

# **General Records Retention Schedule for School District Records Revised 2026**



**South Carolina Department of Archives and History**

**Archives and Records Management Division**

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**Columbia, South Carolina 29223**

## **General Records Retention Schedule**

### **for School Districts Revised 2026**

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## Introduction

The Archives and Records Management Division of the Department of Archives and History has prepared this general retention schedule to give South Carolina’s school districts the authorization to retain and dispose of common records. The schedule lists the permanently valuable records, which should be properly protected, and provides a timetable that will allow records custodians to regularly dispose of records of non-permanent value. In preparing the schedule, the Division consulted with representatives from various school districts. This general schedule supersedes all general and specific schedules approved previously for the same records series.

## Statutory authority

Section 30-1-90(B) of the Code of Laws of South Carolina, 1976, as amended, within the [South Carolina Public Records Act](#), authorizes the Department of Archives and History to issue general schedules for records series common to agencies and subdivisions. Agencies and subdivisions must be allowed to opt out of these general schedules and proceed pursuant to the provisions of subsection (A) in the establishment of specific records schedules.

## Definitions

A records retention schedule describes one or several records series, shows the length of time the records should be retained, and indicates their final disposition. Schedules are of two types—specific and general.

- **Specific Records Retention Schedules** — These schedules are prepared and approved by the Department of Archives and History specifically for records that are unique to your school district; your school district’s name will appear on these. To review or create specific schedules, contact the Records Management Division at 803-896-6128 or [rm@scdah.sc.gov](mailto:rm@scdah.sc.gov).
- **General Records Retention Schedules** — These schedules are issued by the Department of Archives and History and may be used as needed by any school district. The titles and descriptions of record series listed in the general schedule may not exactly reflect the titles and descriptions you use. When a general schedule applies to records already covered under a specific schedule, the general schedule will supersede the specific schedule unless you wish to opt out of using the general schedule. School districts may also create additional specific schedules to use instead of the general schedules if the existing general schedule description or retention does not meet their records needs or to avoid conflict with other laws and regulations.

## General schedule format

Each record retention schedule listed in the general schedule is presented in the following format:

- **Part A — Record series number and series title:** The first line includes the individual retention schedule number and the title most commonly used by school districts for each record series. A record series is a group of related records that share a common purpose, subject, or function.
- **Part B — Description:** A short statement describing the use and informational content of the record series. In many cases, the description also specifies the office that creates the series.
- **Part C — Retention:** Indicates the minimum length of time that records should be retained by the school district before their final disposition can take place.

## Application of general schedule

- This schedule may be used by the following school district departments, offices, and functions: administrative, finance, food services, health services, payroll, personnel, student records, and transportation. Any office may use the retention schedules in Administrative subarticle 1, as applicable.
- This schedule may be used by state-supported public charter schools as defined by the South Carolina Charter Schools Act of 1996.
- This schedule cannot be used by:
  - any counties, municipalities, special purpose districts, and any quasi-governmental subdivisions. The Department of Archives and History issues separate general schedules for counties, municipalities, and special purpose districts.
  - any department of the state; any state board, commission, agency, and authority; any public or governmental body of the state; any organization, corporation, or agency supported in whole or in part by public funds or expending public funds, including committees, subcommittees, advisory committees, and any quasi-governmental body of the state. The Department of Archives and History issues separate general schedules for state government records.
  - any state-supported college, university, technical college, and any affiliated institutions. The Department of Archives and History issues separate general schedules for state-supported colleges and universities.
- Before using this general schedule, you should contact your school district records officer, who should coordinate all activities relating to the retention and disposition of school district records and function as a liaison with the Department of Archives and History in administering the school district's records management program.

## How to use the general schedule

1. Study the general schedule and compare it with your specific schedules, if you have any, to determine which schedules you will use. If you wish to use your specific schedules instead of the general schedule, follow the established procedure for those specific schedules.
2. Locate and examine all your records.
3. Match each records series with the title and description on the general schedule. The general schedule titles may not reflect exactly the titles you use; however, the record content should be the same as the general schedule description.
4. Follow the records disposition process outlined below, which should be carried out periodically - at least once a year – using the forms located at <https://scdah.sc.gov/records-management/forms>:
  - a. Non-permanent records: Complete a [Report on Records Destroyed Form \(ARM-11\)](#) and submit it to the Records Management Division at [rm@scdah.sc.gov](mailto:rm@scdah.sc.gov).
  - b. Permanent (archival) records: After your permanently valuable records become inactive, you should transfer them to an archival repository. The Department of Archives and History may accept the transfer of school district records with a permanent retention on a case-by-case basis. Contact the Records Management Division for further instructions.

## Explanation of terms used in retention statements

- “Until no longer needed for reference” — Records are to be kept until you decide they have no further reference value.
- “Permanent.” — Records are to be transferred to an archival repository for permanent retention. Permanent paper records that have been microfilmed or digitized must also have a secure back-up copy.
- “‘X’ years, destroy.” — Records may be destroyed x number of years after creation, provided any administrative, legal, and fiscal retention requirements have been met.
- “Record Version” – Records created by one entity and forwarded to another entity for administrative purposes will have different retention requirements based on the use of those records. The record version will be retained permanently by the Department of Archives and History.

## Special provisions

- **Opting out** — You may opt out of using general schedules and continue to use already approved specific schedules that cover the same records as the general schedules. You may also opt out of using general schedules if you wish to establish new specific schedules instead for the same records. Submit a [General Schedule Opt-Out Form \(ARM-18\)](#) to the Records Management Division at [rm@scdah.sc.gov](mailto:rm@scdah.sc.gov).
- **Confidential and restricted records** — Records officers and records custodians should ensure that confidential records are securely filed, accessed, and disposed of to prevent unauthorized access.
- **Exceptions to minimum retention periods** — This general schedule establishes minimum retention periods for the official copy of your records. Although most records can be destroyed when their minimum retentions have been met, you may need to keep some records longer to satisfy specific requirements. Be sure those requirements have been met before you dispose of those records.
- **Copies** — This general schedule does not cover copies of records, which you may have made for convenience, information, or duplication. If you have duplicate copies of records in any format, you must deem one version as the official version to be covered by the retention schedule. You should destroy all other copies when they are no longer referenced or used. The destruction of copies does not need to be reported on the [Report on Records Destroyed Form \(ARM-11\)](#).
- **Non-Records** – This general schedule covers the official version of records, and certain materials do not need to be retained as records under the disposition requirements of this schedule. Such materials include: (1) catalogs, trade journals, and other publications received that do not require official action and do not document department activities; (2) stocks of blank stationery, blank forms, or other surplus materials that are not subject to audit and have become obsolete; (3) transitory records, depending on the context, which are temporary records created for short-term internal purposes that may include, but are not limited to: a) routing slips, voice-mail, and phone messages; b) miscellaneous notices or memoranda; c) information received as part of a distribution list or e-mail message received from listservs and other Internet sources, solely for reference; d) preliminary drafts of letters, memoranda, or reports, and other informal materials that do not record decisions; e) documents that are superseded or updated (may not include official records, newsletters, etc.); f) unsolicited advertising materials; g) information in a form used for casual communication of a transitory nature; h) general correspondence pertaining to scheduling a event with no long-term value. These kinds of materials may be disposed of when no longer needed for reference and without documentation of destruction.
- **Format** – This general schedule covers records based on their informational content rather than the medium in which they are stored. Born-digital records refer to materials that are created in an electronic format, such as a Word or Excel document. Digitized records are

those created in paper format that are converted into a digital format and stored electronically, such as a PDF document. To convert paper records to digital format, you must complete and submit an [Authorization for Disposal of Original Paper Records Stored as Digital Images Form \(ARM-13\)](#) to the Records Management Division at [rm@scdah.sc.gov](mailto:rm@scdah.sc.gov). This form will designate the electronic copy as the official version of the record. Electronic records with long-term (10 years or more) or permanent retention, must have a secure off-site back-up. Microfilm may be substituted for the original records if the microfilm meets the state standards in regulations as outlined in Chapter 12, Article 200 of the Code of Laws of South Carolina, 1976, as amended. To convert paper records to microfilm, you must complete and submit a [Microfilm Quality Certification for Records Disposition Form \(ARM-12\)](#). Permanent microfilmed records must have a duplicate security copy stored in a separate location. These forms are located at <https://scdah.sc.gov/records-management/forms>.

- Social media and email programs – These are platforms used to convey information. The information produced or shared within the platforms by a public body is considered a public record. The retention of the records contained on these platforms is based on the informational content and may be covered under several retention schedules. There is no single retention period for email. The retention of email is based on the informational content and the organizational position of the author. Social media is addressed in the State Administrative General Retention Schedule as well as under the Administrative subarticle for state colleges and universities, school districts, and local governments.
- Ownership of official records – This general schedule covers records created, owned, and in the possession of school districts. Records stored in non-school district-administered databases may not be the official version of the record covered by the general schedule. Records stored in other databases not managed by the school district, such as federal databases where state and/or local entities input data, are not considered the official version of the record. School districts should also store these records in a school district-managed server or database where the accessibility, retention, and destruction of the official version is managed by the school district.

### **Contacting the Records Management Division**

For any questions regarding the use of these general schedules or to arrange a records management training session, please contact the Records Management Division at 803-896-6128 or [rm@scdah.sc.gov](mailto:rm@scdah.sc.gov).

## **Subarticle 1. Administrative**

### **SD-1-01. Basic Education Data System Survey**

**A. Description:** Employee personnel questionnaire to all principals and staff of elementary and middle schools, generated by the South Carolina Department of Education. Information includes school identification number, school name, school address, grade span, employee Social Security number, years of experience, certificate number, age, educational level, and salary.

**B. Retention:** Until superseded and/or until no longer needed for reference; destroy.

### **SD-1-02. Blueprints and Maps of School Buildings**

**A. Description:** Records documenting the physical structure of school buildings and related equipment. Information includes site plans, geological/topographical maps of site areas, and maps of city services.

**B. Retention:** Permanent.

### **SD-1-03. Committee Meeting Minutes**

**A. Description:** Minutes taken at meetings of committees that report to the school board on areas of specialized study. Types of committees include, but not limited to, finance, budget, personnel, fundraising, facilities, disciplinary hearings, and curriculum and instruction. Information consists of written minutes, including, but not limited to, the date, time, and place; attendees recorded as either present or absent; substance of all matters proposed, discussed or decided, and any votes taken; and any other information requested by a member to be reflected in the minutes. May include discussions and decisions made in closed executive sessions that are subject to South Carolina Code 30-4-70, of the South Carolina Freedom of Information Act. Also included are informational attachments which are closely related to the meeting minutes.

**B. Retention:** Permanent.

### **SD-1-04. Deeds**

**A. Description:** Documents deeds to school property. Information includes grantor; grantee; location; description of land; monetary consideration; encumbrances; signatures of grantor, notary, and witnesses; and date recorded.

**B. Retention:** Permanent.

### **SD-1-05. Family Educational Rights and Privacy Act (FERPA) Notices**

**A. Description:** Records containing annual Family Educational Rights and Privacy Act (FERPA) notice signed by guardians acknowledging that they have received information on FERPA. Information includes regulation and statutes related to FERPA; listing of information represented as “directory information;” and signatures from the student or parent/guardian and representatives from the school or school district.

**B. Retention:** 1 year; destroy.

**SD-1-06. Federal Project Files**

**A. Description:** Records federal money spent as approved by the State Department of Education. Types of documents include grant application, project approval letter, and budget reports.

**B. Retention:** 6 years after completion of activity for which funds were used; destroy.

**SD-1-07. Freedom of Information Files**

**A. Description:** Files created in response to requests made under the South Carolina Freedom of Information Act (FOIA) and used to document requests and track responses. Information includes original request; requestor's address, telephone number, and name; date of reply; copy of the reply as well as any related correspondence; billing information; and supporting documents regarding the request which may include exempt, redacted information.

**B. Retention:** 1 year and until no longer needed for reference; destroy.

**SD-1-08. General Correspondence and Subject Files**

**A. Description:** Incoming and outgoing correspondence to and from the office with students, parents, businesses, other government offices, and citizens. Also includes reports, technical papers, studies, reference materials, and other records created or received in the general administration of a program or in the management of the office. For the purposes of retention scheduling, the files are broken down as follows:

**(1) Policy and program records.** These records document the formulation and adoption of policies and procedures and the implementation or management of the programs or functions of the office or department. Included are such records as correspondence with citizens and government officials regarding policy or procedures development or program administration; annual or ad hoc narrative or statistical reports on program activities, achievements or plans; organizational charts and mission statements; studies regarding department or office operations; circular letters, directives or similar papers addressed to subordinate units or staff concerning policies, procedures, or programs; and records related to significant events in which the department or office participated. Records may include photographs, published material, audio tapes, or other record forms.

**(2) General administrative records.** These records are of a general facilitative nature created or received in the course of administering programs. Included are such records as correspondence of a routine or repetitive type, such as requests for information; reference materials, sometimes of a technical nature, used, but not created by, the office; daily, weekly, or monthly office activity reports which are summarized in annual reports or which relate to routine activities; personnel data on office staff which are duplicated in Personnel Office files; daily or weekly work assignments for office staff; suspense or follow-up files which duplicate copies of papers filed elsewhere; circular letters, directives, or similar papers received from other offices; and rough drafts or notes created in compiling reports or studies.

**(3) General housekeeping files.** These records are of a general "housekeeping" nature created or maintained by an office, which do not relate directly to the primary program responsibility of the office. Included are such records as charitable fundraising drive materials; custodial services requests; emergency evacuation procedures; notices of holidays; parking assignment lists; telephone installation requests; and lists showing the distribution of keys.

**B. Retention:**

- (1) Policy and program records: Permanent.
- (2) General administrative records: 5 years, destroy.
- (3) General housekeeping files: Until no longer needed for reference; destroy.

**SD-1-09. Insurance Policies Files**

**A. Description:** Documents school district insurance policies concerning group hospital insurance, automobile liability, fire and extended coverage, and tort liability. Records include certificates of insurance which list effective policy dates, policy types, policy number, name and contact information of insurance company, names of entity insured, amounts of coverage, rates, and other related information. Contents may also include renewals, changes, copies of policies, correspondence, information from insurance seminars, and a listing of office contents and their values.

**B. Retention:** Until renewal of policy and no longer needed for reference; destroy.

**SD-1-10. Media Center Records**

**A. Description:** Records used in the operation of the media center program. Information includes shelf list, list of materials available in media center, computer information on school/books/user/return date, security bars and codes, center instructional schedules, equipment schedules, fee documentation, and end of year inventory reports.

**B. Retention:** Until no longer needed for reference; destroy.

**SD-1-11. Records Management Files**

**A. Description:** Files related to a school district's records management program. Included are records retention schedules, guidelines, information concerning records inventory and scheduling, records transfers, microfilm applications, disposal notices, and other related data. The record version of this series is scheduled to be retained permanently by the Department of Archives and History.

**B. Retention:** Until superseded and no longer needed for reference; destroy.

**SD-1-12. School Board Meeting Agendas and Agenda Packets**

**A. Description:** Agendas and related packets containing items of business to be discussed in school district board meetings. Information includes date, time, and location of meeting; agenda for meeting; names of persons to address board members; items submitted for consideration; and order and description of proposed business.

**B. Retention:** Permanent.

**SD-1-13. School District Board Meeting Minutes**

**A. Description:** Proceedings of the monthly meetings of the school district board. Information includes written minutes, including, but not limited to, the date, time, and place; attendees recorded as either present or absent; substance of all matters proposed, discussed or decided, and any votes taken; and any other information requested by a member to be reflected in the minutes. May include discussions and decisions made in closed executive sessions that are subject to South Carolina Code 30-4-70, of the South Carolina Freedom of Information Act. Also included are informational attachments which are closely related to the meeting minutes.

**B. Retention:** Permanent.

**SD-1-14. School District Board Meeting Recordings**

**A. Description:** Audio/video/digital recordings of school district board meetings used to prepare written versions of the school district board minutes. Information includes date, time, and place; attendees recorded as either present or absent; substance of all matters proposed, discussed or decided and any votes taken; and any other information requested by a member to be reflected in the minutes. May include discussions and decisions made in closed executive sessions that are subject to South Carolina Code 30-4-70, of the South Carolina Freedom of Information Act.

**B. Retention:** 2 years; destroy, provided written versions of the minutes have been produced.

**SD-1-15. Social Media Comments and Messages**

**A. Description:** Series consists of comments and messages authored by school district employees or members of the public. Used by school districts to respond to public inquiries, complaints, and comments. Materials include, but not limited to, comment threads, direct messages, and replies.

**B. Retention:** 5 years; destroy.

**SD-1-16. Social Media Posts, Photographs, and Events**

**A. Description:** Social media sites (Facebook, Twitter, YouTube, Instagram, etc.) used by school districts to provide information to the public, including, but not limited to, information about programs, services, activities, events, and exhibits. Materials published on social media may include photographs or other illustrations, videos, school district publications, social media posts, flyers, announcements, and any other content created by personnel. Additional information may include the date and time a post is made, as well as what platform on which the post is published.

**B. Retention:** Permanent.

**SD-1-17. South Carolina High School League Student Eligibility Files**

**A. Description:** Documents student eligibility to participate in sanctioned athletic events. Information includes league handbook, birth certificate, parent permission/physical form, certificate of eligibility, interscholastic completion eligibility reporting form, high school league passes form, form A for transfer student, request for hardship eligibility, copies of student permanent record cards, report cards, and league directory information.

**B. Retention:**

- (1) League Directory/Handbook: Until superseded; destroy.
- (2) Other records: 5 years; destroy.

**SD-1-18. Student Handbooks/Parent-Student Handbooks**

**A. Description:** Guidelines published annually and distributed to students and parents outlining the district's policy regarding rules, discipline, school year calendar, district programs, and other information

**B. Retention:**

- (1) School-level handbooks: One copy of each school's handbook. Permanent.
- (2) District-level handbooks: One copy of handbook for each year. Permanent.

**SD-1-19. Volunteer Files**

**A. Description:** Used to maintain demographic and emergency information on volunteers. Records include applications; volunteer dates; description of volunteer services; volunteer name, address, telephone number, Social Security number, and date of birth; emergency contact name and phone number; release of liability; and any related information.

**B. Retention:** 3 years after rejection or termination of volunteer service; destroy.

**SD-1-20. Websites**

**A. Description:** Series consists of all web pages produced by and for school districts for the purpose of disseminating information. Such information includes, but not limited to, school district publications, information about programs, services, activities, and events.

**B. Retention:** Permanent.

**Subarticle 2. Finance/Accounting**

**SD-2-01. Accounts Payable Check Registers**

**A. Description:** Documents check payments to vendors/contractors for services/materials sold to the school district. Information includes name, date, check number, and amount.

**B. Retention:** 3 years; destroy.

**SD-2-02. Annual Budgets**

**A. Description:** Records documenting projected receipts and expenditures from various offices. Approved budget appropriations are listed for each department.

**B. Retention:** Permanent.

**SD-2-03. Audit Reports**

**A. Description:** Reports documenting the annual audit of school district funds. These reports, prepared by an outside accounting firm, are categorized by the various school district offices and further classified by accounts to which they relate. This series also includes semiannual and special audits. Information includes balance sheet, summary of revenue and expenditures, cash balances, and statement of account by type.

**B. Retention:** Permanent.

**SD-2-04. Balance Sheet**

**A. Description:** Monthly summary of accounting data, assets, liabilities, and net worth.

Information includes account number, assets, reserve and fund balances, liabilities, totals, and net worth.

**B. Retention:** 5 years; destroy.

**SD-2-05. Banking Records**

**A. Description:** Cancelled checks and deposit slips written by the school district along with the statements issued by the bank. Records consist of checks, including date, to whom paid, amount, check number, and authorized signature; bank statements, including list of checks for one month period, dates, beginning balance, and ending balance; and deposit slips, including date, amounts of deposits, and total deposit.

**B. Retention:** 5 years; destroy.

**SD-2-06. Bid Files**

**A. Description:** Documents bids submitted by vendors for products or services to be purchased or used by the school district. Records include correspondence, request for proposal documents, bid notice, sealed bids, specifications, audit requirements, rejected bids, approved bids, contract awards, terms of contract, and related information.

**B. Retention:**

- (1) Rejected bids: 1 year after bidding process; destroy.
- (2) Winning bids: 3 years after termination of contract; destroy.

**SD-2-07. Budget Status by Location**

**A. Description:** Records to inform each school of budget status. Information includes budget for expenditures, year-to-date expenditures, and budget balances.

**B. Retention:** 3 years; destroy.

**SD-2-08. Budget Transfers**

**A. Description:** Forms documenting the transfer of funds from one account to another within the same department or school. Information includes account number, description, debit amount, and credit amount.

**B. Retention:** 2 years; destroy.

**SD-2-09. Capital Project Records**

**A. Description:** Record of capital projects undertaken by the school district. Information includes project number, fund number, name of project, description of work, estimated starting and finishing date, estimated costs, total, signature of originator, approval, and date.

**B. Retention:** Permanent.

**SD-2-10. Certified Staff Listing**

**A. Description:** List of certified teachers employed by the school district. Information includes Social Security number, teacher name, race, sex, year certified, group, class, grade, days actually employed, federal funds, total annual salary, and school number.

**B. Retention:** Until superseded; destroy.

**SD-2-11. Chart of Accounts**

**A. Description:** Form created by the Department of Education and sent to the school district for the purpose of providing a cost accounting system to satisfy legal and stewardship requirements connected with handling public funds. Information includes balance sheet accounts, revenue accounts and expenditure accounts. This information is retained permanently in the Superintendent's Ledgers as accounting code data to access ledger information.

**B. Retention:** 5 years; destroy.

**SD-2-12. Employee Travel Records**

**A. Description:** Vouchers prepared for pre-authorization and reimbursement of employee travel. Information includes name, address, Social Security number, department, estimated amounts, and amount to be reimbursed.

**B. Retention:** 3 years; destroy.

**SD-2-13. Expenditure Report**

**A. Description:** Monthly status of expenditures for each department, office, and school. Information includes date, account number, purchase order number, vendor code, transaction code, and totals.

**B. Retention:** 2 years; destroy.

**SD-2-14. Fixed Assets Inventory**

**A. Description:** This series provides an inventory of fixed assets (office equipment, furniture, motor vehicles) for each department. Information includes school, district, item number, item description, and funding source.

**B. Retention:** Until superseded; destroy.

**SD-2-15. General Budget Preparation Records**

**A. Description:** Budget preparation materials for next fiscal school year. Information includes revenue listings provided by the South Carolina Department of Education, future projections, new budget account numbers, memoranda, and correspondence.

**B. Retention:** 3 years; destroy.

**SD-2-16. General Ledgers (Superintendent's Ledgers)**

**A. Description:** Series of financial ledgers providing final year-to-date accounting summary and a permanent audit trail for all fiscal receipt and disbursement transactions affecting any and all school district funds and accounts, including receipts and expenditures from all revenue sources. Records include annual accounting code and system table documentation required to access general ledger information.

**B. Retention:** Permanent.

**SD-2-17. Grant Files**

**A. Description:** Background application information and action taken on federal and state grants awarded to the school district. Information includes filing guidelines, grant applications, contracts, correspondence, reimbursement requests, progress reports, and final reports.

**B. Retention:**

- (1) Applications, grant contract agreements, and annual and final grant project report for significant projects: Permanent.
- (2) Other records: 3 years after completion of grant project; destroy.

**SD-2-18. Interim Pupil Activity Audit Report**

**A. Description:** Audit documenting student money collected by the school district and applied to the funding of various school-related programs such as pictures, book fairs, fundraising, class activities, alumni assistance, and club (French, music, etc.) dues. Type of information includes receipt number, original amount, charged amount, and difference. Also includes bank reconciliation statements and correspondence.

**B. Retention:** 5 years; destroy.

**SD-2-19. Journal Entries**

**A. Description:** Records used for reviewing and adjusting various accounts before transferring information to the general ledger. Information includes name of department, account number, description, voucher number, date, reference number, debit, credit, and date.

**B. Retention:** 3 years; destroy.

**SD-2-20. Monthly Financial Reports**

**A. Description:** A monthly record of the school district finances. Information includes accounting numbers, account names, budgeted amounts, inventory, monthly accounting, accounting to date, and balance.

**B. Retention:** 5 years; destroy.

**SD-2-21. Paid Invoices**

**A. Description:** Invoices submitted by various vendors supplying goods and services to the school district and filed together with copies of the school district checks and/or claim forms containing descriptions of the items purchased. Records consist of invoice, including vendor name, address, date of purchase, purchase order, invoice number, item or service purchased, amounts, and total; check copy, including vendor name, address, date of check, amount, and check number; and claim form, including date, account number, description of item, amount, approval, and signature.

**B. Retention:** 5 years; destroy.

**SD-2-22. Purchase Orders**

**A. Description:** Purchase order for goods and services maintained in the finance office and paid for by the school district or for goods and services yet to be delivered to the school district. Information includes vendor name and address, shipping information, quantity ordered, unit of issue, description of goods/services ordered, general ledger account number, unit price, extended price, purchasing agent's signature, individual who signs for receipt of goods/services, date received, and notations regarding any shortages in shipment.

**B. Retention:** 3 years; destroy.

**SD-2-23. Receipts (Receipt Books)**

**A. Description:** Receipts issued for funds received and maintained by the finance office. Information includes date, receipt number, from whom received, amount, purpose, and signature of person who received the funds.

**B. Retention:** 3 years; destroy.

**SD-2-24. Record of General Obligation Bonds**

**A. Description:** Informational volumes concerning the issuance of general obligation bonds issued by the district. Information includes legislation authorizing the issuance of bonds, certificate of the Clerk of Court, certificate of incumbency, notice of bond issuance, debt structure, tax information, and financial information on the district.

**B. Retention:** Permanent.

**SD-2-25. Requisitions**

**A. Description:** Record of requests for purchase orders from the purchasing agent to order materials with district monies. Information includes records of request, attached order, name of school, address of vendor, district budget number to which the amount is charged, quantity, description, catalog number, specifications, unit price, total, authorization signature of principal, and district office personnel.

**B. Retention:** 3 years; destroy.

**SD-2-26. Ticket Sales for School Events**

**A. Description:** Records documenting the audit practices of the school in keeping records of ticket sales, income, and other pertinent records related to athletic events, activity cards, school productions, or extracurricular events which charge admission. Information includes list of activity cards sold, tickets to be destroyed, season ticket holders (number of seats), statement of receipts, disbursements, game ticket forms, and athletic ticket sales form showing advanced location sales.

**B. Retention:** 3 years; destroy.

**SD-2-27. Uncollected Fees Documentation**

**A. Description:** List of students owing fees to the school. Information includes fees owed for lost or damaged textbooks, library books and materials, locks, and equipment.

**B. Retention:** 3 years; destroy.

**SD-2-28. W-9 Form Request for Taxpayer Identification Number and Certification**

**A. Description:** Records required by the Internal Revenue Service (IRS) to document taxpayer identification number of vendors conducting business and/or individual contractors seeking employment with the school district. Information includes legal name of vendor/entity; address and Social Security or taxpayer identification number; type of entity (individual/sole proprietor, partnership, corporation, other); back-up withholding status; and signature and date.

**B. Retention:** Until superseded or no longer needed for reference; destroy.

**SD-2-29. Work Orders**

**A. Description:** Work orders for services requested and subsequent services rendered and maintained by the finance office. Information includes service requested, location, cause of problem, signature of department, and by whom request made.

**B. Retention:** 3 years; destroy.

**Subarticle 3. Food Services**

**SD-3-01. Cafeteria Issue Slip**

**A. Description:** Used to document the receipt of cafeteria supplies from the district warehouse. Information includes stock number, description, quantity requested, quantity received, total price, and shortage or damage of supplies.

**B. Retention:** 3 years; destroy.

**SD-3-02. Food Service Report**

**A. Description:** Record of receipts and expenditures from the school district food service. This report is generated monthly and submitted to the South Carolina Department of Education. Information includes food service balance sheet, beginning balance, revenue generated, operating balance, inventory, and breakout data.

**B. Retention:** 3 years; destroy.

**SD-3-03. School Lunch Applications**

**A. Description:** Applications for free and reduced priced meals, filled out by sponsor of students applying for free and reduced meal program. Information includes student's name, other household members' names, sponsor's name and address, monthly income statement, and signature of sponsor.

**B. Retention:** 3 years; destroy.

**SD-3-04. United States Department of Agriculture (USDA) Dietary Form**

**A. Description:** A form that outlines food substitutions and/or other reasonable modifications to a student's meal that may be necessary to meet the dietary needs of students who meet the United States Department of Agriculture (USDA) definition of a disability, such as a food intolerance, allergy, or other medical condition.

**B. Retention:** Until end of school year; destroy.

## Subarticle 4. Health Services

### SD-4-01. Assessment after Altercation or Restraint

**A. Description:** Documents physical finding after a student is involved in an altercation with another student or after a student has been restrained when Crisis Prevention Intervention (CPI) de-escalation techniques have failed. Information includes student name, student date of birth, student identification number, date of incident, and documentation of clinical findings.

**B. Retention:** 5 years after incident; destroy.

### SD-4-02. Comprehensive Health Permission Forms

**A. Description:** Forms sent to parents/guardians of the student requesting permission for the school to provide puberty growth and development education to their child. Information includes explanation of the program and types of videos, permission granted or denied, child's full name, parent/guardian signature, and date.

**B. Retention:** Until end of school year; destroy.

### SD-4-03. Health Emergency Forms

**A. Description:** Forms completed by parents/guardians at the beginning of each school year to provide information for emergency contacts and about existing medical conditions. Information includes student name and date of birth; parent/physician names and contact information; health questions and comments; and medication policy information, medications offered at school, parent signature, and date.

**B. Retention:** Until superseded; destroy.

### SD-4-04. Health Room Passes

**A. Description:** Referral forms documenting student visits to the health room and the actions taken. Information includes student name, grade, date, teacher/staff, time left class, time returning to class, reason(s) for referral, nurse's report and actions, remarks, observations, and signature of nurse.

**B. Retention:** Until end of school year; destroy.

### SD-4-05. Maintenance Logs

**A. Description:** Records used to document maintenance schedules, repairs, or replacement of equipment. Information includes medication and food refrigeration temperature logs, Automated External Defibrillator (AED) maintenance logs, and eyewash station maintenance logs.

**B. Retention:** Until medication and/or equipment has been disposed of; destroy.

**SD-4-06. Medicaid Files**

**A. Description:** Records that contain clinical service notes and progress notes created by the school and/or maintained by the school district for students assigned to speech, occupational, physical, and orientation and mobility therapists. These files also contain Consents for Treatment, Release of Information for Medicaid Reimbursement, Referrals for Services, and students' Individual Educational Programs (IEP) forms.

**B. Retention:** 7 years after last payment for service rendered; destroy.

**SD-4-07. Medication Occurrence Reports**

**A. Description:** Records completed by nursing staff to document medication errors. Information includes student name, date of birth, school, diagnosis, occurrence date and time, medication involved, medication order, medication given or omitted, description of occurrence, how occurrence happened, location of occurrence, student's condition prior to and after occurrence, date and time notified, name of staff witnessing, name of person making notifications, persons notified of occurrence, date and time of notifications, comments and response, corrective action taken, name, date, signature of person preparing report and principal, and date report forwarded to the Lead Nurse.

**B. Retention:** 13 years after school year in which medication was administered; destroy.

**SD-4-08. Nursing Signature Log**

**A. Description:** Annual record of all the district nurses' signatures, initials, and license numbers. Information includes a copy of each nurse's South Carolina Department of Labor, Licensing, and Regulation (LLR) Licensee lookup page.

**B. Retention:** Until superseded; destroy.

**SD-4-09. On-Site Laboratory Testing**

**A. Description:** Records documenting Clinical Laboratory Improvement Amendments (CLIA) waived laboratory testing performed by the Health Services nurses, including control testing logs, patient testing logs, reporting logs, and test result notification letter to patient. Information includes student names and dates of birth, test results, dates, parent/guardian names, test names, and expiration dates.

**B. Retention:** 13 years after school year in which treatment was administered; destroy.

**SD-4-10. Pregnancy Assessment Forms**

**A. Description:** Records of the assessment of pregnant students by Health Services nurses. Information includes student name, age, date of birth, biographical data, social history, current pregnancy data, diet assessment, and delivery information.

**B. Retention:** 1 year after student's separation from school; destroy.

**SD-4-11. Pregnancy Education and Counseling**

**A. Description:** Record of a student's pregnancy and participation in counseling with the nurse, school social worker, or parent educator. Information includes student name, age, date of birth, client history, due date, doctor's name, log of educational activities provided, and record of attendance or absence.

**B. Retention:** 1 year after student's separation from school; destroy.

**SD-4-12. Student Health Records (School Nurse Records)**

**A. Description:** Records created by Health Services nurses while providing treatment to the students throughout the school year. These records are maintained separately from the cumulative pupil files and may contain some or all of the following: medication permission forms; screening referrals; medication administration forms; blood pressure monitoring and blood sugar check logs; referrals for vision, hearing, dental, or other medical treatment, and replies received; abuse/neglect reports, Medicaid consent forms, and release of information forms; Individualized Healthcare Plans (IHP); emergency plans; nurse/emergency card; narrative notes from meetings pertaining to students; and related correspondence to/from parents, medical providers, or teachers.

**B. Retention:** 15 years after end of school year in which the student graduates or withdraws; destroy.

**SD-4-13. Student Illness/Injury Reports**

**A. Description:** Record of accidental injuries to students occurring at the school, on buses, at school sponsored activities, or on school approved transportation. Information includes the Student Injury Form and Student Illness/Injury Form (completed in the absence of a nurse), student name, parent or guardian information, occurrence details, treatment received (if any), name and contact information of witness, signature, and date. Records may also include signed and dated witness statements.

**B. Retention:** 5 years; destroy.

**SD-4-14. Suspected Child Abuse/Neglect**

**A. Description:** Forms completed by nursing or administrative staff to document suspicion of abuse or neglect which are forwarded to the South Carolina Department of Social Services/Child Protective Services, or law enforcement for court purposes. Information includes student's name, student identification number, school grade, date of birth, name of parent/guardian, address, type of abuse reported (including diagrams documenting the abuse and notes on the severity of suspected abuse), signature and title of person making report, date, whom reported, date of oral report, and comments.

**B. Retention:** Until no longer needed for reference; destroy.

**SD-4-15. Waiver of Participation**

**A. Description:** Letters from parents/guardians to exempt their child from participating in certain screenings or activities. Information includes school term, student name, school, names of screenings or activities the student is exempt from, parent/guardian signature, and date.

**B. Retention:** Until copy is filed in Student's Cumulative Pupil Record File; destroy.

**Subarticle 5. Payroll**

**SD-5-01. 1099 Form Non-Employee Compensation**

**A. Description:** Records of compensation paid to contract or non-employees that does not come from wages, salaries, or tips. Information on the form as required by the Internal Revenue Service (IRS), includes payer's name, address, and Federal Identification Number (FIN); recipient's identification number, name, and address; and compensation paid and taxes withheld.

**B. Retention:** 4 years; destroy.

**SD-5-02. Absent Employee/Substitute Form**

**A. Description:** Used to report employee absences from work and substitute personnel utilized as well as payments to substitute staff. Information includes employee name and Social Security number/employee identification number, substitute name and Social Security number/employee identification number, reason codes, dates of absence, substitute payment date, and employee and supervisor's signatures and date.

**B. Retention:** 3 years; destroy.

**SD-5-03. Direct Deposit Register**

**A. Description:** Record of employees on direct deposit, as well as a record that the direct deposit was made. Information includes bank number, account number, transaction code, deposit amount, employee number, employee name, bank count, bank total, final count, and final total.

**B. Retention:** 3 years; destroy.

**SD-5-04. Employee Earnings Records**

**A. Description:** Separate posting sheets for each school district employee which contain record of earnings per pay period. Information includes name of employee, employee's address, Social Security number, base pay, period ending, time worked, Federal Insurance Contributions Act (FICA) tax, federal tax, state tax, retirement, insurance, other deductions, net pay, check number, quarterly totals, and accumulated totals.

**B. Retention:**

- (1) When Payroll Register is missing: 60 years; destroy.
- (2) When Payroll Register is in existence: 3 years; destroy.

**SD-5-05. Employee Withholding Certificates**

**A. Description:** These certificates document the number of exemptions to be withheld for each employee. Information includes employee's name, Social Security numbers, address, number of exemptions, and employee's signature.

**B. Retention:** Until superseded; destroy.

**SD-5-06. Payroll Audit Report-Account**

**A. Description:** Record of individual gross pay for each pay period and their yearly gross pay. Information includes date of report, employee name, Social Security number, date paid, check number, gross pay, and total gross for the year.

**B. Retention:** 3 years; destroy.

**SD-5-07. Payroll Audit Reports-Employee**

**A. Description:** Documents individual employees gross pay for each pay period and their yearly gross pay. Information includes date of report, employee name, Social Security number, date paid, check number, gross pay, total gross for the year.

**B. Retention:**

(1) When Payroll Register is missing: 60 years; destroy.

(2) When Payroll Register is in existence: 3 years; destroy.

**SD-5-08. Payroll Check Registers**

**A. Description:** Records payroll checks issued to school district employees and documents tax and insurance deductions and retirement contributions by the employee. Information includes name of employee, Social Security number, account number, date paid, check number, gross salary, retirement, Federal Insurance Contributions Act (FICA) taxes, federal taxes, state taxes, net salary, insurance deduction, credit union deduction, and year to date gross, retirement, FICA, federal, and state tax.

**B. Retention:** 5 years; destroy.

**SD-5-09. Payroll Register**

**A. Description:** Documents wages paid to school district employees for services rendered. Information includes name of employee, Social Security number, date of check, hourly or salaried amount, overtime, number of hours worked, volunteered and other deductions.

**B. Retention:**

(1) Year-end Payroll Registers: 60 years; destroy.

(2) Other Payroll Registers: 1 year; destroy.

**SD-5-10. Payroll Retirement Files**

**A. Description:** Records the contributions made by employees of the school district to the South Carolina Retirement System. Information includes employee's name, Social Security number, gross salary distribution, and retirement contribution.

**B. Retention:** 60 years; destroy.

**SD-5-11. Supplemental Audit Report-Account**

**A. Description:** This record is created by the school district payroll department to reflect accrued employee gross amount by account number and is needed to show the amount of accrued salaries after the fiscal year has been completed. Information includes account number, date of report, date of transaction for accrual, and total amount accrued.

**B. Retention:** 3 years; destroy.

**SD-5-12. Supplemental Audit Report-Employee**

**A. Description:** Record of accrued employee gross salaries on each school district employee and is needed to show the amount of accrued salaries after the fiscal year has been completed. Information includes account numbers, date of report, date of transaction for accrual, and total amount accrued.

**B. Retention:** 3 years; destroy.

**SD-5-13. Voluntary Deductions Summarizations**

**A. Description:** Created to show voluntary deductions, such as contributions to charitable organizations and deferred compensation, to the payroll on an annual basis. Information includes name and amount deducted and name and Social Security number of person for whom the deduction is made.

**B. Retention:** 3 years; destroy.

**SD-5-14. W-2 Form Wage and Tax Statement**

**A. Description:** Used to record employee's total earnings and withholdings for the calendar year reported to the Internal Revenue Service (IRS). Information includes employer's identification number, employer's name and address, employee's Social Security number, employee's name and address, amount of taxes withheld, and total wages paid.

**B. Retention:** 5 years; destroy.

## Subarticle 6. Personnel

### SD-6-01. Assessment of Performance in Teaching (APT)

**A. Description:** Formal observation of first year teachers required by the South Carolina Department of Education and conducted by trained observers. Information includes Assessment of Performance in Teaching (APT) Conference Sheet, APT Schedule Sheet, APT Observation Sheet, sample teacher activity sheets, and correspondence.

**B. Retention:** 2 years; destroy.

### SD-6-02. Benefits Information

**A. Description:** Record of employee insurance coverage. Information includes notice of election, enrollment election form, correspondence, approval letters, authorization for payroll deduction, premium correspondence, and claim correspondence.

**B. Retention:** 3 years after expiration of policy or replacement by a new policy and close of all claims; destroy.

### SD-6-03. Bus Driver Employment File

**A. Description:** File documenting current and recently employed bus drivers in the district. Information includes application of classified employment, Department of Social Services request for wage information, narrative evaluation, copy of school bus driver's certificate, and pay rate memoranda.

**B. Retention:** 5 years after end of employment; destroy.

### SD-6-04. Employee and Volunteer Training Records

**A. Description:** Records used to verify training completed by employees and volunteers, not including training required by the Occupational Safety and Health Administration (OSHA). Records include class title, date, time, and location; class outlines and materials needed for class, if any; instructor name; names of employees/attendees; test results; course evaluations; number of approved continuing education hours or other certificate earned, if applicable; completion status; and any other related information.

**B. Retention:**

- (1) Certification records: Until re-certification or until no longer needed for reference; destroy.
- (2) All other records: 3 years after completion of training; destroy.

**SD-6-05. Employee Medical Records**

**A. Description:** Records used to document the results of employee medical tests and to determine physical ability to perform job duties. Information includes name of employee, Social Security number, test results of random alcohol and drug tests, and other routine medical records, such as results of physicals and/or other related medical program records, including physician's notes, laboratory reports, physical exam reports, and polygraph reports. May contain employee exposure records for hepatitis, tuberculosis, and bloodborne pathogens. May also include medical monitoring for respiratory protection and respirator fit test performed.

**B. Retention:**

- (1) Record of exposures to hazardous materials/bloodborne pathogens, hepatitis, tuberculosis: 30 years after end of employment; destroy.
- (2) All other medical records: 5 years; destroy

**SD-6-06. Employment Applications (Not Hired)**

**A. Description:** Completed employment applications and personal resumes of applicants who were not hired by the school district. Information includes applicant's name, address, Social Security Number, position applied for, educational background, work experience, and other related information.

**B. Retention:** 2 years from the date of rejection or making of the record; destroy.

**SD-6-07. Family Medical Leave Act (FMLA) Files**

**A. Description:** Records created per Family Medical Leave Act (FMLA) guidelines and in accordance with the Fair Labor Standards Act (FLSA) to track and coordinate leave associated with federal requirements. Records include basic payroll and identifying employee data, including name, address, and occupation; rate or basis of pay and terms of compensation; daily and weekly hours worked per pay period; additions to or deductions from wages; total compensation paid; dates or hours of the leave if in increments of less than one full day; copies of employee notices of leave furnished to the employer under FMLA, if in writing, and copies of all written notices given to employees as required under FMLA and these regulations; any documents describing employee benefits or employer policies and practices regarding the taking of paid and unpaid leaves; premium payments of employee benefits; records of any dispute between the employer and an eligible employee regarding designation of leave as FMLA leave, including any written statement from the employer or employee of the reasons for the designation and for the disagreement; and any other related leave records.

**B. Retention:** 3 years; destroy.

**SD-6-08. Grievance Files**

**A. Description:** Materials relating to the reviewing, hearing, and disposing of employee initiated grievances and appeals of adverse personnel actions and disciplinary measures. Information includes initial grievance filing, letters of appeal, investigations, decisions rendered at each level of the grievance procedure, hearing transcripts or summaries, related correspondence, and grievance and appeal procedures for the school district.

**B. Retention:** 5 years after settlement of issue; destroy.

**SD-6-09. I-9 Form Employment Eligibility Verification**

**A. Description:** Used to verify legal employment eligibility, per federal law, for the purpose of hiring new employees and to re-verify employment eligibility status. Records contain completed and signed I-9 forms and supporting documentation, including, but not limited to, copies of driver's licenses, Social Security cards, and/or passports.

**B. Retention:** 3 years from date of hire or 1 year from date of termination, whichever is later; destroy.

**SD-6-10. Job Interview Files**

**A. Description:** Records documenting interviews with candidates applying for available positions who were not hired. Information includes notes taken during job interviews. May also include applications, resumes, recommendations, and related correspondence.

**B. Retention:** 2 years; destroy.

**SD-6-11. Leave Records**

**A. Description:** Record of leave balances for each employee. Information includes employee name, Social Security number, type of leave accrued and used, service date, and leave balances.

**B. Retention:** 3 years; destroy.

**SD-6-12. Leave Requests**

**A. Description:** Records documenting an employee's request to use accumulated leave. Information includes employee name, type of leave, and amount of time off requested.

**B. Retention:** 3 years; destroy.

**SD-6-13. Notice of Elections**

**A. Description:** Forms filled out by school district employees stating insurance coverage preferences. Information includes employee's signature and election forms for health insurance.

**B. Retention:** 3 years after expiration of policy or replacement by new policy and close of all claims; destroy.

**SD-6-14. Personnel Files (Active & Inactive)**

**A. Description:** Forms and materials relating to current and former employees. Information includes position description, employment applications, resumes, letters of recommendation, performance evaluations, salary information, insurance information, leave records, workers' compensation reports, resignation and termination records, and any related employment history.

**B. Retention:** 5 years after end of employment; destroy.

**SD-6-15. Safety and Hazardous Materials Records Training and Certification**

**A. Description:** Records documenting compliance with mandatory training and safety operations required or recommended by the Occupational Safety and Health Administration (OSHA). Documents the training taken by school district employees for various types of safety courses as well as employee training and certification for handling hazardous materials. May include training for bloodborne pathogens, confined space entry, fork truck certification, general workplace safety, lock/tagout, fire extinguisher, hazardous material safety, first aid, cardiopulmonary resuscitation (CPR), Oxygen and Automated External Defibrillator (AED), and other related safety training. Information includes employee name and signature, date of training, type of training, and name and signature of instructor.

**B. Retention:**

- (1) Training records: 3 years, or 1 year after end of employment, whichever is sooner; destroy.
- (2) Exposure records: 30 years after end of employment; destroy.

**SD-6-16. State and Local Government Information Reports (EEO-5)**

**A. Description:** Annual report monitoring internal programs for insuring equal employment opportunities. Information includes number of employees by job categories, by race, by sex, by salary, and number of part-time and newly-hired employees during the fiscal year.

**B. Retention:** Permanent.

**SD-6-17. Substitute Teacher File (Hired and Not Hired)**

**A. Description:** Applications and related information submitted by persons applying for jobs as substitute teachers for both persons who were hired and those not hired. Information includes application for classified employment, correspondence, South Carolina Retirement System enrollment form, W-4, school selection, criminal record checks from the State Law Enforcement Division (SLED), reference form for classified employment, copy of notification of application received, copy of notification of workshop for prospective substitute teachers, and proficiency exam taken by applicant.

**B. Retention:**

- (1) Records of applicants hired: 5 years after end of employment; destroy.
- (2) Records of applicants not hired: 2 years after date of rejection; destroy.

**SD-6-18. Teacher Incentive Program**

**A. Description:** Documents the teacher incentive program started as a result of the Education Improvement Act. Information includes agreements to meet certain criteria, signed understanding statements of money to be allotted, schedule of their student achievement, names of all students from chosen classes, actual student achievement proposals, written goals, and workshop presentations.

**B. Retention:** 5 years; destroy.

**SD-6-19. Teacher Register/Certification**

**A. Description:** Record of educational qualifications of all teachers in the district. Information includes name of teacher, certificate number, grade, date issued, date recorded, and date of expiration.

**B. Retention:** Permanent.

**SD-6-20. Temporary Employee Files**

**A. Description:** Records and documentation relating to employment of temporary employees. Records contain Notice of Temporary Employment, withholding tax forms, job applications, and any other related records.

**B. Retention:** 2 years after end of employment; destroy.

**SD-6-21. Time and Attendance Records**

**A. Description:** Records concerning time worked by employees during a pay period. Information includes employee's name, section or organization unit, employee number, pay period, total time worked, and supervisor approval.

**B. Retention:** 3 years; destroy.

**SD-6-22. Workers' Compensation Records and Claim Documentation**

**A. Description:** Records and reports generated as the result of employment-related illnesses and injuries that may be used to document claims for the purpose of requesting payment and/or reimbursement for expenses incurred or payment for lost wages. Information includes, but not limited to, employee name, salary information, incident/accident reports, Employer's First Report of Injury, physician's report and itemized statement, conditional waiver of hearing, status reports, medical bills, compensation receipts, correspondence related to the case, claims forms, final determination, and any other related documentation.

**B. Retention:** 2 years after case settlement and until no longer needed for reference; destroy.

## Subarticle 7. Student Records

### SD-7-01. Adult Education Pupil Records File

**A. Description:** Cumulative record of student's activities throughout their adult educational career. Information includes classes taken, test scores with accompanying information (date of examination, name and form of standardized test, name of examiner, signature of principal's approval) and age.

**B. Retention:**

- (1) Record Cards and legal records: 75 years after student's separation from school; destroy.
- (2) Other records: 1 year after student's separation from school; destroy.

### SD-7-02. Cumulative Pupil Record File (Student Records)

**A. Description:** Cumulative record of student's activities throughout their elementary and secondary educational career. Also recorded are personal and physical data relevant to each individual student. Information on the permanent record card includes name, grade, attendance, courses taken, and standardized test scores. In addition to the permanent record card, the file may contain many other types of material such as photographs, tests (mental and physical), application for admission, health cards (immunization records), general correspondence to/from parents/guardian and school personnel, special medical reports (if the student is physically impaired), guidance counseling records, and legal documents verifying birthdate and name changes. The separation date is always included whether by graduation, withdrawal, or expulsion.

**B. Retention:**

- (1) Record Cards, health, and legal records: 75 years after student's separation from school; destroy.
- (2) Other records: 1 year after student's separation from school; destroy.

### SD-7-03. Homebound Files

**A. Description:** Record of homebound instruction provided for students unable to attend school for medical reasons. Information includes reason for homebound, dates of service, teacher performing service, application for homebound instruction, physician authorization, pupil's name, and Social Security number.

**B. Retention:** 6 years; destroy.

**SD-7-04. Individual Record Sheets**

**A. Description:** Cumulative record of each student's achievements while attending school in the district. Information includes name of high school, county, pupil's name, residence, name of superintendent, school term, subjects taken each year, grades, total credits for the year, student's address, place of birth, date of birth, family physician, name of parent or guardian, occupation, race, school previously attended, physical record, personal characteristics, attendance, extra activities, and remarks.

**B. Retention:**

- (1) When Cumulative Pupil Record Files are missing: 75 years; destroy.
- (2) When Cumulative Pupil Record Files are present: 2 years after end of the school term for which grades were recorded; destroy.

**SD-7-05. Pupil Accounting and Support Documentation**

**A. Description:** Record of pupil accounting data submitted on a regular basis and in compliance with district and state regulations. Information includes data for the Educational Improvement Act; data for 45 day, 135 day, and 180 day reports; supporting verification documentation; software back-ups and manuals; memoranda and correspondence; and rosters, placement forms, attendance cards, scan sheets, daily bulletins, and alternative school documentation.

**B. Retention:** 3 years; destroy.

**SD-7-06. Pupil Record Cards**

**A. Description:** Contains scholastic and personal information on students who attended schools within the district. Information includes name of student, date of birth, name of parent or guardian, residence, school entered from, date entered, age at entrance, subjects taken, and grades.

**B. Retention:**

- (1) When Cumulative Pupil Record Files are missing: 75 years; destroy.
- (2) When Cumulative Pupil Record Files are present: 2 years after end of the school term for which grades were recorded; destroy.

**SD-7-07. Reserve Officer Training Corps (ROTC) Records**

**A. Description:** Summarizes military history/citizenship training and other items pertaining to the ROTC program. Information includes student name, history, promotion agreement, rank, and testing for awards.

**B. Retention:** 5 years after student's separation from school; destroy.

**SD-7-08. Section 504/Americans with Disabilities Act (ADA) Accommodation Plan**

**A. Description:** Records created by the school 504 teams documenting a student's eligibility for special instruction or related services under Section 504 of the Rehabilitation Act of 1973 and the American's with Disabilities Act (ADA). These plans are developed for students with physical or mental impairments and may be reviewed, re-evaluated and/or modified as needed. Information includes documented disability, eligibility determination, parent invitation, and accommodations.

**B. Retention:** 5 years after plan becomes inactive or 5 years after student separates from school, whether by transfer or graduation; destroy.

**SD-7-09. Special Education Records**

**A. Description:** Documents student participation and progress in a special education program for qualifying students with disability needs based on the standards from the South Carolina Department of Education Special Education Services. Information includes accommodations or services provided by the school/district to meet the needs of students with disabilities, placement forms, record of staffing, individual educational programs, confidential education reports, and least restrictive environment verification papers.

**B. Retention:** Until no longer needed to provide educational services to the student or for the necessary school district purposes such as auditing or monitoring, then notify the parents that they have a right to have these records destroyed. If the parents so requests, the records must be destroyed. If the parents do not request destruction, the school district may retain these records permanently or destroy them at their discretion. In all instances of destruction, the parents of the student must be notified forty-five calendar days prior to destruction that they have a right to request and be provided with a copy of any personally identifiable data which has been obtained or used while providing educational services for their children. Documentation of the notification of parents must be retained permanently. (Note: This retention does not apply to the permanent record of a student's name, address, telephone number, grades, attendance record, classes attended, grade level completed, and year of completion.)

**SD-7-10. Student Discipline, Suspension, and Expulsion Records**

**A. Description:** Records documenting inappropriate student behavior and corrective actions taken. Information includes referral and action form, notes, letters to parents, suspension documentation, detention documents, hearing notices, bus driver referrals, statements and conference notes.

**B. Retention:**

- (1) When suspended and subsequently expelled permanently: Transfer to Cumulative Pupil Record File and retain according to part 1 of the retention.
- (2) When suspended and subsequently expelled for remainder of the school year OR when suspension is deemed the only corrective action: 1 year after student's permanent separation from individual school; destroy.

**SD-7-11. Student Registration Materials**

**A. Description:** Record of students registering at a school. Information includes registration form showing name, student identification number, parent's name, physician, address, telephone numbers, proof of age, residence, letters to parents, assignments, letters of placement, schedule requests, and automobile registration.

**B. Retention:**

- (1) Registration form: 3 years; destroy.
- (2) Other records: Until no longer needed for reference; destroy.

**SD-7-12. Student Schedules File**

**A. Description:** Forms completed by school personnel for student scheduling into class. Information includes printouts of student schedules, class lists, student class assignments, and completed forms requesting change of schedule.

**B. Retention:** Until no longer needed for reference; destroy.

**SD-7-13. Student Test Results**

**A. Description:** Computer generated test data on student progress in basic skills. Information includes student name, date of birth, sex, test type, test percentile, battery scores, national percentile, raw scores, scale scores, and local school percentiles.

**B. Retention:** Until no longer needed for reference; destroy.

**SD-7-14. Student Truancy Records**

**A. Description:** Records created to document student's excessive absences and action taken to correct the problem by school personnel. Information includes referral and action forms, letters to parents, attendance profile sheets, correspondence, release forms, copies of initial court petitions, copies of court orders, hearing notices, affidavits, and visitation documentation.

**B. Retention:** Until student reaches age of majority; destroy.

**SD-7-15. Teacher Lesson Plans**

**A. Description:** Records relating to teacher's daily instructional plans and activities for each class. Information includes a yearly planning book.

**B. Retention:** Until no longer needed for reference; destroy.

#### **SD-7-16. Teacher's Grade Books**

**A. Description:** Contain student grades for each six or nine week grading period for the school year. These grades are used to compute semester averages as well as the yearly averages for each subject. Based on the results of these grades, students are promoted for the school term.

**B. Retention:**

- (1) When Cumulative Pupil Record Files are missing: 75 years; destroy.
- (2) When Cumulative Pupil Record Files are present: 2 years after end of the school term for which grades were recorded; destroy.

#### **SD-7-17. Teacher's Student Attendance Record**

**A. Description:** Record of student's daily attendance, absences and tardies. Information includes student name, school year, attendance, tardies, and absences.

**B. Retention:** 1 year; destroy.

### **Subarticle 8. Transportation**

#### **SD-8-01. Bus Recordings and Driver's Notes**

**A. Description:** Recordings used to document incidents of student misbehavior on school buses that require disciplinary action. Records also include bus driver's notes describing the incident and the disciplinary action taken. Information includes student's name(s), driver's name, date and time of incident, and bus driver's notes.

**B. Retention:** 3 years; destroy.

#### **SD-8-02. Route Description**

**A. Description:** Form documenting the use of state-owned school buses for routes approved for state funding. Information includes assigned school for bus, amended route description, date prepared, bus number, capacity, trip number, parking location after trip, driver, schools on trip, trip type, description of route, number of stops, location of stops, route enrollment count, daily count, time, total counts, regular and afternoon trip times and odometer readings, trip totals (minutes and miles), midday trip, time, odometer reading, totals for trip, funding for miles, school days route operated, authorized signatures, and dates.

**B. Retention:** 3 years; destroy.

#### **SD-8-03. School Bus Collision/Incident Report**

**A. Description:** Form used to report collisions or incidents involving school buses. Information includes claim number, bus number, school year, collision or incident, collision information (including diagram), bus driver information, driver of other vehicle/property information, school bus physically involved information, loading/unloading zone collision/incidents, on board injuries for buses not involved in a collision, authorized signatures, and dates.

**B. Retention:** 3 years; destroy.

**SD-8-04. School Bus Permits**

**A. Description:** Record of permits issued for state-owned school buses to be used for extracurricular activities. Information includes bus record, date of use, mileage, and driver name.

**B. Retention:** 3 years; destroy.

**SD-8-05. Special Needs Route Description and Student Inventory**

**A. Description:** Form used for transporting special needs students. Information includes special needs route description listing bus number, seat capacity, wheelchair spaces, driver's name, trip number, amended route description, district, assigned school, parking location during school day, date, special needs morning and/or mid-day information, times, odometer readings, totals for trips (minutes and miles), morning and/or afternoon shuttle bus information, signature of bus driver and bus supervisor, and date. Also includes student inventory listing bus stop, student, address, school special needs classification, morning and afternoon time arriving home and at school, special requirements for students, student's date of birth, parent or guardian name, home phone, and emergency number.

**B. Retention:** 3 years; destroy.