

Gate City Charter School for the Arts General Records Retention Policy

Purpose:

Gate City Charter School for the Arts (GCCSA) is committed to maintaining accurate and complete records while complying with all federal and New Hampshire laws, including requirements of the New Hampshire Department of Education (DOE), IRS, Department of Labor, and federal education programs (FERPA, IDEA, Title I, etc.).

This policy ensures records are:

- Kept for the legally required minimum period.
- Secure and confidential.
- Destroyed in a consistent and safe manner when no longer needed

General Principles:

1. Compliance First – Records are retained in accordance with DOE regulations, federal program requirements, and best practice audit standards.
2. Practicality – Records will not be kept longer than necessary, except when legally required or for historical purposes.
3. Confidentiality – All records containing personally identifiable information (PII) are protected under FERPA and applicable laws.
4. Secure Disposal – Records past their retention period will be shredded, incinerated, or permanently deleted (digital) with documentation of destruction.
5. Litigation & Audit Holds – If records are subject to an investigation, audit, or litigation, they will be retained until cleared, regardless of retention schedules.

Retention Schedule:

1. Student Records

- Permanent Record (transcript, enrollment history, final grades, graduation/withdrawal status, immunization card): Permanent.
- Cumulative File (registration forms, report cards, discipline, attendance, standardized test results): 7 years after graduation or withdrawal.
- Special Education Records (evaluations, IEPs, 504 plans): 6 years after graduation or last date of service (per IDEA).
- Health Records (not required permanently): 7 years after last attendance.
- Incident/Accident Reports: 7 years after incident.

2. Personnel Records

- Personnel Files (applications, contracts, certifications, evaluations, separation records): 7 years after separation.
- Payroll & Leave Records: 7 years.
- I-9 Forms: 3 years after hire or 1 year after termination (whichever is later).
- Retirement/Benefit Records: 7 years after separation.

3. Financial Records

- Annual Budgets & Audit Reports: Permanent.
- General Ledger & Year-End Financial Statements: Permanent.
- Invoices, Receipts, A/P & A/R, Expense Reports: 7 years.
- Grant Applications, Reports, Supporting Documentation: 7 years after final expenditure report (per federal grant rules).
- Bank Statements, Cancelled Checks, Deposit Slips: 7 years.
- Insurance Policies: 7 years after expiration.

4. Governance Records

- Board Policies, Bylaws, and Charter Documents: Permanent.
- Board Meeting Minutes & Agendas: Permanent.
- Conflict of Interest Disclosures: 7 years.

5. Operational Records

- Contracts & MOUs: 7 years after expiration.
- Property, Equipment, and Inventory Records: Life of asset + 3 years.
- Maintenance & Safety Inspections: 7 years.

Record Destruction:

- At the end of each school year, records of past retention will be reviewed by the Director (or designee).
- Methods of Destruction:
 - Paper: cross-cut shred or incinerate.
 - Digital: permanent deletion with IT verification.

Oversight

The Records Compliance Officer, Director or designee, ensuring:

- Proper storage and confidentiality of records.
- Staff training on records handling.
- Compliance with DOE and federal requirements.
- Review of this policy every 3 years or as regulations change.