

SECTION: SCHOOL DISTRICT  
ADMINISTRATIVE  
GUIDELINE

TITLE:

ADOPTED: May 19, 2008

REVISED:

# CALIFORNIA AREA SCHOOL DISTRICT

## 800-AR. RECORDS MANAGEMENT

In order to effectively implement the Records Management Plan, building administrators, department heads, and/or designated employees will be responsible for identifying and routing the various types of records and data that each department creates, gathers, uses or disseminates. Requests to add, revise or delete records will be approved and initialed by the Records Coordinator.

All records, whether created or stored on electronic systems, must be retrievable and available for the entire retention period listed on the records retention schedule.

Before any record is converted to a different medium, i.e. paper to electronic, the district will determine that the authorized disposition of the records can still be implemented after conversion.

### Electronic Records

The Records Management Committee will recommend appropriate media and systems for storing records throughout their life which meet the following requirements:

1. Special requirements for selecting storage media:
  - a. Permits retrieval in a timely fashion
  - b. Facilitates the distinction between records and non-records as well as the distinction between employee records and school district records.
  - c. Retains the records in a usable format for the length of their required retention period.

2. The following factors will be considered before selecting a storage media or when converting from one medium to another:
  - a. Required retention period for the records.
  - b. Maintenance necessary to retain the records in that format.
  - c. Ability to index and search records.
  - d. Costs of storing and retrieving the records stored in that format.
  - e. Density of the record
  - f. Access time necessary to retrieve stored records
  - g. Ability of the medium to run on equipment produced by multiple manufacturers
  - h. Ability to transfer information from one medium to another
  - i. Flexibility of the software to be used
  - j. Compliance of the storage medium with current industry and/or government standards

Before a document is created and maintained on an electronic records system, documents will be identified sufficiently to enable authorized personnel to retrieve, protect and carry out the disposition of documents in the system. Appropriate identifying information for each document maintained on electronic media may include: office of origin, file code, key words for retrieval, addressee (if any), signature, author, date, authorized disposition (coded or otherwise), and security classification (if applicable).

The district will ensure that records maintained in such systems can be correlated with related records on paper, microform, or other media.

The district must provide for the usability of image and index data for records stored on an electronic recordkeeping system over time by establishing:

1. Methods for all authorized users of the system to retrieve desired records.
2. Appropriate levels of security to ensure integrity of the records.
3. A standard interchange format when necessary to permit the exchange of records on electronic media using different software/operating systems and allow for the conversion or migration of records from one system to another.
4. Procedures for the disposition of records in accordance with the records retention schedule.
5. Procedures for regular copying, reformatting, and other necessary maintenance to ensure the retention and usability of electronic records throughout their required retention period.
6. Similar security precautions required of paper records to be used when destroying or reusing electronic media that contain privacy-protected or confidential information. Electronic storage media containing such information must be electronically wiped clean or physically destroyed in such a manner that the information cannot be reconstructed.

Record and Data Integrity

The district's records security program will:

1. Ensure that only authorized personnel have access to electronic records.
2. Provide for backup and recovery of records to protect against information loss.
3. Ensure that district personnel are trained to safeguard sensitive or classified electronic information.
4. Minimize the risk of unauthorized alteration or erasure of electronic records.
5. Ensure that electronic record security is included in a computer systems security plan.
6. Ensure that duplicate copies of permanent records are maintained in separate buildings or systems.

Litigation Hold

Issuing a litigation hold is the responsibility of the district solicitor(s). The litigation hold will be sent directly to the Records Coordinator, who will acknowledge receipt of the litigation hold. The litigation hold may be communicated initially by phone but will be followed by a written notification (fax, e-mail or letter).

The solicitor and Records Coordinator will decide which records are subject to the litigation hold and in which form the records will be retained or produced.

The Records Coordinator or designee will be responsible for collecting such records.

Because potential future claims may arise from various district operations, identifying such claims will be the responsibility of each district employee.

The Records Management Committee may meet in the event of a litigation hold.

**DOCUMENT RETENTION SCHEDULE**

The District, as public institution, recognizes that the disposal of dated records is a practice essential to the management of the District and is a practice, which must be implemented in accordance with the Pennsylvania School Code and the Municipal Records Act.

The Board shall make the public records of this District available for inspection, and Copies thereof in accordance with these guidelines, with the exception of those records exempted from such inspection and copying by law and the rules of the Board.

The accounts and records of proceeding of the Board shall be open to the inspection of any taxpayer in the District, his/her agenda or representative, upon request, in writing to the Board at a regular meeting.

**Records Exempted by Law include:**

1. Reports, communications or other items, the publication of which would disclose the institution, progress, or result of an investigation.
2. Any record, document, material, exhibit, report, memorandum, or other paper access to which or publication of which is prohibited, restricted or forbidden by law or court order or decree; or which would operate to prejudice or impairment of a person's reputation or personal security; or result in the loss of Federal funds, except the record of a conviction for any criminal act.
3. Records concerning individual pupils.
4. Personnel records.

The public may inspect the public records of the District, except exempted records enumerated above, during the regular business hours of the office in which such records are maintained.

No public record may be removed from the control or supervision of the designated administrator.

Such records may be reviewed in the Central Administrative Office during regular business hours. Photocopies may be obtained upon prior notice to the District Superintendent, and upon reimbursement to the District of time and expense incurred in providing such photocopies, calculated at \$.50 per page.

Nothing in this policy shall be construed as preventing the Board from inspection of any record of District in the performance of official duties.

**Permanent Basis**

1. Board Minutes
2. Deeds and Titles
3. Annual Auditor Reports
4. Annual Financial Reports (PDE-2057)
5. General Fund Budgets (PDE – 2028)
6. Construction Plans, Specifications, Drawings (Blue Prints), and As-Built Drawings. If a building has already been demolished, these documents could likewise be destroyed and that they will not longer serve any purpose.
7. All legal documents
8. Collective Bargaining Agreements

**99 Years**

1. Student Records

**60 Years**

1. Retirement Contributions
2. Attendance Sheets
3. Employee withholding Tax Statement (until updated or 60 years (W-4))
4. Personnel Files (60 years or Death Notification)
5. Payroll Earnings History Reports

**12 Years**

1. Insurance Policies and Records
2. Construction Project Records

**6 Years beyond last Debit Installment or Defeasance**

1. Bond Settlement Documents

**6 Years**

1. Time Sheets and Payroll Support Data, Payroll Register
2. Canceled Checks and Bank Statements
3. Paid Bills
4. Act 511 Tax Records
5. Check Registers
6. Other State and Federal Reports
7. Bids and Quotations
8. Tax Collector Reports
9. Payroll Tax Reports
10. Expired Contracts and Leases
11. Purchase Orders
12. Monthly Trial Balances

13. Revenue and Expenditure Reports
14. Employee Benefit Records
15. Expired Employee Benefit Contracts
16. Property Appraisals
17. General Ledger and Accounting Records
18. Census Data
19. Chart of Accounts
20. Attendance Reports (Child Accounting)
21. Real Estate Tax Duplicates

**2 Years**

1. Unemployment Records
2. Employment Applications (whether or not hired)

**Workers Compensation Records**

4 years for medical only claims, and 11 years for lost time claims\*

- \* Based upon law that allows claims to be reopened up to 10 years for lost time and 3 years for medical claims.

**EEO-5 Reports**

1. EEO-5 reports and records used to prepare the reports must be retained for a period of 3 years.

**Pending PHRC/EEOC Cases**

Where a charge of discrimination has been filed, all personnel records relevant to the charge or action must be maintained until final disposition. This would include personnel or employment records relating to the person claiming to be aggrieved, as well as to all other employees holding positions similar to that held or sought by the complainant. This would also include all application forms or test papers completed by the unsuccessful applicant and all other candidates who applied for the same position as that which the complainant applied for and was rejected.