

**Camino Nuevo Charter Academy**  
**DOCUMENT RETENTION POLICY**

This policy specifies how important documents (hardcopy, online or other media) should be retained, protected and eligible for destruction. The policy also ensures that documents are promptly provided to authorities in the course of legal investigations or lawsuits.

Specifically, this policy addresses retention for the following types of documents:

- Corporate Records
- Contracts
- Donations/Funder Records
- Financial Records
- Insurance Records
- Management Plans and Procedures
- Personnel Records
- Student Records
- Tax Records

**Document Protection**

Documents (hardcopy, online or other media) directly tied to a student record will be securely stored at individual school campuses during the current school year and transferred to off-site storage upon the completion of the school year to which they are applicable.

**Document Destruction**

Hardcopy of documents will be destroyed by shredding after they have been retained until the end of the Document Retention Schedule. Electronic copies will be destroyed by proven means to destroy such media after they have been retained at least until the end of the Document Retention Schedule, unless the corporation elects to maintain them or causes them to be maintained for a longer time period.

**Provision of Documentation for Investigations or Litigation**

Documents requested and subpoenaed by legally authorized personnel will be provided within 5 business days. The Board Chair and Executive Director will authorize provision. No documents will be concealed, altered or destroyed with the intent to obstruct the investigation or litigation.

## Document Retention Schedule

The following types of documents will be retained for the following periods of time. At least one copy of each document will be retained according to the following schedule:

### CORPORATE RECORDS

Document	Time Period
Articles of Incorporation	Permanent
Corporate Bylaws	Permanent
IRS Form 1023 to file for tax-exempt and/or charitable status	Permanent
IRS Letter of Determination granting tax exempt status	Permanent
State Application for Tax Exempt Status (Form 3500)	Permanent
State Determination Letter granting tax exempt status	Permanent
Board Policies/Resolutions	Permanent
Board and Committee Meeting Minutes	Permanent
Sales Tax Exemption Documents	Permanent
Tax ID Number Designations	Permanent
Annual Corporate Filings	Permanent

### FINANCIAL RECORDS

Document	Time Period
Chart of Accounts	Permanent
Fiscal Policies and Procedures	Permanent
Audits	Permanent
Financial Statements	Permanent
General Ledger	Permanent
Check Registers/Books	7 years
Business Expenses Documents	7 years
Bank Deposit Slips	7 years
Canceled Checks	7 years
Invoices	7 years
Investment Records (deposit, earning, withdrawals)	7 years
Property and Asset inventories	7 years
Petty cash receipts /documents	7 years
Credit card receipts	7 years

### TAX RECORDS

Document	Time Period
IRS Annual Tax Filing Form 990	Permanent
FTB Annual Form 199	Permanent
Payroll Registers	Permanent
IRS Form 1099 Filings	7 years
Payroll tax returns and withholding returns	7 years
Earnings records	7 years
W-2 statements	7 years

### PERSONNEL RECORDS

Document	Time Period
Recruitment, Hiring and Job Placement Records <ul style="list-style-type: none"> <li>● Job applications</li> <li>● Resumes</li> <li>● Letters of recommendation</li> <li>● Other job inquiries sent to Resolute Academy</li> <li>● Job advertisements/postings</li> <li>● Results of non-medical pre-employment tests</li> </ul>	3 years after separation, or for the duration of any claim or litigation regarding hiring practices

<ul style="list-style-type: none"> <li>● Offers of employment</li> <li>● Employment agreements</li> <li>● Signed pre-employment disclosures (employee handbook acknowledgment, complaint procedures, etc.)</li> <li>● Employee training (harassment prevention, mandated reporting, etc.)</li> <li>● Employee certificates, credentials, licenses, and other evidence of qualifications</li> <li>● Certificate of criminal background check clearance (or failure)</li> </ul>	
<p>Employee Performance and Other Personnel Records</p> <ul style="list-style-type: none"> <li>● Job descriptions</li> <li>● Training and testing</li> <li>● Performance goals</li> <li>● Performance evaluations</li> <li>● Written feedback and commendations</li> <li>● Promotions and demotions</li> <li>● Letters of reprimand and discipline</li> <li>● Performance Improvement Plans</li> <li>● Termination, resignation, lay-offs, etc.</li> <li>● Notices and letters</li> </ul>	3 years after separation
<p>Employee Medical Leave Records (PDL, FMLA, CFRA, etc.) *</p> <ul style="list-style-type: none"> <li>● Requests for leave</li> <li>● Health care provider notes</li> <li>● Leave calculations</li> <li>● Records of disputes regarding leave</li> <li>● Employee benefits related to leave</li> <li>● Leave policies</li> </ul>	<p>3 years after separation</p> <p>* Records that contain employee confidential medical information should be retained in a separate, secure file.</p>
<p>Employee Wage Records</p> <ul style="list-style-type: none"> <li>● Employment agreements</li> <li>● Wage rates and calculations</li> <li>● Shift schedules (hours and days)</li> <li>● Time cards</li> <li>● Individual calculations for absences, sick days, vacation days, etc.</li> <li>● Itemized wage statements/pay stubs</li> </ul>	<p>3 years after separation</p> <p>Note: If a record is both a <i>wage record</i> and a <i>payroll record</i>, follow the longer retention period.</p>
<p>Employee Payroll Records</p> <ul style="list-style-type: none"> <li>● Employee name, address, age, and occupation</li> <li>● Individual wage records</li> <li>● Regularly hourly rate</li> <li>● Hours worked (daily/weekly)</li> <li>● Weekly overtime earnings</li> <li>● Daily and weekly straight time earnings</li> <li>● Deductions from or additions to wages</li> <li>● Wages paid each pay period</li> <li>● Pay dates and pay periods</li> <li>● Unemployment Insurance Records</li> </ul>	Generally 7 years
<p>Employment Eligibility (I-9 Forms)</p>	<p>The later of (a) 1 year after separation, or (b) 3 years from date of hire.</p>

<p>Employee Health Records*</p> <ul style="list-style-type: none"> <li>• First-aid records</li> <li>• Job injuries (causing loss of work time)</li> <li>• Drug and alcohol test records</li> </ul>	<p>5 years after separation</p> <p>* Records that contain employee confidential medical information should be retained in a separate, secure file.</p>
<p>Employee Workers' Compensation Records</p> <ul style="list-style-type: none"> <li>• Copies of claim forms</li> <li>• Reports of occupational injury or illness</li> <li>• Letters of denial of benefits</li> <li>• Reports to the Division of Workers' Compensation</li> <li>• Benefits paid</li> <li>• Estimates of future benefits</li> <li>• Applications to the Workers' Compensation Appeals Board</li> <li>• Orders and Awards of the Workers' Compensation Appeals Board</li> </ul>	<p>5 years after date of injury and 2 years after claim has been closed.</p> <p>* Records that contain employee confidential medical information should be retained in a separate, secure file.</p>
<p>Employee Benefit Records</p> <ul style="list-style-type: none"> <li>• Benefits elections</li> <li>• Beneficiary designations</li> <li>• Eligibility determinations</li> <li>• COBRA notices</li> <li>• Summary plan descriptions</li> <li>• Other welfare benefit plan information (life, health, disability, long-term care, post-retirement medical)</li> </ul>	<p>6 years after separation, but not less than 1 year following a plan termination.</p> <p>* Records required to determine retirement benefits, including 401(k) and similar plans, must be kept indefinitely.</p>
<p>Chemical Safety and Toxic Exposure Records</p>	<p>30 years after separation (medical records of employees who have worked for less than (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment)</p>
<p>Note: For simplicity, Resolute Academy may choose to keep the majority of an employee's personnel file and other records <i>for the duration of employment plus four (4) years</i>. This time period covers nearly every law, with the exception of three (3) types of records, as outlined above, that must be removed from a file before it is disposed of and retained for a longer duration:</p> <ul style="list-style-type: none"> <li>• Pension and welfare plan information (6 years)</li> <li>• First aid records of job injuries causing loss of work time (5 years)</li> <li>• Safety and toxic or chemical exposure records, including safety data sheets (30 years)</li> </ul>	

### INSURANCE RECORDS

Document	Time Period
Property Insurance Policy	Permanent
Directors and Officers Insurance Policy	Permanent
Workers' Compensation Insurance Policy	Permanent
General Liability Insurance Policy	Permanent
Insurance Claims Applications	Permanent
Insurance Disbursements/Denials	Permanent

## CONTRACTS

Document	Time Period
All insurance Contracts	Permanent
Employment Contracts	7 years after termination
Construction Contracts	Permanent
Legal Correspondence	Permanent
Loan/Mortgage and Real Estate Documents	Permanent
Leases/Deeds	Permanent
Vendor Contracts	7 years
Warranties	7 years

## DONATIONS / FUNDRAISING RECORDS

Document	Time Period
Grant Dispersal Contract	Permanent
Donor Lists	7 years
Grant Applications	7 years
Donor Acknowledgments	7 years

## MANAGEMENT PLANS AND PROCEDURES

Document	Time Period
Strategic Plan	7 years
Staffing, programs, marketing, finance, fundraising and evaluation plans	7 years
Vendor Contracts	7 years
Disaster Recovery Plan	7 years

## STUDENT RECORDS

Document	Time Period
<b>Mandatory Permanent (Original or copy)</b>	Permanent (even after student leaves the charter school)
(A) Legal name of student	
(B) Date of Birth	
(C) Method of verification of birth	
(D) Sex of student	
(E) Place of birth	
(F) Name and address of parent of minor student	
- Address of minor student if different than above.	
- An annual verification of the name and address of the parent and the residence of the student.	
(G) Entering and leaving date of each school year and for any summer session or other extra session	
(H) Subjects taken during each year, half-year, summer session or quarter	
(I) If marks or credit are given, the mark or number of credits toward graduation allows for work taken.	
(J) Verification of or exemption from required immunizations	
(K) Related Master Plan student documents	
<b>Mandatory Interim (Original or copy)</b>	At least 3 school years after the student leaves the charter school
(A) A log or record identifying those persons (except authorized school personnel) or organizations requesting or receiving information from the record. The log or record shall be accessible only to the legal parent or guardian or the eligible	

pupil, or a dependent adult pupil, or an adult pupil, or the custodian of records.	or usefulness ceases.
(B) Health information, including Child Health Developmental Disabilities Prevention Program verification or waiver.	
(C) Participation in special education programs including required tests, case studies, authorizations, and actions necessary to establish eligibility for admission or discharge.	
(D) Language training records.	
(E) Progress slips and/or notices as required by Education Code Sections 49066 and 49067.	
(F) Parental restrictions regarding access to directory information or related stipulations.	
(G) Parent or adult pupil rejoinders to challenged records and to disciplinary action.	
(H) Parental authorizations or prohibitions of pupil participation in specific programs.	
(I) Results of standardized tests administered within the preceding three years.	
<b>Permitted Records (Original or copy)</b>	
(A) Objective counselor and/or teacher ratings.	
(B) Standardized test results older than three years.	
(C) Routine discipline data.	
(D) Verified reports of relevant behavioral patterns.	
(E) All disciplinary notices.	
(F) Attendance records not used for apportionment or compulsory education.	
<b>Miscellaneous</b>	
Individual student injury record for which a claim was filed	1 year after the claim has been settled or after the statute of limitations has run out.
Emails	If an email falls into one of the above categories for permanent, interim, or permitted records, it shall be printed, placed in the student's file, and maintained consistent with the time periods above.