

No. 801-AR

ADMINISTRATIVE
REGULATION

TURKEYFOOT VALLEY AREA
SCHOOL DISTRICT

SCHOOL RECORDS

Following is a schedule for the retention of records:

<u>Type of Record</u>	<u>Retention Period</u>
Accounts Payable ledgers	7 years
Accounts Receivable ledgers	7 years
Audit reports	Permanently
Bank reconciliations	3 years
Cancelled checks	7 years
Contracts and leases	7 years
Deeds and mortgages	Permanently
Duplicate deposit slips	1 year
Employee personnel records	Permanently
Employment applications	1 year
Financial statements	Permanently
General ledger	Permanently
General, cash disbursements, cash receipts, payroll, accounts payable journals	Permanently
Insurance policies	3 years
Insurance records, current accident reports, claims	Permanently
Invoices to other districts	7 years
Invoices to renters	7 years
Invoices from vendors	7 years
Notes receivable ledgers and schedules	7 years
Minutes	Permanently
Payroll records	7 years
Petty cash vouchers	3 years
Property records including costs, depreciation schedules, blueprints and plans	Permanently
Purchase orders (except purchasing department)	1 year
Purchase orders (purchasing department copy)	7 years

Stockroom withdrawal records
Student records

1 year
See confidentiality policy

The term for retaining school records which are not included above shall be determined by the Superintendent or his/her designee.

Approved: March 16, 2009