

RIVIERA ISD BUSINESS OFFICE

RISD Records Retention

Requirements

Record retention ensures that critical records are identified and retained in accordance with State and Federal guidelines. The Local Government Records Act establishes the primary requirements for records retention policies and plans. These record retention guidelines are specified in the retention schedules and approved by the State Library and Archives Commission. The schedules that pertain to school districts include:

- Local Schedule GR - Records Common to All Governments
- Local Schedule EL - Records of Elections and Voter Registration
- Local Schedule TX - Records of Property Taxation
- Local Schedule SD - Records for Public School Districts

In addition, the Local Government Records Act requires the District to elect a Records Management Officer to coordinate the District's records management activities. FISD's records management officer is the Assistant Superintendent for Business and Finance.

Below is a brief listing of some of the more common records retention. Information concerning any records not addressed here can be found in the Legal Reference Book. Copies of the current State Library and Archives schedules can be requested from the Records Management Officer or found on line at: <http://www.tsl.state.tx.us/slr/recordspubs/sd.html> or <http://www.tsl.state.tx.us/slr/recordspubs/gr.html>.

Local Schedule SD-Records for Public School Districts

1099 Forms	7 Years
Absence From Duty Reports	4 Years
Accident Reports – Personal Injury	5 Years
Accident Reports – Property Damage	3 Years
Accident Reports	10 Years
Adult & Vocational Ed Records	7 Years
Application (Foundation Funds)	5 Years after completion
Athletic Game/Cash Reports	7 Years
Audit Reports	Permanent
Audit Workpapers	7 years after completion
Bank Statements & Canceled Checks	7 Years
Bids (successful) & RFPs	7 Years
Bids (unsuccessful)	2 Years
Blood Borne Pathogen Training Records	3 Years

Board Minutes of Meetings	Permanent
Board Resolutions & Dedications	Permanent
Board (most other items)	2 Years
Bonds: Administrative Records & Registers	Permanent
Bonds: Cancelled & Coupons	5 Years
Bonds: Fidelity Bonds Life of Bond	5 Years
Budget Work Papers	2 Years
Budgets and amendments (Official)	Permanent
Cash Receipt Books	5 Years
Certificates, Licenses, or Permits	5 Years after Term of Employee
Check Register	10 Years
Construction Project Files	Permanent
Contracts, Architects & Engineers	5 Years after Project Completion
Contracts, Construction	7 Years after Final Payment
Contracts, Facilities Use	4 Years after Expiration
Contracts, Installation	10 Years after Project Completion
Contracts, Maintenance & Service	4 Years after Expiration
Contracts, Other	4 Years after Project Completion
Criminal History Checks-VOLUNTEERS	1 year from date obtained
Deeds	Permanent
Deposit Slips, Deposit Documents & Records	7 Years
Disciplinary & Adverse Action Records-relating to removal of student to DAEP or expulsion	5 Years
Drivers Records	3 Years
E-mail: If important, print out and keep as required	
Policy & Program Development	5 Years
Administrative	2 Years
Routine	As long as administratively valuable
EEOC Records, Reports, and Case Files	3 Years
Easements	Permanent
Election Records	Permanent
Election Ballots	5 Years
Employee Grievance Records	2 Years
Employee Insurance Records	11 Years after Termination
Employee Leave Status Cards	3 Years
Employees' Permanent Files	10 Years after Separation
Employee Service Records	Permanent
Employee Time Cards/sheet	4 Years
Employment Ads or Announcements	2 Years
Employment Applications	2 Years
Employment Contract	4 Years
Enrollment Forms and Reports	5 Years after withdrawal
Extracurricular Activity Records	2 Years
Equipment Maintenance Records	Perm (until Equip Is Disposed)
Ethnicity and Race Data Collection Records	3 Years
Facilities Maintenance & Repair Records	3 Years

Financial Disclosure Statements	2 Years
Fingerprint Cards	5 Years after Separation
Fire Drill Records	3 Years
Fire Safety Inspection Reports	3 Years
Fixed Asset Records	7 Years
General Journal Entries	7 Years
General Ledger	7 Years
Grant Applications	7 Years
Hazardous Communication Act Material	Permanent
Hazardous Material Training Records	5 Years
Health Inspection Reports	3 Years
Health Reports Submitted to TX Dept of Health	3 Years
Health Reports of Employees exposed to toxic agents	30 Years after Separation
Immunization Records	2 Years after date of withdrawal
Insurance Policies	4 Years after Expiration
Internal Audit Work Papers	5 Years
Inventory Reports	7 Years
Investment Records	7 Years
Journals, All	7 Years
Legal Opinions	Permanent
Lost & Stolen Property Reports	3 Years
Maintenance Work Orders	2 Years
Material Safety Data Sheets	Until Superseded or Obsolete
Open Record Requests	One year after final decision
Paid Bills, Invoices & Exp Statement	7 Years
Payroll Checks	5 Years
Payroll Deduction Authorizations	4 Years after Separation
Payroll Registers	7 Years
Payroll Tax Reports	4 Years
PEIMS reports	5 Years
Performance Appraisal Records	Permanent
Permits and Licenses	2 Years after expiration
Personnel Roster	3 Years
Personnel Studies & Surveys	3 Years
Pledged Securities Records	7 Years
Policies & Administrative Regulations	Permanent or until Superseded
Principals' and Superintendents' Reports	10 Yrs-Period, 20 Yrs-Term
Procedure Documentation	Until changed plus 5 years
Professional Growth Plans	4 Years
Purchase Orders (Payment Copy)	7 Years
Purchase Orders & Requisitions	7 Years
Records Management Records Control Schedule	Permanent
Reports (annual) to State Agencies	Permanent
Returned Checks	7 Years
Safety Monitoring Reports concerning toxic sub	30 Years
Sales Tax Reports	4 Years

School Board Agenda	2 Years
School Board Meetings Minutes	Permanent
School Bus Purchase Requisitions	5 Years
School Calendar	2 Years
School Nutrition Records	5 Years
Special Education Program Records	7 Years
Student/Pupil Accounting Cards	5 Years
Student Activity Accounting Records	5 Years
Student Attendance Records and Reports	5 Years
Students Cumulative Records K-8 withdrawal	5 years
Students Cumulative Records 9-12 withdrawal	Permanent
Student Drug/Alcohol test results	1 Year
Student Drug/Alcohol positive tests	Graduation
Substitute Teaching Rosters	3 Years
Student Withdrawal/Record Transfer Form	AV
Tax Correspondence	2 Years
Tax Rate Calculation Worksheets & Notices	5 Years
Tax Refund Applications	3 Years
Tax Rolls and amendments	Permanent
Tax Statement	Until FYE Audit is completed
Teacher Appraisal Records	Permanent
Teacher Certificate Registers	Permanent
Teacher Grade Books regular ed	1 Year
Teacher Grade Books Voc Ed & Special Ed	5 Years
Telephone Logs and Activity Records	2 Years
Test and Academic Measurement Reports	5 Years after withdrawal
Textbook Records	2 Years
Transfer Records	7 Years
Transportation Reports to TEA	3 Years
UIL Records	2 Years
Unemployment Compensation Claim File	5 Years
Visitor Logs	2 Years
Warehouse Reports/Transactions	3 Years
W-2's	4 Years after Separation
W-4's	4 Years after Separation
Work Place Chemical List	30 Years
Workers' Compensation Claim Files	5 Years