

MAINTENANCE OF RECORDS

Records are maintained for either legal purposes or for history. The following schedule is a guideline for retention. Records may be kept electronically. If not electronic, hard copies must be retained.

Type of record	Contents	Duration
Student Records	Original Permanent record with grades and tests Current family information	Indefinitely
Attendance Registers	Attendance register signed by teacher, (legal document)	Indefinitely
Faculty/Staff File	Original application, Separation report, 2-3 previous and most recent evaluation, 2-3 previous and most recent contract	Indefinitely
Asbestos File	Everything since 1981	Indefinitely
Minutes of school committees/board	One copy from its beginning (a good history)	Indefinitely
Test Records	Individual Records Administrative Records	4 years 8 years
Emergency Card	Family Record Renew Annually	1 year
Accident Reports	Accident Form	5 years
Finances/ non-student	Bank Statements/Payroll	7 years
Tuition records	Student Financial Status	3 years past leaving school
WCEA Reports	Annual Report Self Study Report	12 years