

RECORDS RETENTION SCHEDULE

Finance Records

The Appleton Area School District, in accordance with the Wisconsin Records Retention Schedule for School Districts prepared by the Wisconsin Department of Public Instruction Task Force, January 1990, and State Statutes, adopts the following modified Records Retention Schedule for Finance Records. The Board recognizes that with adoption of this Schedule, this becomes the District's policy on record retention, destruction, and local preservation and/or the transfer of its finance records to the Historical Society.

Adoption Date: January 22, 2001

DOCUMENT RETENTION SCHEDULE

Finance Records

2. FINANCE RECORDS

2.1. Purchasing/Payroll Records		Retention Period*
2.1.1.	Purchase Requisitions	1 year
2.1.2.	Purchase Orders	3 years
2.1.3.	Stock Requisitions	1 year
2.1.4.	Textbook Disposition Report	1 year
2.1.5.	Bids and Contracts	3 years
2.1.6.	Performance Guarantee/Warrant of Vendor	Length of warranty
2.1.7.	Vacation/Personal Leave Records	Current year
2.1.8.	W-2 Forms	7 years
2.1.9.	W-4 Forms	Until superseded
2.1.10.	Social Security Report	7 years
2.1.11.	Retirement Reports	Permanent
2.1.12.	Cancelled Payroll Check	6 years
2.1.13.	Monthly Bank Statement	2 years
2.1.14.	Check Register	3 years
2.1.15.	Enrollment Cards	
	2.1.15.1. Disability Insurance	Maintain 10 years after retirement
	2.1.15.2. Long-Term Care Insurance	Maintain 10 years after retirement
	2.1.15.3. Life Insurance	Maintain 10 years after retirement
	2.1.15.4. Health/Dental Insurance	Maintain 10 years after retirement
	2.1.15.5. Tax Sheltered Annuity	Maintain 10 years after retirement
	2.1.15.6. United Funds	1 year
	2.1.15.7. Union Dues	Current year
	2.1.15.8. Other payroll Deductions	1 year
	2.1.15.9. FlexBen Sec 125 Enrollment Form	Current year
2.1.16.	Payroll Distribution Report	3 years
2.1.17.	Payroll Deduction Report	3 years
2.1.18.	Additional Duty Forms	1 year
2.1.19.	Insurance Reports and Bills	Current year
2.1.20.	Absence Report/Time Sheets	1 year
2.1.21.	State and Federal Tax Reports	3 years
2.1.22.	Stop Payments	1 year
2.1.23.	Merit Pay	Current year
2.2. Accounting/Budget Records		
2.2.1.	Budget Report to DPI (PI-1504)	Permanent
2.2.2.	Annual Report to DPI (PI-1505)	Permanent
2.2.3.	Annual Audit Statement to DPI (PI-1506)	Permanent
2.2.4.	Regular Tuition Reports (PI-1514)	Permanent
2.2.5.	Summer School Report to DPI (PI-1804)	3 years
2.2.6.	Annual Budget Preparation Records	3 years
2.2.7.	Annual Budget**	Permanent
2.2.8.	Annual Audit Reports**	Permanent
2.2.9.	Disbursement and Receipt Journal	7 years
2.2.10.	General Ledger - All Funds	7 years
2.2.11.	Fund Ledger Cards	7 years
2.2.12.	Cancelled General Voucher Checks	7 years
2.2.13.	Monthly Bank Statements	7 years
2.2.14.	Monthly Reconciliation Ledger	7 years
2.2.15.	Bank Deposit Receipts	7 years
2.2.16.	District Equalization Valuation Report	7 years
2.2.17.	State Aid Computation Cards (PI-1519)	7 years
2.2.18.	Tax Levy Certification	7 years
2.2.19.	State Aid Payment Vouchers (PI-1518)	7 years
2.2.20.	State Transportation Aid Vouchers (PI-1547)	7 years
2.2.21.	Common School Fund Voucher	7 years
2.2.22.	County Aid Payment Voucher	7 years

- * Retention periods begin at the time the records are created.
- ** Transfer the record to the State Historical Society if it will not be kept permanently by the district.
- *** The EPA toxic Substance Contract Act requires 30 year retention for records of adverse reactions to employees' health, or health-related allegations arising from occupational exposure; five years for other allegations.
- ✓ Records must be retained for 5 years after completion of the activity for which the grant was used.

2.2.23.	State Superintendent Acknowledgment of District Boundary Changes	7 years
2.2.24.	State Aid Worksheets	7 years
2.2.25.	Outstanding Long-Term Indebtedness Statements	Permanent
	Includes:	
2.2.25.1.	Long-Term Bonds	
2.2.25.1.	Long-Term Notes	
2.2.25.3.	Short-Term Notes	
2.2.25.4.	Approved State Trust Fund Application	
2.2.25.5.	Land Contracts	
2.2.25.6.	Certificate of Bond Sale	
2.2.25.7.	Schedule of Bond Retirements	
2.2.26.	Cancelled Bonds of Indebtedness and Interest	7 years
2.2.27.	Cancelled Interest Coupons	7 years
2.2.28.	Invoices	7 years
2.2.29.	Receiving Reports	7 years
2.2.30.	Insurance Policies	Permanent
2.2.31.	Damage and Loss Reports	7 years
2.2.32.	Food Service Records	
2.2.32.1.	Application/Agreement/Policy Statements for Food and Nutrition Programs	3 years
2.2.32.2.	Application for Free/Reduced Price Meals	3 years
2.2.32.3.	Joint Agreement/Vendor - Management Co.	3 years
2.2.32.4.	Verification Summary/Documentation	3 years
2.2.32.5.	Daily Participation Record (by building) (Lunch, Breakfast, 1/2 day Kindergarten Milk)	3 years
2.2.32.6.	Menus/Production Record (lunch/breakfast)	3 years
2.2.32.7.	Monthly Reimbursement Claim (PI-1409)	3 years
2.2.32.8.	Quarterly Financial Report (PI-1409)	3 years
2.2.32.9.	Donated Food Distribution Program	3 years
2.2.32.10.	Monthly Inventory Records	3 years
2.2.32.11.	A la Carte, Lunch, Breakfast, 1/2 day Kindergarten Milk Program Sales Records	3 years
2.2.33.	Grant Applications - Successful ✓	5 years or after audit
2.2.34.	Grant Applications - Unsuccessful	1 year
2.2.35.	Tuition Worksheet (PI-1524)	1 year after audit
2.2.36.	Tuition Claim for Non-Residents (PI-1525)	1 year after audit
2.2.37.	Summer School Program Report (aid computation) (PI-1804)	1 year after audit
2.2.38.	Vocational Education Financial Plan (PI-1313)	1 year after audit
2.2.39.	Certification of Referendum Amount (PI-1572)	1 year after audit
2.2.40.	Indirect Cost Rate Adjustment - Schools (PI-1161)	7 years
2.2.41.	Budget Revision/Equipment Approval (PI-2175)	7 years

2.3. Staff Accident Reports

..1.	Injury Claims	1 year after settlement
..2.	Workers Compensation	1 year after settlement
..3.	Public Liability	1 year after settlement
..4.	Settlements	Permanent
..5.	Injury Frequency Charts (DIHLR)	7 years
..6.	Health and Safety Bulletins	Until superseded
..7.	OSHA - Employee Accident Reports	5 years beyond date of accident
..8.	OSHA - Employee Exposure Records*** Any information concerning employees exposed to toxic substances or harmful physical agents.	30 years after termination, resignation or retirement
..9.	OSHA - Employee Medical Records	30 years after termination,

Any information concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician, including: medical and employment questionnaires or histories, medical exams, medical opinions, descriptions of treatments and prescriptions, and employee medical complaints.

resignation or retirement

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Further Considerations

The Age Discrimination in Employment act requires one-year retention of job applications, resumes, job advertisements or notices to the public, test papers for employer-administered aptitude tests, and physical examination records.

Section 504 of the Rehabilitation Act of 1973 requires at least one-year retention of employment records (including promotions, training and accommodations made) for disabled applicants and employees.

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