of treatment, prognosis, recommendation for future treatment, and privacy and disclosure forms. This information is necessary to provide effective intervention. This record series is utilized in case conceptualization, treatment, and assessment; and is also essential in decision making regarding referral of the client for other services, assessment of progress, and termination.

RETENTION: COUNSELING OFFICE: Retain current in office. Transfer inactive to storage for 10 years. Destroy by shredding 10 years after last date of attendance.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-173.	**STUDENT FINANCIAL AID FILES:**	**13-012**

This series contains all related information on every student receiving or requesting financial aid. Information may include: name, application for assistance, financial aid award sheets, scholarship award notices, policy statements, correspondence, ineligibility notices, academic progress reviews, Institutional Student Information Records (ISIR), student data forms, student need analysis documents, validation check lists, and other related information. This record series is used to insure applicants qualify for aid, to administer the withdrawal of funds, and to monitor funds use.

RETENTION: FINANCIAL AID OFFICE: Retain files in office 1 year since the student's date of last attendance, then transfer to storage for 4 years. Destroy 5 years after loan assignment, repayment, cancellation, or write-off authority has been granted provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

ALL OTHER OFFICES: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years.

SCL-174.	**STUDENT RECORDS, FACULTY/INSTRUCTOR:**	**13-012**

This series contains student records held by faculty or instructors that students have failed to pickup. Information may include: exams, tests, quizzes, term papers, reports, and other assignments.

RETENTION: Retain 1 year in office, then destroy by shredding provided no student grievances or complaints have been filed.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER

SCL-175. STUDENT TRIP PERMIT REQUESTS:

13-012

This series is arranged chronologically by date and contains the forms that authorize student travel for various events. Information may include: the date of the trip, the purpose of the trip, destination of the trip, method of travel, and a list of students who are going on the trip. This record series is maintained as a reference to who went on the trip, the purpose of the trip, and for insurance claim purposes.

RETENTION: Retain 3 years in office, then destroy provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-176. SYLLABI. CLASS:

13-012

This series contains the course/class syllabus that is distributed to each student at the start of each class. Information may include: summary of the course/class content, what is expected of the student, how the course is to be graded, prerequisite requirements, course name, course number, course title, and credit hours. This record series provides an outline of what the student can expect and what the university expects of the students taking the course while attending the technical institute.

RETENTION: Retain 6 years in office, then transfer to storage for 2 years. Destroy after 8 years provided superseded or obsolete.

Retain reference copies current in office. Destroy superseded or obsolete.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-177.	**TEST SCORES, GED/ACT/COMPASS/SAT/STANFORD ACHIEVEMENT:**	**13-012**

This series is arranged alphabetically by name of student and may contain test scores for GED, ACT, COMPASS, SAT, CLEP, or Stanford Achievement test concerning each. Information may include: name, type of test, score received, age, grade, subject, and percentile ranking. This record series is used for reference when providing student services.

RETENTION: Retain 5 years in office, then destroy.

SCL-178.	**TRANSCRIPT REQUEST LETTERS:**	**13-012**

This series contains original requests for copies of transcripts submitted by current or former students. Information may include: student's name, address, item requested, address where transcript was sent, date, and transcript requested. This record series is maintained for reference purposes and to answer questions concerning transcript requests.

RETENTION: Retain 6 months in office, then destroy.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
SCL-179.	**TUITION RATE RECORD:**	**13-012**

This series is arranged chronologically by semester and contains information used to document tuition rates charged. Information may include: tuition schedules, tuition classification, and copies of course catalogs. This record series is maintained for reference and audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.

SCL-180.	**W-9 VENDOR FILES:**	**13-012**

This series is arranged alphabetically by vendor name and contains W-9 Vendor Registration Forms. Information may include: vendors legal name, address, telephone number, FAX number, legal business designation, taxpayer identification number, registered vendor with Small Business Administration, authorized signatures, date signed, and telephone number of the authorized individual signing the form. This record series is required by the federal government to be maintained for income tax reporting purposes.

RETENTION: Retain current. Destroy superseded or obsolete.

RECORD SERIES NO.	TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER

SCL-181. WITHDRAWAL RECORDS:

13-012

This series is arranged alphabetically by student's name and contains information regarding student's withdrawal from class or from the technical institution. Information may include: name, identification number, payment summary, charges summaries, refund amount due to the student, date of student contact, date of withdrawal, type of withdrawal (student or school originated), last date student attended class, student level, and semester withdrawn. Information includes documentation of the withdrawal process. This record series is kept in the student folder for reference purposes.

RETENTION: Retain 5 years after last attendance date, then destroy.

SCL-182. WORK STUDY STUDENT EMPLOYMENT FILES:

13-012

This series contains information regarding work-study student employment history. Information may include: student's name, class schedules, work schedules, social security number, telephone number, supervisor's name, employment location, work study amount awarded, copies of signed time sheets, payroll period, hours worked, total hours allowed, hours used, hours remaining, award letter, recommendation requests, and related correspondence. This record series is maintained to monitor the work-study student, to make recommendations, and for reference purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.