**MERRICK ACADEMY CHARTER SCHOOL**

**RECORD RETENTION POLICY**

All confidential records shall be kept in a secure manner. Electronic records shall be stored and maintained in secure systems that limit access to authorized persons. Paper records shall be maintained in locked facilities on premises utilized by the Merrick Academy Charter School (the “School”).

In the event of a major system malfunction, all financial records would be safely maintained in third party internet space via an online backup system. In the event of any other major system malfunction, any transactions since the last available backup would be re-recorded based on the cash disbursement records and cash receipts records.

This policy draws on the comprehensive retention standards contained in ED-1: Records Descriptions and Retention Periods, promulgated by the New York State Archives (<http://www.archives.nysed.gov/records/retention_ed-1_records-description-retention>. See that resource for a full description of all potential categories of documents).[[1]](#footnote-1)

The following table provides the School’s minimum requirements for records retention:

| **Item** | **Retention Period** |
| --- | --- |
| Bank Statements & Reconciliations | 7 Years |
| Cancelled Checks - (Important Payments - purchases of property, tax payments, large or significant contracts) | Permanent |
| Cancelled Checks - (Ordinary) | 7 Years |
| Cash Books | Permanent |
| Cash Receipts and Disbursements | 7 Years |
| Construction Documents | Permanent |
| Contracts and Leases (Current) | Permanent |
| Contracts and Leases (Expired) | 7 Years |
| Corporate - Articles of Incorporation & By Laws | Permanent |
| Corporate - Certificate of Incorporation and Related Legal or Government Documents | Permanent |
| Corporate - Minutes of Board & Committee Meetings, etc. | Permanent |
| Correspondence (General) | 3 Years |
| Correspondence (Legal / Important) | Permanent |
| Curriculum Records - Course curriculum and related records describing course of instruction and course content | Permanent |
| Duplicate Bank Deposit Slips | 3 Years |
| Email | 5 Years |
| Employee Assignments and Garnishments | 7 Years |
| Employee Benefit Plan Documents | 7 Years |
| Employee Payroll Records | 7 Years |
| Employee Payroll Reports (Federal, State or City Gov't) | 7 Years |
| Employee Personnel Records (After Termination) | 7 Years |
| Employee Personnel Records (Current) | Permanent |
| Employee Retirement & Pension Records | Permanent |
| Employee Timesheets | 7 Years |
| Employee Workman's Compensation Documents | 11 years |
| Employment Applications (Current Employees) | Permanent |
| Employment Applications (Other) | 1 Year |
| Finance - Accounts Payable Ledgers and Schedules | 7 Years |
| Finance - Accounts Receivable Ledgers and Schedules | 7 Years |
| Finance - Audit Reports of Independent Accountants | Permanent |
| Finance - Chart of Accounts | Permanent |
| Finance - Depreciation Schedules | Permanent |
| Finance - Expense Analyses & Distribution Schedules | 7 Years |
| Finance - Financial Statements (incl. Trial Balances) | Permanent |
| Finance - Fixed Asset Records & Appraisals | Permanent |
| Finance - General Ledgers | Permanent |
| Finance - Subsidiary Ledgers | Permanent |
| Finance - Tax Return Worksheets | 7 Years |
| Finance - Tax Returns | Permanent |
| Finance - Uncollectible Accounts & Write-offs | 7 Years |
| Finance - W-2 / W-4 / 1099 Forms, etc. | 7 Years |
| Fire safety - Inspection Reports | 3 Years |
| Governance – Annual Conflict of Interest Statements | Permanent |
| Grant Inquiries | 7 Years |
| Insurance - Accident Reports and Claims (Current Cases) | Permanent |
| Insurance - Accident Reports and Claims (Settled Cases) | Permanent |
| Insurance - Policies (Current) | Permanent |
| Insurance - Policies (Expired) | Permanent |
| Inventories | 7 Years |
| Invoices from Vendors | 7 Years |
| Invoices to Customers | 7 Years |
| Notes Receivable Ledgers | 7 Years |
| Paid Bills & Vouchers | 7 Years |
| Patents & Related Papers | Permanent |
| Physical Inventory Tags | 7 Years |
| Property Appraisals | Permanent |
| Property Documents - Deeds, Mortgages, etc. | Permanent |
| **Student Records - Student cumulative education record file (including "permanent record card")** | Permanent |
| **Student Records - Documentation of regular updates made to student lists or student data files, such as covering corrections, deletions or additions to student data** | 1 Year |
| **Student Records -** Student portfolio, containing samples of a student's best work, and including progress reports and grades (where applicable) | 6 Years after high school |
| **Student Records - Basic data on any student contained in or produced by an automated student information system,** including name, age, sex, personal identification (social security number or other number used to identify student), address, grade and/or class | 0 Years after no longer needed |
| **Student Records -** Pupil personnel cumulative record (guidance folder), containing information on all aspects of student's school career | 6 Years after high school |
| **Student Records -** Examination and test answer papers | 1 Year after end of school year |
| **Student Records -** Student's attendance record (register) | 6 Years |
| **Student Records - Student's absence record** |  1 Year after end of school year |
| **Student Records - Student organization records (extracurricular)** | 6 Years |
| **Athletic program records** | 6 Years |
| **Student Records - Student disciplinary records** | 3 Years after end of school year |
| **Student Records -** | 1 Year after end of school year |
| **Student Records - Special education file of student (including both school-age students and pre-school children) with a disability** | 6 Years after high school |
| **Student Records - Child abuse or maltreatment reports and related records** | 3 Years |
| Stock and Bond Certificates (Cancelled) | 7 Years |
| Stock and Bond Records | Permanent |
| Vendor Payment Request Forms & Supporting Documents | 7 Years |
| Voucher Registers & Schedules | 7 Years |

Originals of the following corporate documents are maintained on-site or on secure electronic systems that limit access to authorized persons:

1. Minutes of the Board of Trustees and subcommittees
2. Banking agreements
3. Leases
4. Insurance policies
5. Vendor invoices
6. Grant and contract agreements
7. Fixed asset inventory list
8. Tax Returns and Correspondence

**Records Access Policy**

The School will provide access to the organization's records and provide supporting records, as requested by government auditors to facilitate the completion of such audits or reviews, in a timely manner.

**Records Destruction Policy**

The destruction of confidential school records needs to be authorized by the Principal. Should the Principal be unable to provide authorization, destruction will be stayed pending review and final determination by the Board of Directors or its designee.

If any actual inquiry, investigation, litigation, claim, audit, arbitration, or mediation, or any appeal in connection with any of the foregoing, is commenced, or any such event becomes reasonably foreseeable, prior to or concurrent with the expiration of the designated retention period, then the relevant retention schedule shall be tolled for the duration of any such event or for as long as the potential for any such event is reasonably foreseeable, as the case may be.

Once records have reached the conclusion of their retention period according to the Records Retention Policy, the office of origin will request authorization from the Principal for their destruction.

The School will arrange for the safe and secure destruction of confidential records. Destruction methods will not permit recovery, reconstruction and/or future use of confidential information. An overview of these methods follows.

Paper records containing confidential information should be shredded and/or pulped, not simply thrown out with other classes of records or with miscellaneous trash.

Electronic or machine-readable records containing confidential information require a two-step process for assured, confidential destruction. Deletion of the contents of digital files and emptying of the desktop "trash" or "waste basket" is the first step. It must be kept in mind, however, that reconstruction and restoration of "deleted" files is quite possible in the hands of computer specialists. With regard to records stored on a "hard drive," it is recommended that commercially available software applications be utilized to remove all data from the storage device. When properly applied, these tools prevent the reconstruction of any data formerly stored on the hard drive. With regard to floppy disks and back-up tapes, it is recommended that these storage devices be physically destroyed.

A destruction record exists to track the destruction of any and all documents. This inventory describes and documents those records, in all formats, authorized for destruction, as well as the date, agent, and method of destruction. The destruction record itself shall not contain confidential information. The destruction record may be retained in paper, electronic, or other format.

This Policy was adopted on October 25, 2016 by the Board of Trustees of Merrick Academy Charter School.

1. The full retention periods promulgated by the New York State Archives (the "NYSA") are hereby incorporated by reference in our record retention policy (the “Policy”) and therefore must be complied with by the School. Accordingly, because the School’s Policy omits certain items that otherwise appear in the broader retention schedules of NYSA, School staff must refer to the relevant provisions of the full retention schedules of NYSA, as incorporated by reference. The School’s Policy is premised on the expectation and requirement that all employees of the School with any record-keeping responsibilities will familiarize themselves with not only this Policy, but also the full retention schedules promulgated by NYSA.

  [↑](#footnote-ref-1)