



TYPES OF RECORDS	RECORD DESTRUCTION
<p><b>Board Records</b> - Agendas, minutes, appointments/elections, board committee records, etc.) Records management (retention schedule; disposition log; control materials; destruction approval sign-offs) Appeal &amp; review records</p> <p><b>Facilities/Construction</b> - Real estate records; building plans &amp; specs.; architectural &amp; engineering drawings, etc.; deeds &amp; easements; construction performance bonds (posted by individuals or entities under contract with the Public Charter School).</p> <p><b>Financial</b> - FYE financial &amp; final audits; tax records. <i>Note:</i> Annual budgets and expenditures will be posted to the Public Charter School website and updated monthly.</p> <p><b>Human Resources</b> – Teacher contracts, corrective/disciplinary action; employee statements; counseling records; earnings, promotions &amp; recognition records; employment eligibility; previous employment, criminal history, license, &amp; driving record checks; grievance records; liability releases; performance evaluations; all PERSI records; policy &amp; procedure manuals; timecards/ timesheets; training &amp; educational achievement records. <i>Note:</i> Teacher contracts will be posted to the Public Charter School website and updated as needed.</p> <p><b>Student Records</b> - Student’s name, grades, attendance summary, entrance and withdrawal records, student ID number, birthplace and date of birth, transcripts, and educational assessment data.</p> <p><b>Legal Records</b> - Litigation files; open records requests; opinions and advice.</p> <p><b>Operations</b> - Program accountability records; school certification; property disposal records &amp; surplus property sales reports.</p> <p><b>Safety</b> - Disaster preparedness and evacuation &amp; recovery plans; Hazardous materials disposal records.</p> <p><b>Other</b> documents or records deemed permanent by the Board of Directors.</p>	<p>Permanent records may not be destroyed, except for paper originals of permanent records retained in a non-paper medium; permanent records may be transferred to the State Historical Society’s permanent records repository upon resolution of the Board.</p>



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<p><b>Board Records</b> - Board member records including member contact and term information.</p> <p><b>Facilities/Construction</b> - Facilities operations records; appraisals; inspection records; project files; damage, lost and stolen property reports; security access records; etc.</p> <p><b>Financial</b> - Contracts &amp; leases; donation/gift records; Fiscal documentation including AP/AR ledgers; operating budgets; appropriations requests; bank statements &amp; cancelled checks; cash records; expenditure journals, registers, and vouchers; federal funding records; etc.; purchasing logs &amp; bid documentation; all records related to Federal funds.</p> <p><b>Human Resources</b> - Complaint records; leave status reports; accumulated leave adjustment; applications for employment; benefit plans &amp; records; payroll deductions &amp; direct deposit authorizations, income adjustments; job descriptions; overtime authorization; sick leave pool docs.; unemployment claims &amp; compensation records; W-2 &amp; W-4 forms; worker's compensation policies.</p> <p><b>Student Records</b> - Special education &amp; Medicaid records.</p> <p><b>Legal Records</b> - Claims / settlements, attorney correspondence, worker's compensation claim records.</p> <p><b>Operations</b> - Equipment related documents/manuals; service/ maintenance agreements; installation; repair logs.</p> <p><b>Safety</b> - Accident reports; material data safety sheets; workplace chemical lists.</p> <p><b>Transportation</b> - Vehicle title (until sold or disposed of); inspection, repair &amp; maintenance records.</p> <p><b>Other</b> documents or records deemed semi-permanent by the Board of Directors.</p>	<p>Semi-permanent records may be destroyed only by resolution of the Board and as may be indicated in the Bylaws.</p>



TYPES OF RECORDS	RECORD DESTRUCTION
<p><b>Facilities/Construction</b> - Inspection records</p> <p><b>Human Resources</b> - Time-off/sick leave requests; volunteer records.</p> <p><b>Student Records</b> - Enrollment data.</p> <p><b>Legal Records</b> -</p> <p><b>Operations</b> - Equipment warranties.</p> <p><b>Safety</b> - Fire orders (issued by Fire Marshall to correct deficiencies); incident reports.</p> <p><b>Other</b> documents or records deemed temporary by the Administrator.</p>	<p>Temporary records may be destroyed with authorization from the Administrator</p>
<p><b>Facilities/Construction</b> - Utility usage reports &amp; vehicle operations logs.</p> <p><b>Human Resources</b> - Employment announcements &amp; selection processes; unsolicited resumes.</p> <p><b>Operations</b> - Computer system back-ups.</p> <p><b>Transportation</b> - Vehicle operations logs; vehicle registration.</p> <p><b>Other</b> documents or records deemed transitory by the Administrator.</p>	<p>Transitory records may be destroyed with authorization from the Administrator</p>
<p><b>Historical Records</b> – Records which, due to their age or cultural significance, are themselves artifacts of historical value.</p> <p><b>Records</b> with enduring value based on the administrative, legal, fiscal, evidential or historical information they contain.</p>	<p>Historical records may not be destroyed, but may be transferred to the State Historical Society’s permanent records repository upon resolution of the Board of Directors</p>

Policy History:

Adopted on: April 19, 2018



# **ALTURAS**

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Revised on: