

EHB

RECORDS RETENTION SCHEDULE

| TYPE OF RECORD | STATUTE, RULE, OR LEGAL AUTHORITY* | RETENTION PERIOD | RESPONSIBLE PARTY |
|-------------------------|------------------------------------|-----------------------------|-------------------|
| Business Records | | | |
| Accident Reports | | | |
| Employee | | Term of employment +6 years | HR |
| Student | | Age of majority +6 years | |

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|-------------------------------------|---|-------------------------|------------------------------|
| Collective Bargaining Agreements | | Permanent | HR |

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|---------------------------------------|---|---|-------------------|
| Custodial | Lab 803.03 | 5 years | BS |
| Secretarial | Lab 803.03 | 5 years | BS |
| Substitute Teachers pay slips | Lab 803.03 | 5 years | BS |
| Payroll Records | RSA 33-A:3-a Audited, plus 2 year; 29 C.F.R. §1627.3 (3 years) ADEA: 29 U.S.C. §626, 29 CFR Part 1602 (2 years from job action); 29 C.F.R § 825.500 FMLA, 29 U.S.C.§2616, 3 years | 6 years | BS |
| Travel Reimbursements | Until audit; plus 1 year | 3 years | BS |
| Treasurer's Receipts: | | | |
| Cancelled checks | | 6 years | BS |
| Treasurer's Report | | 6 years | BS |
| Tax Forms | | | |
| W-2's Yearly | Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years) | 7 years | HR |
| W-4 Withholding Exemption Certificate | Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years) | 7 years | HR |
| W-9 | Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years) | 7 years | HR |
| 941-E Quarterly Taxes | Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years) | 7 years | HR |
| Personnel Records | | | |
| Application-successful | RSA 33-A:3-a. Retirement or termination +50 years | Term of Employment +50 years | HR |
| Application-unsuccessful | RSA 33-A:3-a | Unsuccessful applicants-current year +3 years | HR |

Attendance Records:

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|-----------------------|---|-------------------------|--------------------------|
| Leaves | FMLA - 3 years | 3 years | HR |
| Request for Leaves | | 1 year | HR |

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| Disciplinary Records | | Term of enrollment +3 years | Principal |
| Early Dismissal | | 1 year | Principal |
| Emergency Information Form | | 1 year as updated | Principal |
| Grades | Ed 306.04 Policy Development, (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe. | Permanent | Principal |