

DATA / RECORDS RETENTION**I. Purchasing**

Document	Retention Period
Accident reports (employee)	6 years
Accident reports (student)	6 years after age of maturity for suit
Annual audit	6 years
Application for federal grants	6 years
Bank deposit slips	6 years
Budgets	6 years
Child labor permits	1 year
Class observation forms	1 year
Contracts	1 year
School meeting minutes	1 year
Enrollment reports	Permanent
Invoices	1 year
Ledger / journals	6 years
Medical benefits	1 year
Monthly reconciliations	1 year
Monthly financial status	1 year
Board meeting minutes	Permanent
Property inventories	6 years
Purchase orders	1 year
Supply orders	1 year
Telephone log sheets	1 year
Time cards	6 years
Transportation reports	1 year
Travel reimbursements	1 year
Treasurer's report	6 years
Voucher manifests	1 year

V-2's yearly	6 years
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II. Personnel Records

Document	Retention Period
Applications Employment Not employed	3 years, or if employed, term of employment
Interview documents Letters of recommendation Transcripts	3 years, or if employed, term of employment
Attendance records Leaves Requests for leaves	1 year
Miscellaneous correspondence for personnel	4 years
Teachers' master contract	Length of contract + 6 years

III. Student Records

Document	Retention Period
Examples of student work	1 year
Health and physicals records Immunization record	Term of enrollment
Permanent record cards Progress Attendance Test scores (standardized) Academic	Permanent
Miscellaneous evaluation	Term of enrollment
Anecdotal records Disciplinary reports Medical reports (doctor) Excuses (parental) Insurance forms	Term of enrollment
Post high school placement	6 years
Registration form	1 year

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