

Records Retention and Destruction Policy

The board recognizes that a variety of records are generated and received by employees of Compass Public Charter School. While some of these documents must be retained according to Federal and State code, others are at the discretion of the board and/or administrator.

The following guidelines are to be used for the retention of CPCS records:

1. The administrator shall designate a storage area.
2. Records will be retained according to federal and state requirements, when applicable. Documents that are specified by law include, but are not limited to:

a. Accurate Minutes	Legal Requirement-Permanent Retention
b. Cancelled Checks	Legal Requirement-5 Years
c. Election Returns	Legal Requirement-No Less Than 8 Months
d. Titles, Deeds or Certificates to Real Property, Easements, and Water Rights	Legal Requirement-Permanent Retention
e. Federal Projects Records-Title VI-B	Legal Requirement-5 Years Until All Pending Audits or Reviews are Completed
f. Federal Projects Records-U.S.D.A.	Legal Requirement-3 Years From Submission of Final Expenditure Report
g. Student Records	Legal Requirement-3 Years After Withdrawal
3. The board accepts the recommendations that the Idaho Association of School Business Officers suggest for the following documents:

a. Insurance Policies-Liability/Property	Recommended Retention-8 Years
b. Insurance Policies-Worker's Compensation	Recommended Retention-10 Years
c. Annual Reports	Recommended Retention-Permanent
d. Audited Financial Statements	Recommended Retention-Permanent
e. Adopted School Budgets	Recommended Retention-Permanent
f. Personnel and Payroll Records	Recommended Retention-Permanent
g. Payroll Registers	Recommended Retention-7 Years
h. Bond Documents	Recommended Retention-Permanent
i. Bond Certificates(Cancelled)	Recommended Retention-7 Years
j. Construction Documents and Drawings	Recommended Retention-Permanent
k. Legal Documents	Recommended Retention-Permanent
l. Invoices from Vendors	Recommended Retention-7 Years
4. Documents that are specific to CPCS will be retained as follows:

a. Telephone Message Books	Retain for 1 Year
b. Weekly Attendance Reports	Retain for 1 Year After the End of the Attendance Reporting Period.
c. Changes In Transportation Logs	Retain for 1 Year
d. Absence Logs, Parent/Doctor Notes	Retain for 30 Days After the End of the Semester
e. CD's Containing Document Backups	Retain for 7 Years
f. Admit Slip Books	Retain for 30 Days After the End of the Semester
g. Visitor/Volunteer Logs	Retain for 1 Year
h. Student Check Out Logs	Retain for 1 Year
i. Lottery Lists, Cards and Withdrawal Confirmation Slips	Retain for 30 Days After the Completion of the Next Annual Lottery
j. Extra Student ID Cards	Retain Until Last Day of School Year
k. Annual Programmatic Audit Report	Retain Permanently
l. Documents Associated with the Annual Programmatic Audit Report	Retain for 30 Days After the Completion of the Next Annual Programmatic Audit Report

5. Paper documents that have reached the limit of their retention guidelines shall be destroyed by shredding.
6. Electronic documents or electronic copies of paper documents may be used in place of the original paper document as established by federal or state law, or by standard acceptable practice of the publishing organization. Original paper documents requiring hand-written signatures should be retained, unless the acceptability of an electronic copy has been clearly established.

Policy History:

Adopted on:

Revised on: