

## Site Level Records and Retention Periods

### General

Grant Applications (prepared by site)	6 years
School calendars & bell schedules	2 years*
School Site Council agendas & meeting minutes	Permanent
Employee time documentation (categoricals)	4 years

### Attendance/Student Records

Student cumulative files (including health & immunization records)	Permanent
Attendance registers/rosters/teacher roll sheets/scan sheets	4 years
Monthly attendance summary & amended summary reports (ATP53/ATD3)	2 years*
Absence documentation (notes, phone logs, field trip/in-house suspensions)	4 years
Independent Study contracts & records	4 years
Transfer in/out student logs	4 years

### Student Body Budget and Expenditure Records

Deposit slips, support documents, and bank reconciliations	7 years
Fundraiser/cash collection control sheets	4 years
Purchase Orders, invoices, and payment documentation	4 years
Contracts/Service Agreements	5 years
Check Register	Permanent
Sales and Use Tax Returns	4 years
Equipment Inventory	Permanent
Budgets, Fiscal Reports, and Year-end Close	Permanent

### Student Body Government Records

Club/organization constitutions, bylaws & charters	Permanent
Agenda/Minutes - Student Council Meetings	Permanent

### Miscellaneous Site Administration

Visitor Sign-in/Sign-out Sheets	4 years
Consent to Administer Medication Administered	5 years
Site Log for Medications Administered by Staff	5 years

\* Documents are retained at the District Office for an extended period of time

- ⇒ Count the current school year as one year
- ⇒ Properly destroy documents containing personal or sensitive information

**Do you have any questions? Would you like to see a document added to this list?**

Please contact Internal Audit by e-mail or by phone at:

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