

LARCHMONT SCHOOLS DOCUMENT RETENTION/DESTRUCTION POLICY

This policy specifies how important documents (hardcopy, online or other media) should be retained, protected and eligible for destruction. The policy also ensures that documents are promptly provided to authorities in the course of legal investigations or lawsuits.

Document Retention Schedule

The following types of documents will be retained for the following periods of time. At least one copy of each document will be retained according to the following schedule:

Corporate Records

Articles of Incorporation	Permanent
Corporate Bylaws	Permanent
IRS Application for Tax Exempt Status (Form 1023)	Permanent
IRS Determination Letter granting tax exempt status	Permanent
State Application for Tax Exempt Status (Form 3500)	Permanent
State Determination Letter granting tax exempt status	Permanent
Board Policies/Resolutions	Permanent
Board and Committee Meeting Minutes	Permanent
Sales Tax Exemption Documents	Permanent
Tax ID Number Designations	Permanent
Annual Corporate Filings	Permanent

Financial Records

Chart of Accounts	Permanent
Fiscal Policies and Procedures	Permanent
Audits	Permanent
Financial Statements	Permanent
General Ledger	Permanent
Check Registers/Books	7 years
Business Expenses Documents	7 years
Bank Deposit Slips	7 years
Cancelled Checks	7 years
Invoices	7 years
Investment Records (deposit, earning, withdrawals)	7 years
Property and Asset Inventories	7 years
Petty cash receipts /documents	3 years
Credit card receipts	3 years

Tax Records

IRS Annual Form 990	Permanent
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FTB Annual Form 199	Permanent
Payroll Registers	Permanent
IRS Form 1099 Filings	7 years
Payroll Tax Returns and Withholding Records	7 years
Earnings records	7 years
W-2 statements	7 years

Personnel Records

Employee Offer Letters	Permanent
Employment Contracts	Termination +7 years
Benefits Descriptions Per Employee	Permanent
Pension Records	Permanent
Employee Application and Resumes	Termination +7 years
Promotions, demotions, letter of reprimand, letter of termination	Termination +7 years
Job Descriptions, performance goals	Termination +7 years
Workers' Compensation Records	Date of injury +5 years and +2 years after claim has been closed
I-9 Forms	Termination +5 years
Time Reports	Termination +3 years

Insurance Records

Property Insurance Policy	Permanent
Directors and Officers Insurance Policy	Permanent
Workers' Compensation Insurance Policy	Permanent
General Liability Insurance Policy	Permanent
Insurance Claims Applications	Permanent
Insurance Disbursements/Denials	Permanent

Contracts

All Insurance Contracts	Permanent
Employee Contracts	Permanent
Construction Contracts	Permanent
Legal Correspondence	Permanent
Loan/Mortgage and Real Estate Documents	Permanent
Leases/Deeds	Permanent
Vendor Contracts	7 years
Warranties	7 years

Donations / Fundraising Records

Grant Dispersal Contract	Permanent
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Donor Lists	7 years
Grant Applications	7 years
Donor Acknowledgments	7 years

Pupil Records

Individual Student Record (*original or copy*) which shall consist of the following: Permanent*

- A. Legal name of pupil
- B. Date of birth
- C. Method of verification of birth
- D. Sex of pupil
- E. Place of birth
- F. Name and address of parent of minor pupil
 - a. Address of minor pupil if different than above.
 - b. An annual verification of the name and address of the parent and the residence of the pupil.
- G. Entering and leaving date of each school year and for any summer session or other extra session.
- H. Subjects taken during the each year, half-year, summer session, or quarter.
- I. If grades or credit are given, the grade or number of credits toward graduation allows for work taken.
- J. Verification of or exemption from required immunizations.
- K. Date of high school graduation or equivalent.

Individual Student Injury Record (for which a claim was filed). 1 year after the claim has been settled or after the statute of limitations has run.

****Option to microfilm and destroy original.***

Document Protection

To ensure that documents (hardcopy, online or other media) are available when needed, documents will be stored on and off site by the Larchmont Schools.

Document Destruction

At the end of each school year, hardcopy documents that are eligible for destruction shall be removed from the current-year filing systems and boxed with their potential destruction date and type of records clearly marked on the outside of the storage box.

When the destruction date is reached, hardcopy of documents will be destroyed by shredding after they have been retained until the end of the Document Retention Schedule. Online copies will be destroyed by proven means to destroy such media after they have been retained until the end of the Document Retention Schedule.

Provision of Documentation for Investigations or Litigation

Documents requested and subpoenaed by legally authorized personnel will be provided within the time period legally provided, and in accordance with any applicable Larchmont Schools policies. The Board Chair and Executive Director shall authorize provision of these requested documents. No documents will be concealed, altered or destroyed with the intent to obstruct the investigation or litigation.

Adopted on September 11, 2012

Marya Francis, Secretary