

RECORD RETENTION

Arizona State Library, Archives and Public
Records

What are RECORDS?

- A.R.S. 41-1350 – Records are: All books, papers, maps, photographs or other documentary materials, regardless of physical form or characteristics... made or received by any governmental agency in pursuance of law or in connection with the transaction of public business preserved or appropriate for preservation by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government, or because the informational and historical value of the data therein.....
- Records as defined are the property of the State of Arizona not the property of the political subdivision

E- Records

- E-records are those that reside in electronic computer systems or other electronic media
- Arizona Electronic Transaction Act authorizes state and local governments to establish electronic/digital systems for conducting their business

Non-Records Include

- Reading file copies of correspondence
- Tickler, follow up
- Identical duplicate copies of all documents maintained in the same file
- Extra copies of printed materials
- Superseded copies of published manuals and directives
- Catalogs, trade journals, magazines
- Information copies of correspondence
- Non-records are not to be mixed with records in the same file

Be Careful

- From the standpoint of both state and Federal Court Rules of Evidence, there is little if any difference between records and copies of records. During the discovery process of a civil suit, the non-record copies are just as discoverable as evidence in the original records.

Arizona School Districts

- Have clearly defined requirements on which documents are records and how long they should be kept and methods of disposal
- Destroying public records *without lawful authority is a Class 4 Felony*

Keeping Records

- Per ARS 41-1351, the time periods listed in the retention schedules are both the minimum and maximum time records may be kept. Keeping records for a time period other than their approved retention period is illegal. Records required for ongoing or foreseeable official proceeding such as audits, lawsuits or investigations must be retained until released from official proceedings. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in these schedules, a change in retention period can be considered by contacting the Records Management Division.

Chandler Process

- There is a master record retention schedule (Exhibit A) maintained in the property control office that provides the following:
 - CUSD Name for Record if different than description
 - Required disposition timeline
 - Whether document is paper or electronic
 - If a department is going to keep the records in their office for a period of time prior to sending to the warehouse
 - Responsible Person
 - Request to maintain records beyond the archive of library requirement
 - Each Superintendent is responsible for ensuring that their departments are maintaining the correct documents.

Master Retention Schedule (Exhibit A)

General Retention Schedule for All School Districts and Charter Schools Accounting/Finance

Payroll Records

Item#	Records Series	CUSD terminology	Retention (Yrs.)	Remarks	Dept. Contact	Paper or Electronic	Comments
38	Direct Deposit Authorizations		3	After fiscal year superseded or obsolete	Sandy Cooper	P	looking at electronic
39	Payroll Records (including all remuneration made to Wage and Tax Statements (W-3), all Social Security contributions and adjustments, earned income credits, registers, vouchers, unemployment insurance contributions, and other tax records)		4	After fiscal year contributions were due or paid	Sandy Cooper	P & E	
40	Personnel/Payroll Action Forms (pay or position change notices, additions to payroll, terminations, promotions, demotions, transfers, layoffs, and other related records)		4	After fiscal year created or received	Sandy Cooper	P & E	
41	Salary and Wage Schedules		Permanent	Preserve pursuant to ARS §39-101	Sandy Cooper	E	
42	State Retirement System Applications	Included in Payroll Employee File	3	After fiscal year of employee termination	Sandy Cooper	P	
43	Employee Time and Leave Records A. Official copy		4	After fiscal year created or received	Sandy Cooper	E	

Chandler's New Procedures

1. Each department/site is responsible for sending their records to the warehouse
2. Only required records are to be sent to the warehouse
3. The boxes must only contain records. (no mixing with non records). Whenever possible, try to send full boxes.
4. Bankers boxes are not required, empty boxes from paper reams are acceptable
5. A department may keep records in their offices for a period of time prior to sending them to the warehouse as long as it is noted on the master record retention schedule maintained in the property control.

Chandler's Procedure

6. Each department must send their boxes with a label that matches the CUSD record retention list. A template will be provided by property control and available on line. Colored labels can be ordered from Robert Mertz at Property Control. (Exhibit B)
7. More than one record can be in a box, however all records in a box must have the same disposition length.
8. Each department will develop their own method to track records sent to the warehouse. (Sample Log – Exhibit C)
9. All records must be disposed of by Property Control.

Retention Label (Exhibit B)

CHANDLER UNIFIED SCHOOL DISTRICT – RECORD RETENTION LABEL

ACCT'G/FINANCE – PAYROLL RECORDS

Three (3) Years

BOX:

CONTENTS NOTES

- ☐ Direct Deposit Authorizations
- ☐ State Retirement System Applications
- ☐ Vacation and Sick Leave Summary Records

School Year:

Shred Year:

Retention Label (Exhibit B)

CHANDLER UNIFIED SCHOOL DISTRICT – RECORD RETENTION LABEL

SCHOOL: _____

STUDENT RECORDS PERMANENT BOX: _____

- | | |
|---|-----------------------|
| <input type="checkbox"/> Immunization Records (card Specified by Department of Health Services) | <i>CONTENTS NOTES</i> |
| <input type="checkbox"/> Permanent Student Records (including Personal identifying information (name, Student identification number, etc.), Transcript of final grades, summary of Attendance and standardized test Scores) | |

School Year: _____

PERMANENT

Retention Label (Exhibit B)

CHANDLER UNIFIED SCHOOL DISTRICT – RECORD RETENTION LABEL

SCHOOL: _____

STUDENT RECORDS Four (4) Years. **BOX:** _____

- ☐ Daily Attendance Records (attendance records for the school and not individual Student attendance records. This series includes student sign in/out logs)
- ☐ School Registers
- ☐ Certificates of Educational Convenience (CEC)
- ☐ Disciplinary Records
- ☐ Counseling Session Records
- ☐ Professional and Working Records
- ☐ Access and Release Records
- ☐ Student Activities Records (Including Extracurricular activities, awards, recommendations, and other related records)
- ☐ Anecdotal Records
- ☐ Non-medical Professional Reports (Including reports from psychologists, social Workers and other related records)
- ☐ Student withdrawal Notices
- ☐ Special Education Records (Including placement records, referrals, Evaluations, Testing data and other related records)
- ☐ Student Insurance Records
- ☐ Tuition Program Records
- ☐ Affidavits of Intent to Home School (office copy – official copy with County Supt of Schools)
- ☐ Registration Records (students not continuing in school district)
- ☐ All other Non-permanent Student records
- ☐ Standardized Test Score sheets including AIMS
- ☐ Health Records (Including basic identifying data, general medical history, medical reports, vision and hearing tests, student accident reports, and other related records but does not include immunization records)

CONTENTS NOTES

School Year: _____

Shred Year: _____

DEPARTMENT RECORD RETENTION LOG

[illegible]

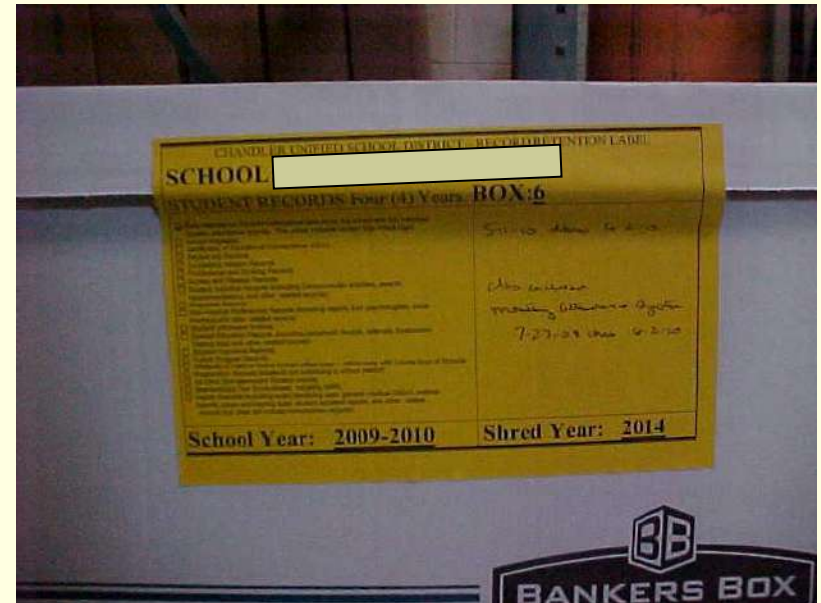
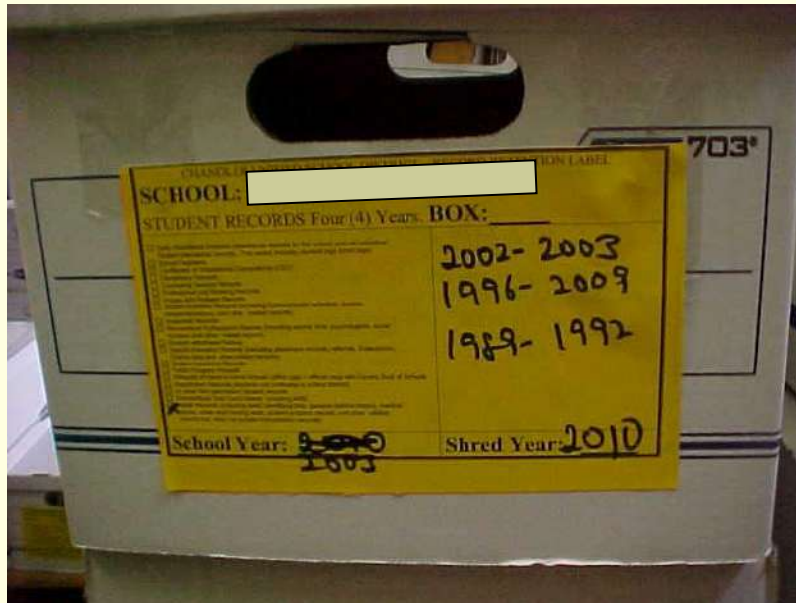
What should not be included.....

CHANDLER UNIFIED SCHOOL DISTRICT RECORDS RETENTION FORM AS OF 7/29/03 - [REDACTED]

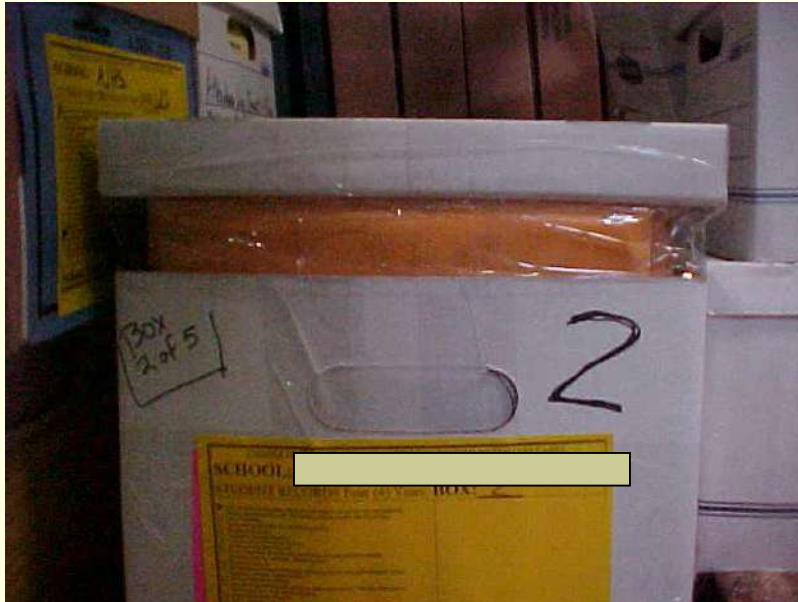
Documents are 'loose' unless specifically identified as being in a 'FILE' folder, or other notation.

Document No.	Type	Description of Major Sections	Key Contents	Reference Dates
151	<i>Banded</i>	CUSD Personnel Directories		FY 1982/83 thru FY 1992/93 inclusive
	<i>Indiv. Spiral Bound</i>	[REDACTED] Year by Week/Appointment Calendar (Diary)		Calendar Years 1989 - 1995 inclusive
	<i>Bound Booklet</i>	[REDACTED] Monthly Calendar by Day Appointments		1994 only
	<i>Indiv. Spiral Bound</i>	Receptionist Message Books		Calendar Years 1993 - 1996 (Not reviewed for contiguity)
	<i>Banded</i>	Everflow Daily Page Calendar		Calendar Years 1993, 1995
	<i>Spiral Bound Soft cover book</i>	"Easy Flow", Flow Charting, Data Flow Programs Org. Chart creation, etc. Haven-Tec Software, Ltd.		1991
		Stuffed Toy		

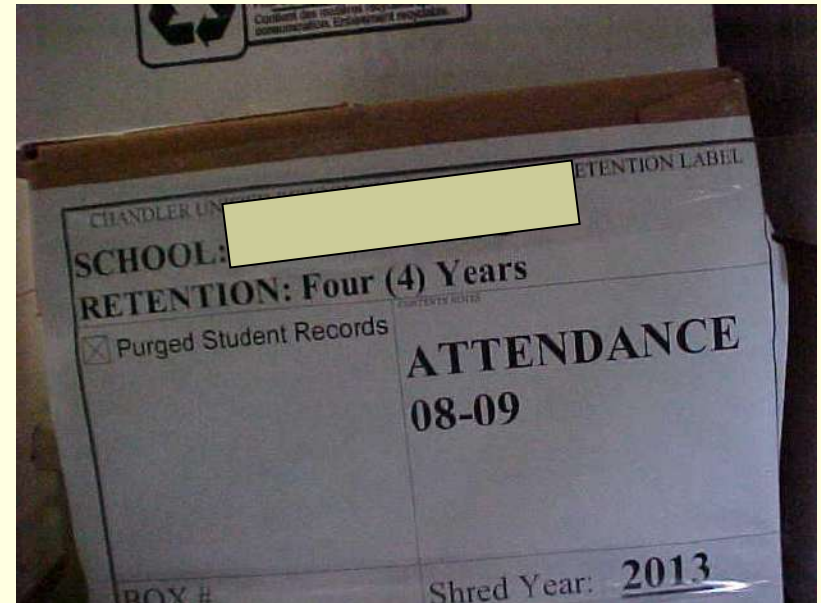
What NOT to do...



What NOT to do...



What NOT to do...



What NOT to do...

CHANDLER UNIFIED SCHOOL DISTRICT RECORD RETENTION

SCHOOL:

STUDENT RECORDS Four (4) Years. BOX: 1

☒ Only Attendance Records (for school records for the school and not individual student attendance records - if records includes student sign, event logs)

☐ Student Records

☐ Description of Educational Content (CEC)

☐ Planning/Strategy Plans

☐ Professional and Working Records

☐ Awards and Welfare Records

☐ Student Activities Records (including Extracurricular activities, awards, recommendations, and other related records)

☐ Anecdotal Records

☐ Non-medical Professional Reports (including reports from psychologists, social workers and other related records)

☐ Student Withdrawal Notices

☐ Special Education Records (including placement records, referrals, Evaluations, Testing data and other related records)

☐ Student Insurance Records

☐ Full-time Program Records

☐ Affidavits of Transfer to Home School (office copy - official copy with County Dept of Schools)

☐ Identification Records (students and employees in school district)

Student Sign
Doc/Health
Volunteer Sign

CHANDLER UNIFIED SCHOOL DISTRICT NO. 17334

RECORDS RETENTION FORM

SITE: [REDACTED] DATE: 6-9-10

THERE 3 COLUMNS MUST BE COMPLETED

DESCRIPTION OF CONTENTS	Category No.	Date	
		From	To
Grade Books		2008	2009

What NOT to do...

