

## Retention of District Records

708

In compliance with Section 33-506, Idaho Code, the Board of Trustees of Mountain View School District #244 establishes the following guidelines to provide administrative direction pertaining to the retention and/or disposal of district records.

It is the policy of Mountain View School District #244 Board of Trustees that district records shall be retained and/or disposed of as follows:

1. Records to be retained permanently:
  - Official Board Minutes in official minute book, including attachments
  - Titles, Deeds or Certificates, Easements, Water Rights to District property
  - Court orders and related pleadings
  - Certificated personnel folders, registry of teacher certifications, teachers contracts
  - Annual attendance summaries by building
  - School certifications reports
  - Master Pupil personnel Records (Student records)
  - Annual reports to Board
  - Audited Financial Statements
  - Adopted School budgets
  - Personnel records
  - Bond Documents
  - Construction documents and drawings
  - Legal documents
  - Accidents reports/claims
2. Records to be retained three (3) years:
  - Bills and receipts
  - Paid tax anticipation notes
  - Levy certificated
  - Auditor's remittance reports
  - Correspondence
  - Copies of State and Federal reports
  - Enrollment attendance data
  - U.S.D.A. (3 years from submission of final expenditures)
3. Records to be retained for five (5) or more years:
  - Bank statements
  - Canceled checks, warrants, paid claims and vouchers (IC-33-701)
  - Title I Records or until all pending audits or reviews are completed
  - Chapter 2 or until all pending audits or reviews are completed
  - Title VI-B or until all pending audits or reviews are completed
4. Records to be retained for seven (7) or more years:
  - Payroll registers
  - Invoices from vendors
  - Bond certificated (canceled)

5. Records to be retained for other time periods:

Canceled bonds and coupons, one (1) year following repayment in full of entire bond issue

Listing of official bids in the Board Minutes, one (1) year

Ballots and oaths of election, until canvassed and recorded in the minutes (not less than eight (8) months following election)

Expired liability/property insurance policies, eight (8) years

Expired workers' compensation insurance policies, ten (10) years

In the event that district records do not correspond to any of the above listed categories, the Superintendent will determine the period of retention for a particular record.

The district's official records and any copy thereof that may be deemed to be confidential and/or not intended to be disseminated to the public, will be shredded before being disposed of. The Board of Trustees must approve any request from the district to destroy records.

Adopted: 8/20/07