

**DEPARTMENT OF EDUCATION
RETENTION SCHEDULE**

| CATEGORY | CONTENT | RETENTION PERIOD |
|----------------------------|--|--|
| BUDGET FUNDED-PROG. | DCEP (District Comprehensive Education Plan) | 6 years after date of service is completed |
| BUDGET FUNDED-PROG. | Grant application, proposal, narrative, evaluation, annual | 6 years after date of service is completed |
| BUDGET FUNDED-PROG. | All files related to expiring competitive grants need to be transmitted to Sr. Funded Programs Officer | 10 years as noted |
| BUDGET FUNDED-PROG. | All files relevant to competitive grant renewals for need to be transmitted to Sr. Funded Programs Officer | 10 years from close of grant |
| BUDGET FUNDED-PROG. | All files relevant to new competitive grants need to be transmitted to Sr. Funded Programs Officer | 10 years from close of grant |
| BUDGET FUNDED-PROG. | Title I CEPS (Comprehensive Education Plans) | 10 years from close of grant |
| BUDGET FUNDED-PROG. | Grant - background material, fiscal records, supporting documentation | 10 years from close of grant |
| BUDGET FUNDED-PROG. | Trust fund / endowment | 19 years after commencement of fund |
| BUDGET FUNDED-PROG. | Gifts of art, historical artifact | Permanent |
| BUDGET FUNDED-PROG. | Other gifts | Permanent |
| BUDGET FUNDED-PROG. | Rejected grant applications | Permanent |
| BUDGET FUNDED-PROG. | Drug Program Budget - federal, state & city funding | Permanent |
| BUDGET FUNDED-PROG. | An SED P.I.R. (Program Information Report) must be prepared by each expiring district for FY'03 programs covered by the consolidated application (T1, PCEN, etc.) Information (budget, pupil participation, etc) necessary to prepare this report must be transmitted to Sr. Funded Programs Officer | Permanent |
| BUDGET/PROCUREMENT | Purchase orders, imprest funds | 6 years after date of service is completed |
| BUDGET/PROCUREMENT | Requisitions | 6 years after date of service is completed |
| BUDGET/PROCUREMENT | Budget allocation memoranda | Retain cumulative info for 6 years |
| BUDGET/PROCUREMENT | Budget preparation / supporting documentation | 6 years after date of service is completed |
| BUDGET/PROCUREMENT | Audit documents - background materials | 6 years after date of service is completed |
| BUDGET/PROCUREMENT | Files indicating all open imprest, purchase order, and Fastrack documents sorted by vendor - those which will require payment after June 30 | 6 years post completion of purchase |
| BUDGET/PROCUREMENT | Individual district / school summer program budgets/spending plans need to be transmitted to ISC's | Budget is permanent; back-up materials is 6 years |

**DEPARTMENT OF EDUCATION
RETENTION SCHEDULE**

| CATEGORY | CONTENT | RETENTION PERIOD |
|-------------------------------|--|---|
| BUDGET/PROCUREMENT | Individual district / school Galaxy Tables of Organization for previous two school years need to be available in ISC's | 6 years after date of service is completed |
| BUDGET/PROCUREMENT | FEMA Budget | 6 years after date of service is completed |
| BUDGET/PROCUREMENT | Budget and Budget Modifications | Permanent - 1 copy of complete budget & program |
| BUDGET/PROCUREMENT | Audit documents - final report | Permanent |
| CONTRACT / PROCUREMENT | Insurance Policies / Vendor COI's | 6 years from resolution of last pending claim; 6 years after children affected by policy turn 21 |
| CONTRACTS | Permit to operate pools | 3 years from denial or application or expiration |
| CONTRACTS | Universal pre-kindergarten and other community based organizations | 6 years from termination |
| CONTRACTS | All other contracts | 6 years from termination |
| CONTRACTS | Permits-extended use | 6 years from completion |
| CURRICULUM | Approved application for curriculum other than occupational education (work - study) | 1 year after curriculum discontinued |
| CURRICULUM | Denied application for curriculum approval for variance | 1 year after school year |
| CURRICULUM | Correspondence - significant | 6 years after date of service is completed |
| CURRICULUM | School to work program files | 6 years after date of service is completed |
| CURRICULUM | Correspondence - significant | 6 years after date of service is completed |
| CURRICULUM | Correspondence - other | 6 years after date of service is completed |
| CURRICULUM | Curriculum catalog | Permanent |
| CURRICULUM | School progress report | Permanent |
| CURRICULUM | Subject files - routine | Permanent |
| CURRICULUM | Correspondence - routine, administrative, fiscal | Permanent |

**DEPARTMENT OF EDUCATION
RETENTION SCHEDULE**

| CATEGORY | CONTENT | RETENTION PERIOD |
|-----------------|--|--|
| FUNDED | Parent Coordinators funded correspondence | 3 years |
| FUNDED | DCEP matrix (District Comprehensive Education Plan) | Permanent |
| FUNDED | Title I records | Permanent |
| HEALTH | Testing for communicable diseases | 3 years |
| HEALTH | Records of exposure or possible exposure of an employee to a toxic substance or other harmful physical agent, including background data to environmental monitoring or measuring, biological monitoring records which are designated as exposure records, material safety data sheets or chemical inventory records indicating use and identity of a toxic substance or harmful physical agent, and related records. | 30 years |
| HEALTH | Asbestos files - inspection reports | 30 years from termination of employment |
| HEALTH | First Aid treatment | 40 years |
| HEALTH | Asbestos files - all other materials | 40 years after building no longer exists or material is removed from building |

**DEPARTMENT OF EDUCATION
RETENTION SCHEDULE**

| CATEGORY | CONTENT | RETENTION PERIOD |
|------------------------|--|---|
| HUMAN RESOURCES | C-30 Principal positions, assit principal positions, vacancy, opening. Resumes - Applications | 5 years for applicants who did not obtain a position (unless notice of claim filed or pending litigation); 6 years from application. |
| HUMAN RESOURCES | Copies of School Based Option, Integration and Seniority transfer plans, personnel memos, per session vacancy postings, supervisory/administrative postings | No obligation to retain |
| HUMAN RESOURCES | Blank DOE forms (i.e., application for pedagogical credentials, salary differential, child support certification. | No obligation to retain |
| HUMAN RESOURCES | Blank SED forms (i.e. application for state certification, requirements for certification, waiver forms | No obligation to retain |
| HUMAN RESOURCES | All intradistrict and interdistrict transfers known prior to June 30, need to transmitted to ISC Budget and Personnel Office by July 1 | No obligation to maintain |
| HUMAN RESOURCES | All district information regarding employees in excess known prior to June 30 need to transmitted to ISC Budget and Personnel Office by July 1 | No obligation to maintain |
| HUMAN RESOURCES | All new hire info (name, file #, license, assignment) known prior to June 30 need to transmitted to ISC Budget and Personnel Office by July 1 | 3 years after application of employment |
| HUMAN RESOURCES | Per session applications - waivers | 3 years after close of that year |
| HUMAN RESOURCES | Personnel files of persons retired or no longer employed | 6 years from date of separation |
| HUMAN RESOURCES | Personnel case file materials, including application for employment, resume, report of personnel change, evaluation, civil service examination results, notice of resignation or termination, correspondence | 6 years from termination of employment |
| HUMAN RESOURCES | Line of Duty applications and backup documentation (witness statements, confidential medical form, OP 198(s) more than 10 day LODI | 6 years from termination of employment |
| HUMAN RESOURCES | Line of Duty applications and backup documentation (witness statements, confidential medical form, OP 198(s) less than 10 days | 6 years from termination of employment |
| HUMAN RESOURCES | Leaves of absence | 6 years after date of service is completed |

**DEPARTMENT OF EDUCATION
RETENTION SCHEDULE**

| CATEGORY | CONTENT | RETENTION PERIOD |
|------------------------|--|---|
| HUMAN RESOURCES | Sabbatical applications for study and back up transcripts | 6 years after date of service is completed |
| HUMAN RESOURCES | Emergency health sabbatical applications | 6 years after date of service is completed |
| HUMAN RESOURCES | Documentation regarding reassignment of individuals to district office pending disciplinary action | 6 years from termination of employment |
| HUMAN RESOURCES | 3020A files - Decisions that are pending | 6 years from date of issuance |
| HUMAN RESOURCES | 3020A files - Decisions resulting in penalties and / or termination | 6 years from date of issuance |
| HUMAN RESOURCES | OSI/SCI reports | 6 years from date of termination |
| HUMAN RESOURCES | Public employee grievance records, including but not limited to, grievance, investigative records, hearing proceedings, decision rendered by employer, employee appeal, records of arbitration procedure, final decision, and correspondence | 3 years after grievance is resolved. |
| HUMAN RESOURCES | Arbitrations | 6 years from date of completion |
| HUMAN RESOURCES | Discontinuances - Denials - C-31 | 6 years from date of completion |
| HUMAN RESOURCES | Unsatisfactory Rating Sheets | 6 years from termination of employment |
| HUMAN RESOURCES | General correspondence and e-mail having no fiscal, legal or administrative value (e.g., invitations, cover letters) | 6 years after date of service is completed |
| HUMAN RESOURCES | Worker's compensation - If claim allowed | 18 years after injury or illness, but not less than 8 years after last payment. |
| HUMAN RESOURCES | Worker's compensation - If claim disallowed after trial, or case otherwise disposed of without an award after the parties have been given due notice. | 7 years after injury or illness |
| HUMAN RESOURCES | General correspondence and e-mail concerning significant policy decision making significant events | 19 years after claim allowed (at least 9 years after last payment) |
| HUMAN RESOURCES | Inactive Personnel records, i.e. retired, deceased, terminated, separated | Records must be maintained for a 2 year period at last work site. After 2 years send to SIAC for a 6 year retention. |
| HUMAN RESOURCES | All personnel files/records must remain at the employees current work site | |
| HUMAN RESOURCES | Final entitlement | Discard after data entry |
| HUMAN RESOURCES | Application for retirement | Discard after data entry |
| HUMAN RESOURCES | Resumption of service | Discard after data entry |

**DEPARTMENT OF EDUCATION
RETENTION SCHEDULE**

| CATEGORY | CONTENT | RETENTION PERIOD |
|------------------------|--|---|
| HUMAN RESOURCES | Copies of i.e., applications for pedagogical credential, salary differentials, processed by satellite / district office | Must remain with Human Resources |
| HUMAN RESOURCES | Active Personnel (records/files) | Must remain with staff member |
| HUMAN RESOURCES | General correspondence and e-mail concerning routine legal, fiscal or administrative information | Permanent |
| HUMAN RESOURCES | Workers Compensation - Unemployment | Permanent |
| HUMAN RESOURCES | Master summary from personnel file, including age, dates of employment, job titles, civil service status | Permanent |
| HUMAN RESOURCES | Chancellor's regulations | Permanent |
| HUMAN RESOURCES | Grievance Decisions Level I | Permanent |
| LEGAL | Compliance Issues documentation | 3 years |
| MAGNET | Lists of students applying for placement and/or placed in magnet schools. Other lists of students, created for internal administrative purposes. | 0 after no longer needed. |
| MAGNET | Correspondence - significant - all other documents | Permanent |
| MISCELLENEOUS | COPIES OF DOCUMENTS | No obligation to retain |

**DEPARTMENT OF EDUCATION
RETENTION SCHEDULE**

| CATEGORY | CONTENT | RETENTION PERIOD |
|-----------------|--|--|
| PAYROLL | Records of absences / accruals posted to periodic cumulative time summary records | 1 year |
| PAYROLL | Including information on gross & net pay, base pay, taxes, and other deductions - Periodic payroll, when year-end payroll contains detailed information necessary for salary and time of service verification for retirement and social security purposes. | 6 years after date of service is completed |
| PAYROLL | Payroll distribution breakdown record used to distribute or classify labor costs | 6 years after date of service is completed |
| PAYROLL | Employees time cards, sheets, or books | 6 years after date of service is completed |
| PAYROLL | Bulk job #'s to be used to process per session / per diem payrolls for work done prior to June 30 | 3 years after payroll year |
| PAYROLL | Bulk job #'s created by districts to be used to process summer program payrolls. | 3 years after payroll year |
| PAYROLL | Back-up records used to process payroll - 9902 etc. | 6 years after date of service is completed |
| PAYROLL | Summary records of employee's payroll changes | 6 years from termination of employment |
| PAYROLL | Time cards | 6 years after date of service is completed |
| PAYROLL | Records of absences / accruals not recorded on time summary records | 6 years after date of service is completed |
| PAYROLL | Employee request for / or authorization to use or donate sick, vacation, personal or other leave or to work overtime | 6 years after date of service is completed |
| PAYROLL | Per Session payroll | 55 years |
| PAYROLL | Summary report or record of payroll or time information for all employees or individual employee (700 & 320 Reports) | Permanent - Prior to 2001 After 2001 not required to maintain |

**DEPARTMENT OF EDUCATION
RETENTION SCHEDULE**

| CATEGORY | CONTENT | RETENTION PERIOD |
|------------------------|---|--|
| STUDENT RECORDS | REFER TO THE STATE EDUCATION DEPARTMENT RECORDS RETENTION AND DISPOSITIONS SCHEDULE ED-1 | |
| STUDENT | General high school application letter. | 6 years including year letter was sent. |
| STUDENT | Attendance register for suspended students, ATS paper copy | 3 years from decision if student named, 6 years from age 21 |
| STUDENT | Sexual Harassment - Student to student sex harassment charges | 0 year after youngest person involved attains age 27 |
| STUDENT | Child Abuse Plans & Reports - Plans developed & implemented by schools, child abuse prevention, intervention, pursuant to Chancellor's Regulation A-750 | 3 years |
| STUDENT | Corporal punishment reports | 6 years after determination is made |
| STUDENT | Attendance reports - teachers accumulated reports | 6 years after date of service is completed |
| STUDENT | Section 504 reports | 6 years from when student should have graduated from high school (age 26) |
| STUDENT | OOSH records - Office of Occupational Safety & Health | 6 years from when student should have graduated from high school (age 26) |
| STUDENT | Occurrence reports - paper copy of occurrence reports | 6 years from when student should have graduated from high school (age 26) |
| STUDENT | Child abuse reports - Copy of report submitted to Central Registry | 6 years from when student should have graduated from high school (age 26) |
| STUDENT | Suicide Plans - Plans for each school | 6 years |
| STUDENT | Suicide reports - Confidential reports of suicide attempts | 10 years from when youngest person named in report turns 21 |
| STUDENT | All OSS reports - all incoming and outgoing memos, letters, invoices, imprest, fastrack, statistical reporting, etc. | 10 years from when youngest person named in report turns 18 |
| STUDENT | Suspension records, suspension letters | Permanent |
| STUDENT | Academic suspension records, instructional records of suspension students located in Alternate Learning Centers | 6 years after completion of suspension. 2 years at location after suspension is completed. 4 years at Archive Center after student graduates. |

**DEPARTMENT OF EDUCATION
RETENTION SCHEDULE**

| CATEGORY | CONTENT | RETENTION PERIOD |
|-----------------|---|--|
| STUDENT | Variance reports | Permanent with possible discard earlier per suspension decision |
| STUDENT | Office of Alcoholism & Substance Abuse Service Workplan for State - report on progress of last contract & present contract | Permanent |
| STUDENT | Lists of students applying for participating and/or enrolled in gifted and talented program(s) - annual list of students enrolled in gifted and talented program(s) | 20 years |
| STUDENT | Lists of students applying for participating and/or enrolled in gifted and talented program(s) - list of students who applied for and/or were denied placement. | 3 years |
| STUDENT | Lists of students applying for participating and/or enrolled in gifted and talented program(s) - other lists of students, created for internal administrative purposes. | 0 after no longer needed. |

**DEPARTMENT OF EDUCATION
RETENTION SCHEDULE**

| CATEGORY | CONTENT | RETENTION PERIOD |
|-----------------------|---|--|
| SUPERINTENDENT | General School Files - Documents of Non-Essential Importance | 1 Year |
| SUPERINTENDENT | Security Records - Building & Facilities Security Records including visitors logs | 3 years |
| SUPERINTENDENT | Correspondence, memoranda, reports, studies, public items pertaining to routine matters. | 6 years after date of service is completed |
| SUPERINTENDENT | Accident reports of adults. | 18 years after notice of claim. |
| SUPERINTENDENT | Monthly reports / staff monthly reports | 6 years or permanent if significant |
| SUPERINTENDENT | School Safety plan, related records | 6 years after date of service is completed |
| SUPERINTENDENT | Transportation records other than annual report | 6 years after date of service is completed |
| SUPERINTENDENT | Annual Reports | 6 years after date of service is completed |
| SUPERINTENDENT | Accident reports of students. | 6 years after student would normally have graduated from high school (26) (retain longer if active litigation or notice of claim) |
| SUPERINTENDENT | Back-up documentation to respond to notice of claim. | Until child turns 21, or litigation is resolved. If for employee, 2 years from claim. |
| SUPERINTENDENT | Miscellaneous (draft correspondence, outdated notes, supporting documentation or reference material used to prepared outdated management report of studies. | No obligation to maintain |
| SUPERINTENDENT | Correspondence, memoranda, reports, studies, public items that pertain to significant subject, major policy-making or program-development process. | Permanent |
| SUPERINTENDENT | Annual Goals & Objectives | Permanent |
| SUPERINTENDENT | FEMA Action Plan - Plan for CRISIS counseling | Permanent |
| TRANSMITTALS | General Importance | 1 year |