



Record Retention Quicklist

	Years
Accounts Receivable	7 years and destroy
Accounts Payable	7 years and destroy
Audits	7 years and destroy
Board Minutes	Retain
Citizenship Awards	7 years and destroy
Committees of the Board	Retain
Counseling PD	7 years and destroy
Donations	7 years and destroy
Education Plan	10 years and destroy
Employee Files	5 years after termination & Archive to age 70
Forms	Retain until superseded or obsolete
Letters of Appreciation	3 years and destroy
Litigation	7 years and destroy
Locally Developed Curriculum	7 years and destroy
Long Service Presentations	3 years and destroy
Newsletters	Retain until superseded or obsolete
Professional Development	7 years and destroy and destroy
Public Relations	3 years and destroy
Purchase Orders	7 years and destroy
Reports Studies & Statistics	3 to 10 years unless superceded or obsolete
School Council	7 years and destroy
School Generated Funds	7 years and destroy
School Registers	3 years and destroy
School Reviews	7 years and destroy
Student Records	Retain until student reaches the age of 26 years
Student Services	7 years and destroy
Student/Staff Appeals & Grievances	10 years and destroy
Time Sheets	3 years and destroy
Unsolicited Resumes	1 years and destroy

Under Review