

DATA / RECORDS RETENTION

Lionheart Classical Academy shall maintain all financial, personnel, and student records in accordance with applicable federal regulations (2 CFR §200.334 and related provisions), New Hampshire law, and best practice standards for public schools. Where federal and state requirements differ, the school will retain records for the longer of the applicable periods.

The retention periods below establish the minimum timeframe for which each record type will be kept. Longer retention is permitted when necessary for legal, audit, or programmatic purposes.

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 (general)	1 year
Contracts (federally funded)	3 years after final expenditure report
School meeting minutes	1 year permanent
Enrollment reports	Permanent
Fixed asset records / depreciation schedules	Life of asset + 6 years
Grants Applications Financial Reports Supporting Documentation	6 years
Invoices	1 year 3 years

Ledger / journals	6 years
Medical benefits	1 year
Monthly reconciliations	1 year 3 years
Monthly financial status	1 year 3 years

Board meeting minutes	Permanent
Property inventories	6 years
Purchase orders	1 year 3 years
Supply orders	1 year 3 years
Telephone log sheets	1 year
Time cards	6 years
Transportation reports	1 year
Travel reimbursements	1 year 3 years
Treasurer's report	6 years
Voucher manifests	1 year 3 years
W-2's yearly	6 years

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
I9 forms	3 years after hire OR 1 year after termination (whichever is later)
Attendance records Leaves Requests for leaves	1 year 3 years

Miscellaneous correspondence for personnel	4 years
Payroll registers / records	6 years
Performance evaluations	6 years after separation
Teachers' master contract	Length of contract + 6 years
Workers compensation claim records.	5 years from date of injury

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 Term of enrollment
Special education records	6 years after student exits

Note: Any records not specifically listed above shall be retained for a minimum of 3 years in accordance with 2 CFR §200.334, or longer if required by applicable state or federal law.

LCA Policy Committee Approved: 2/15/2024, 11/3/25

LCA Board Approved: 3/28/2024, 1/22/26