

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