

SAN CARLOS SCHOOL DISTRICT RECORDS RETENTION SCHEDULE
3580E (District Records)

Class	Record Title	Required Hard Copy Retention	**If Imaged** Hard Copy Retention	**If Imaged** Media Retention	Notes
ACCOUNTING & BUDGET RECORDS					
3	Accounts Payable Reconciliation	3 years	--	--	
3	Accounts Receivable Reconciliation	3 years	--	--	
1	Annual Financial and Budget Report	Permanent	4 years	Permanent	
1	Annual Program Cost Data Report	Permanent	4 years	Permanent	
1	Annual Report of Student Attendance	Permanent	4 years	Permanent	
1	Annual Report of Charter School ADA Funded through Revenue Limits	Permanent	4 years	Permanent	Ed. Code 42238
1	Annual Report of Pupil Transportation Expense	Permanent	4 years	Permanent	
1	Annual School District Audit Reports	Permanent	4 years	Permanent	
3	Appropriation Ledger	3 years	--	--	
1	Auditor's Report	Permanent	4 years	Permanent	
3	Bank Reconciliation and Canceled Checks	3 years	--	--	
1	Days of Attendance and ADA	Permanent	4 years	Permanent	
3	Expenditures Worksheet	3 years	--	--	
1	Final Annual Financial and Budget Report	Permanent	4 years	Permanent	
1	First Interim Financial Report	Permanent	4 years	Permanent	
1	First Period Report of Attendance for Students Residing in the District	Permanent	4 years	Permanent	
3	Form and Schedule for the Computation of the Principal Apportionment	3 years	--	--	
1	General Ledger	Permanent	4 years	Permanent	
3	Impact of Salary Settlement on the School District Budget	3 years	--	--	
1	Interim Financial Reports	Permanent	4 years	Permanent	
3	Invoices (incoming and outgoing)	3 years	--	--	

Class 1 – Permanent Records Class 2 – Optional Records Class 3 – Disposable Records -- Feasibility to Microfilm at District Discretion

Class	Record Title	Required Hard Copy Retention	**If Imaged** Hard Copy Retention	**If Imaged** Media Retention	Notes
3	Ledgers – All Funds	3 years	--	--	
3	Preliminary Revenue Limit	3 years	--	--	
3	Purchase orders – Board Copy	3 years	--	--	
3	Receipts – District Collections	3 years	--	--	
1	Report of Accounts Receivable	Permanent	4 years	Permanent	
1	Report of Current Liabilities	Permanent	4 years	Permanent	
1	Report of “Miscellaneous” Funds	Permanent	4 years	Permanent	
1	Report of Regular Day Classes and Enrollment for Kindergarten and Elementary Grades	Permanent	4 years	Permanent	
1	Report of the Amount of Taxes Annual Collected and Distributed for the Fiscal Year	Permanent	4 years	Permanent	
1	Report of the Estimated Amount of Taxes to be Collected	Permanent	4 years	Permanent	
1	Request for Allowance on Attendance because of Emergency Conditions	Permanent	4 years	Permanent	
1	Special Education Master Plan	Permanent	4 years	Permanent	
3	Warrant Cancellation Request to County	3 years	--	--	
ADMINISTRATION/BOARD MINUTES & CORRESPONDENCE					
1	Board Packets Including Approved Minutes, Agenda and Agenda Items	Permanent	4 years	Permanent	
1	Boundary Change Documents	Permanent	4 years	Permanent	
3	Correspondence - Routine	3 years	--	--	
1	County Report of School Bond, Loan, and Revenue Limit Election	Permanent	4 years	Permanent	
1	Election Calls	Permanent	4 years	Permanent	
1	Election Returns and Reports	Permanent	4 years	Permanent	
1	Minutes – Board	Permanent	4 years	Permanent	
1	Minutes of Committees	Permanent	4 years	Permanent	
2	Public Records Act Requests and Response	Final	--	--	

Class	Record Title	Required Hard Copy Retention	**If Imaged** Hard Copy Retention	**If Imaged** Media Retention	Notes
		Resolution + 2 years			
1	Rules, Regulations, Policies, Resolutions	Permanent	4 years	Permanent	
2	Subpoenas	Final Resolution + 2 years	--	--	
CHILD WELFARE AND ATTENDANCE					
1	Annual Report of Attendance for Students Residing in the District	Permanent	4 years	Permanent	
1	Days of Attendance and ADA Report	Permanent	4 years	Permanent	
1	First Period Report of Attendances for Students Residing in the District	Permanent	4 years	Permanent	
3	Notes from Parents (including absence notices)	3 years	--	--	
3	Notice of student suspension	3 years	--	--	
1	Notice to Parent from SARB	Permanent	4 years	Permanent	
3	Notification to Parent Regarding Ed. Code 48200 Absence from School	3 years	--	--	
3	Request for Letter, Office Conference or Complaint in Cases Involving Violations of Specified Ed. Code Section	3 years	--	--	
1	SARB Information Form	Permanent	4 years	Permanent	
1	School ADA Report	Permanent	4 years	Permanent	
1	Second Period Report of Attendance for Students Residing in the District	Permanent	4 years	Permanent	
3	Student Misconduct Statement	3 years	--	--	
2	Survey of Neglected and Delinquent Children	4 years	--	--	
CONTRACTS					
2	Bids – Educational and Data Processing, Insurance, Large (Dollar) Equipment Purchases, Security,	Completion of contract	--	--	

Class	Record Title	Required Hard Copy Retention	**If Imaged** Hard Copy Retention	**If Imaged** Media Retention	Notes
	Crossing Guards, Transportation, and Portable Buildings	+ 5 years			
2	Contracts (all)	Completion of contract + 5 years	--	--	
2	Grants – records related to the application, award, implementation and conclusion of a grant	Date of completion + 5 years	--	--	
2	RFPs, RFQs and RFIs - Accepted	Completion of contract + 5 years	--	--	
2	RFPs, RFQs and RFIs – rejected	2 years	--	--	
FOOD SERVICES					
2	Annual Participation Statement: Child Nutrition Programs	3 years	--	--	
2	Application – Agreement for School Lunch, School Breakfast, Special Milk Program, State Meal and/or Meal Supplement Programs	3 years	--	--	
2	Claim for Reimbursement for Meal Program	3 years	--	--	
2	Meal Tickets and Registers	3 years	--	--	
2	Reimbursement Claim: School Lunch, Breakfast, and Special Milk Programs	3 years	--	--	
2	School Breakfast/Lunch Program Application	3 years	--	--	
2	Vouchers	3 years	--	--	
HEALTH SERVICES RECORDS					
1	Annual School District Report of Screening Examinations and Waivers and Invoices: CHDP	Permanent	4 years	Permanent	
1	California School Immunization record	Permanent	4 years	Permanent	
1	Health Record Card (Student)	Permanent	4 years	Permanent	

Class	Record Title	Required Hard Copy Retention	**If Imaged** Hard Copy Retention	**If Imaged** Media Retention	Notes
1	School Immunization Survey Annual Report	Permanent	4 years	Permanent	
3	Student Physical Evaluation	3 years	--	--	
INSURANCE RECORDS					
1	Accident or Injury Reports – Industrial Injury	Permanent	4 years	Permanent	
1	Accident or Injury Report – Involving a Minor for which a Claim for Damages has been Filed (all records including the insurance policy)	Permanent	4 years	Permanent	These records cease to be Class 1 – Permanent records one year after the claim has been settled or the statute of limitations has run. 5 CCR 16023(c)(2)(B).
3	Accident or Injury Reports – No Claim Filed	3 years	--	--	
3	Accident or Injury Reports – Other – After Litigation	3 years	--	--	
2	Log / Summary of Occupational Injuries and Illness	5 years	--	--	Cal/OSHA No. 200; 29 CFR 1904.33; 8 CCR 14300.33
1	Unemployment Insurance Report	Permanent	4 years	Permanent	
1	Unemployment Insurance Returns	Permanent	4 years	Permanent	
MAINTENANCE & OPERATIONS RECORDS					
1	Deferred Maintenance Certification	Permanent	4 years	Permanent	
1	Deferred Maintenance Five Year Plan	Permanent	4 years	Permanent	
3	Emergency Orders (Original)	3 years	--	--	
1	Facilities Inventory	Permanent	4 years	Permanent	
3	Inspection Reports	3 years	--	--	
3	Preventive Maintenance Schedules	3 years	--	--	
3	Vandalism Inspection Reports	3 years	--	--	
3	Work Orders	3 years	--	--	
PAYROLL RECORDS					
1	Annual Reconciliation of California Personal	Permanent	4 years	Permanent	

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Class	Record Title	Required Hard Copy Retention	**If Imaged** Hard Copy Retention	**If Imaged** Media Retention	Notes
	Income Tax Withheld – EDD				
1	Deduction Register (Voluntary or Withholding)	Permanent	4 years	Permanent	
1	Corrected Wage and Tax Statement	Permanent	4 years	Permanent	
1	Earnings Reports (Quarterly)	Permanent	4 years	Permanent	
1	Employee’s Withholding Allowance Certificate	Permanent	4 years	Permanent	
1	Federal Withholding Tax Reports	Permanent	4 years	Permanent	
1	Quarterly PIT Return Adjustment Form	Permanent	4 years	Permanent	
1	Quarterly Wage and Withholding Report	Permanent	4 years	Permanent	
1	Employer’s Quarterly Federal Tax Return	Permanent	4 years	Permanent	
1	State EDD Quarterly Contribution Return	Permanent	4 years	Permanent	
1	Termination Records – Payroll	Permanent	4 years	Permanent	
3	Time Sheets/Cards	3 years	--	--	
1	Unemployment Insurance Report	Permanent	4 years	Permanent	
1	Wage and Tax Statement	Permanent	4 years	Permanent	
PERSONNEL					
3	Complaints/Grievances	Final Disposition + 2 years			
1	Employee Ratio Summary Certification Document	Permanent	4 years	Permanent	
3	Employment Applications	3 years	--	--	
3	Employment Eligibility Lists	3 years	--	--	
1	Health and Welfare Benefits, Certificated Personnel in the Teacher Bargaining Unit	Permanent	4 years	Permanent	
1	Personnel Files	Permanent	4 years	Permanent	
3	Personnel Files – Supervisor’s Notes	Completion of employee’s annual evaluation	--	--	

Class	Record Title	Required Hard Copy Retention	**If Imaged** Hard Copy Retention	**If Imaged** Media Retention	Notes
3	Recruitment Files Including Application and Selection Records	3 years	--	--	
3	Returned Letters – Inactive Recruitment	3 years	--	--	
1	Salary Data by Employee Classification	Permanent	4 years	Permanent	
1	Teacher Bargaining Unit Base Certificated Salary Schedule	Permanent	4 years	Permanent	
PROPERTY RECORDS					
1	Appraisals	Permanent	4 years	Permanent	
1	Bid Conditions (Advertised)	Permanent	4 years	Permanent	
3	Bid Envelopes	3-6 years	--	--	
1	Bids: Capital Outlay – Successful Bidder	Permanent	4 years	Permanent	
1	Building Fund Records	Permanent	4 years	Permanent	
1	Capital Assets Valuation Record	Permanent	4 years	Permanent	
1	Capital Inventory Record	Permanent	4 years	Permanent	
1	Capital Property Loss Report	Permanent	4 years	Permanent	
1	Certification of Completion of Project	Permanent	4 years	Permanent	
1	Change Order	Permanent	4 years	Permanent	
1	Escrow Materials	Permanent	4 years	Permanent	
1	Fixed Assets (Detail Records)	Permanent	4 years	Permanent	
1	Joint Use Agreements	Permanent	4 years	Permanent	
1	Lease Agreements	Permanent	4 years	Permanent	
3	Materials and Labor Bonds	3 years	--	--	
3	Performance Bonds	3 years	--	--	
1	Property Ledger	Permanent	4 years	Permanent	
1	Summary of Expenditure and Construction Progress	Permanent	4 years	Permanent	
RETIREMENT					
1	OASDI Reports Permanent	Permanent	4 years	Permanent	
1	OASDI States Reports of Adjustments	Permanent	4 years	Permanent	

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3	PERS Membership Data Forms	3 years	--	--	
1	PERS Payroll Listing	Permanent	4 years	Permanent	
3	PERS Request for Final Payroll Information	3 years	--	--	
2	STRS Certificate of Termination and Computation of Sick Leave	4 years	--	--	
3	STRS Membership Data Forms	3 years	--	--	
1	STRS Sick Leave Summary Transmittal	Permanent	4 years	Permanent	
1	Report of Retirement Contributions (Monthly)	Permanent	4 years	Permanent	
3	STRS Verification (Part-time and Substitute)	3 years	--	--	
SPECIAL EDUCATION RECORDS					
1	Annual Report for Special Education Master Plan	Permanent	4 years	Permanent	
1	Annual Report of Attendance for Special Programs	Permanent	4 years	Permanent	
1	Annual Report of Special Education Transportation Expense	Permanent	4 years	Permanent	
2	Assessment Plan/Reports	3 years	--	--	
1	Final Expenditure and Performance Report for P.L. 94-142	Permanent	4 years	Permanent	
3	Individualized Education Plans	3 years	--	--	Consider keeping permanently in student's file for possible litigation
2	Parent Consent for Release of Information	3 years	--	--	
2	Parent Notification of Meeting and Intent to Participate	3 years	--	--	
1	Special Education Master Plan	Permanent	4 years	Permanent	
2	Special Education Program Review Evaluation Report	4 years	--	--	
1	Special Education Pupil Count	Permanent	4 years	Permanent	