

RETENTION AND DISPOSAL OF ADMINISTRATIVE RECORDS

The Superintendent of Schools will see that an accurate recordkeeping system is developed for the school system.

Records will be kept for a length of time as specified by the State of Connecticut Department of Education, Bureau of Educational Management and Finance in their recommended Retention Schedule for Educational Records stated below in:

- Schedule I - General Administrative Records, and
- Schedule II - General Financial Records, and
- Schedule V - Educational Records

Approval of the Superintendent of Schools must be granted prior to disposal of any records and this disposal should follow the stated Retention Schedules.

Regional School District No. 7 will follow closely the recommended retainage schedules of the State of Connecticut Department of Education, Bureau of Educational Management and Finance.

RETENTION AND DISPOSAL OF ADMINISTRATIVE RECORDS  
(Continued)

Schedule I - General Administrative Records

<u>Record Title</u>	<u>Minimum Retention Required</u>
Accident Reports.....	3 years from date of complaint
Annual Reports, Departmental.....	Permanent, unless printed in <u>full</u> Town Report
Bid Documents, Construction.....	6 years after completion of project
Bid Documents, Service or Supply.....	1 year after completion of expiration
Building Plans and Specifications, Public.....	<u>Life of Structure</u>
Contracts, Construction.....	6 years after completion of project
Contracts, Service and Supplies.....	1 year after expiration
Correspondence, Routine.....	Discretion of filing officer
Insurance Policies, Expired.....	1 year after audit
Minutes, All Governmental Bodies.....	<u>Permanent</u>

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Schedule II – General Financial Records

<u>Record Title</u>	<u>Minimum Retention Required</u>
Adding Machine Tapes.....	No requirement
Appropriation Ledger.....	3 years, audited
Audit Records, Duplicates.....	No requirement
Audit Reports, Record Copy.....	Permanent
Bank Books.....	See Passbook, this schedule
Bank Statements.....	3 years, audited
Bills, Paid.....	3 years, audited
Blue Cross Records.....	See Group Insurance, this schedule
Budget Estimates, Reports, Requests, Worksheets, etc.....	Current year plus one year
Budget, Formal, Adopted.....	Permanent
Cash Books.....	3 years, audited
Cash Receipts.....	Until audited
Check Registers.....	6 years
Check Stubs.....	3 years, audited
Checks, Cancelled.....	6 years
Deposit Slips.....	3 years, audited
Disbursement Ledger.....	3 years, audited
Employee Earning Records.....	Permanent
Group Insurance: Blue Cross, CMS, etc., Statements of Premium Due.....	3 years, audited
Invoices.....	3 years, audited
Journals, Accounting.....	3 years, audited
Ledger, General.....	Permanent
Ledgers, Subsidiary.....	3 years, audited
Passbooks, Closed Bank Accounts.....	6 years after cancellation
Payroll Check Registers.....	6 years
Payroll Checks.....	6 years
Payroll Journals.....	3 years, audited
Payroll Ledgers.....	3 years, audited
Purchase Orders.....	3 years, audited
Requisitions.....	3 years, audited
Vouchers.....	3 years, audited
Withholding Tax Records.....	6 years

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(Continued)

Schedule V – Educational Records

See Administrative Regulations for Policy 2461.