

## Records Handling

	Item No.	Description	Disposal	Responsible
<b>Administrative Records</b>	100	Application to Dispose of Local Records and Records Disposal Certificates	Retain Permanently	Director of Research
	101	Administrative Files (correspondence, memos, notes, ect.)	1-year	All Administrators
	102	Agendas	Retain Permanently	Superintendent's Secretary
	103	Certification of Publication, Newspaper Publication, Notice of Hearings, Notice of Lettings	1-year	Treasurer
	104	Contracts, Leases and Agreements	10-years after termination	All Administrators
	105	Easements (Temporary)	10-years after termination	Director of Maintenance
	106	"Freedom of Information Act" Requests and Denials	2-years	Superintendent
	107	Inter-governmental Agency Agreements	5-years	Superintendent
	108	Maps and Prints	Retain Permanently	All Administrators
	109	Minutes of Meetings	Retain Permanently	Superintendent's Secretary
	110	Notice of Tax Objections	7-years	Treasurer
	111	Referendum Records	1-year	Superintendent
	112	Register a Common School	Retain Permanently	Superintendent
	113	School Calendars (yearly)	7-years	Superintendent's Secretary
<b>Cafeteria Records</b>	200	School Lunch Program Records (includes application for free/reduced lunch)	5-years	Principals
<b>Construction Records</b>	300	Contracts, Agreements and Leases for Goods and Services	10-years after termination	All Administrators
	301	Miscellaneous Bids, Specifications and Proposals	10-years after decision	All Administrators
	302	Waiver of Lien	2-years after expiration	Superintendent

## Records Handling

	Item No.	Description	Disposal	Responsible
Election Records	400	Election Records (bill of expenses, affidavit to vote, etc.)	60-days unless contested	Superintendent's Secretary
	401	Nomination Petitions	60-days	Superintendent's Secretary
	402	Receipts for Statements of Economic Interests	3-years	Superintendent's Secretary
Fiscal Records	500	Accounts Payable, Accounts Receivables and General Ledgers	7-years	Treasurer
	501	Activity Fund Records	7-years	Bookkeeper/Principals
	502	Audits	Retain Permanently	Treasurer
	503	Budget Worksheets	2-years	Treasurer
	504	Budget Records	7-years	Treasurer
	505	Cancelled Bonds and Coupons	2-years	Treasurer
	506	Cancelled Checks, Bank Statements, Deposit Slips, Paid Bills, Invoices, Vouchers, Impress	7-years	Treasurer
	507	Certificates of Tax Levies and Extensions	7-years	Treasurer
	508	Check Stubs, Receipts, Duplicate Checks, Purchase Orders	2-years	Bookkeeper
	509	College Course Approvals and Reimbursements	3-years	Superintendent's Secretary
	510	Grant Records	3-years	Treasurer/Principals
	511	Illinois Department of Revenue Notice of Tax Allotments	3-years	Superintendent
	512	Purchase Orders and Requisitions and Convenience copies	2-years	Bookkeeper
	513	State Aid Approvals, pre-approvals, applications for reimbursements for SPED, Safety, National Lunch Programs, Transportation and Driver's Ed Programs	3-years	Director of Transportation/ Director of SPED/Treasurer
	514	State and Federal Tax Statements and Reports (W-2's, W-3's, W-4's, IL-501's, 1099's, IL-941's, ect.)	7-years	Payroll Benefits Coordinator/Bookkeeper
515	State, Federal and Title Program Grant Records	3-years	Treasurer	
516	Textbook Loan Program Records	3-years	Treasurer	
517	Treasurer's Monthly Statement	7-years	Treasurer	

## Records Handling

	Item No.	Description	Disposal	Responsible
Insurance Records	600	Cancelled and Expired Insurance Policies	7-years after cancelled	Payroll Benefits Coordinator
	601	Flex File- Cafeteria Plan Insurance Records	7-years	Payroll Benefits Coordinator
	602	Insurance Summary Report	2-years	Payroll Benefits Coordinator
	603	Mammogram Reimbursements	3-years	Payroll Benefits Coordinator
	604	Workmen's Compensation Insurance Claim Records	7-years after settlement	Payroll Benefits Coordinator
Payroll & Personnel Records	700	Annuities Deduction Statement	7-years	Payroll Benefits Coordinator
	701	Applications for Employment (solicited and unsolicited)	2-years	Assistant Superintendent
	702	Collective Bargaining Agreement and Supportive Documents	Retain Permanently	Superintendent's Secretary
	703	Illinois Municipal Retirement Fund Records (IMRF)	10-years after termination	Payroll Benefits Coordinator
	704	Official Personnel File (school attendance, tenure, salary notice, etc.)	60-years or 78th Birthday	Superintendent's Secretary
	705	Payroll Records (check register, etc.)	2-years	Payroll Benefits Coordinator
	706	Payroll Deduction Summary Ledgers	60-years or 78th Birthday	Payroll Benefits Coordinator
	707	Payroll Summary Ledgers	7-years	Payroll Benefits Coordinator
	708	Personnel Files (Working Copies)	Retain until done with.	All Administrators
	709	Requests for Sick Leave, Vacation Time (Print Out Lists)	2-years	Asst. Superintendent's Secretary
	710	Resignations	5-years	Superintendent's Secretary
	711	Surety bonds	3-years	Treasurer
	712	Teacher Certificates (Copies)	5-years after termination	Superintendent's Secretary
	713	Teacher Contracts	5-years after termination	Superintendent's Secretary
	714	TRS Records	7-years Annual Reports 2-years Monthly Reports	Payroll Benefits Coordinator
	715	Teacher Salary Schedules	Retain Permanently	Superintendent's Secretary
716	Time Sheets	2-years	Payroll Benefits Coordinator	

## Records Handling

	Item No.	Description	Disposal	Responsible
Reports	800	Asbestos Detection Survey Records	Retain Permanently	Director of Maintenance
	801	Department of Agriculture Statistical Reports	1-year	Superintendent
	802	Fire, Crisis, Tornado Drill Reports	3-years	Principals
	803	In-district Assessment Tests	5-years	Principals
	804	Inventories	2-years	All Administrators
	805	ISBE Certificates of Recognition	2-years	All Administrators
	806	ISBE Reports (Immunizations, School report Cards, End of Year Bilingual Census, Teacher's Annual Reports, Fall Enrollment and Housing, ect.)	5-years	All Administrators
	807	ISBE Statements of Revenues and Expenditures	7-years	Superintendent
	808	ISBE Teacher's Service Records Annual Reports	4-years	Superintendent's Secretary
	809	ISBE Visitation Records	7-years	All Administrators
	810	Life Safety Survey Records (Survey Reports, and Amendments, Work Progress Reports, Certificates of approval for Health, Life , Safety, Authorization for Extension of Time, Statements of Compliance)	7-years	All Administrators
	811	Material Safety Data Sheets	10-years after termination	Director of Maintenance
	812	Medicaid Records	7-years	Director of SPED/Treasurer
	813	Phone Logs	2-years	All Administrators
	814	School Improvement Plan	7-years	Principals
	815	Sign In Sign Out Sheets	2-years	Principals
	816	Strategic Action Plans	7-years	Superintendent
	817	Summer School Program Records	3-years	Principals
	818	TRS Reports	7-years Annual Reports 2-years Monthly Reports	Payroll Benefits Coordinator
	819	Visitor/Adult Sign In-Sign Out Sheets	2-years	Principals
	820	Unemployment Compensation Records	7-years	Payroll Benefits Coordinator
821	US Government Census Reports	Until superseded	Superintendent	

## Records Handling

	Item No.	Description	Disposal	Responsible
Bus Records	900	Bus Driver's Pre Trip Inspections	2-years	Director of Transportation
	901	Bus Routes, Maps, Odometer, Extra Trip Readings and Schedules	2-years	Director of Transportation
	902	IDOT Bus Inspections	7-years	Director of Transportation
	903	School Bus Accident Reports	7-years non-student 7-years after student is 18-years old with students	Director of Transportation
Student Records	1000	Administrative Files	1-year	All Administrators
	1001	Discipline-Suspension Reports	5-years	Principals
	1002	Early Childhood Program Records	3-years	Principals
	1003	Orders of Protection	3-years	Principals
	1004	Parental Permission Slips	2-years	Principals
	1005	Permission to Release Student Records	60-years	Principals
	1006	Permission Slips for Students to Attend Activities	2-years	Principals
	1007	Reimbursement for Travel	3-years	Bookkeeper
	1008	SPED Temporary Records	5-years after graduation or transfer	Director of Special Ed
	1009	Standardized Test Scores Sheets	5-years	Principals
	1010	Student Attendance Records	3-years	Principals
	1011	Student Drop Permanent Records	60-years	Principals
	1012	Student Fee Waivers	2-years	Principals
	1013	Student Index Cards	Retain Permanently	Principals
	1014	Student Insurance Records	2-years	Principals
	1015	Student Insurance Waivers	7-years	Principals
	1016	Student Permanent Records	60-years	Principals
1017	Student Temporary Records	5-years	Principals	

Adopted: June 29, 2009

Revised: September 30, 2013