

CLARK COUNTY SCHOOL DISTRICT REGULATION

R-3621

RECORDS RETENTION SCHEDULE

- I. In accordance with Nevada Revised Statutes, Nevada Administrative Code, and the Local Governments Records Manual, this schedule for the retention of Clark County School District records must be followed.

<u>District Form CCF No.</u>	<u>Title</u>	<u>Retention Responsibility</u>	<u>Retention Period</u>
CCF-5	Authorization for Extra Pay	Human Resources	Permanent
CCF-7	Performance Evaluation Report—Central Office Administrator	Human Resources	Permanent
CCF-8	Licensed Employee Appraisal Report	Human Resources	Permanent
CCF-9	Employee Response	Human Resources	Permanent
CCF-10	Personnel Record Continuation Sheet	Human Resources	Permanent
CCF-11	Performance Evaluation—School Administrator	Human Resources	Permanent
CCF-11.1	Performance Evaluation Report—School Administrator—Continuation Sheet	Human Resources	Permanent ¹
CCF-14	Personnel Requisition	Human Resources	Permanent ²

¹ Document no longer used. Retention of previously issued documents remains.

² CCF-14 is now Senior High Counselor Performance Criteria Log. (Personnel Requisitions are now CCF-168.) Retention of previously issued CCF-14s as Personnel Requisitions remains.

<u>District Form CCF No.</u>	<u>Title</u>	<u>Retention Responsibility</u>	<u>Retention Period</u>
CCF-21	Record of Personnel Notification	Human Resources	Permanent
CCF-22	Notice of Short-Term Suspension— Certificated Personnel	Human Resources	Permanent ¹
CCF-24	Performance Evaluation (School Principal) Elementary	Human Resources	Permanent ²
CCF-25	Performance Evaluation (School Principal) Secondary	Human Resources	Permanent ³
CCF-26	Probationary Certificated Employee Appraisal Report	Human Resources	Permanent ⁴
CCF-30	Record of Licensed Personnel Transfer	Human Resources	Permanent
CCF-31	Report of Employee Response	Human Resources	Permanent ⁵
CCF-32	Substitute Management Annual Summary	Human Resources	Permanent ⁶

¹ Document no longer used. Retention of previously issued documents remains.

² Document no longer used. Retention of previously issued documents remains.

³ Document no longer used. Retention of previously issued documents remains.

⁴ Document no longer used. Retention of previously issued documents remains.

⁵ Document no longer used. Retention of previously issued documents remains.

⁶ Document no longer used. Retention of previously issued documents remains.

<u>District Form CCF No.</u>	<u>Title</u>	<u>Retention Responsibility</u>	<u>Retention Period</u>
CCF-33	Substitute Management Daily Record	Human Resources	Permanent ¹
CCF-34	Peak Demand Days—Licensed Employees Performing Substitute Work	Human Resources	Permanent ²
CCF-35	Substitute Teacher Evaluation Form	Human Resources	Permanent
CCF-36	Substitute Service Teacher Monthly Work Record	Schools	2 Years
CCF-38	Suspension Decision	Human Resources	Permanent ³
CCF-42	Employee Folder Review Record	Human Resources	Permanent
CCF-60	Classified Personnel Notice of Short-Term Suspension	Human Resources	Permanent ⁴
CCF-65	Support Staff Personnel Requisition	Human Resources	Permanent ⁵
CCF-68	Support Staff Substitute/Temporary Student Worker-Evaluation	Human Resources	Permanent
CCF-70	Support Staff Performance Evaluation Report	Human Resources	Permanent

¹ Document no longer used. Retention of previously issued documents remains.

² Document no longer used. Retention of previously issued documents remains.

³ CCF-38 is now Educational Computing Strategist Performance Log. (Suspension Decisions are now CCF-123.) Retention of previously issued documents remains.

⁴ Document no longer used. Retention of previously issued documents remains.

⁵ Document no longer used. Retention of previously issued documents remains.

<u>District Form CCF No.</u>	<u>Title</u>	<u>Retention Responsibility</u>	<u>Retention Period</u>
CCF-102	Driver's Report of Accident	Originating Dept./ Risk Management	3 Years ¹ If No Injuries to Minors
CCF-102	Driver's Report of Accident	Risk Management	Permanent If Injuries to Minors
CCF-107	Authorization for Increment for Special Student Worker	Human Resources	Permanent ²
CCF-107	ESEA Association Business Leave Report	Employee-Management Relations	Permanent
CCF-109	Weekly Instructional Program Schedule – Licensed Staff	Schools	5 Years
CCF-121	Recommendation for Suspension	Human Resources	Permanent
CCF-123	Employee Suspension Decision	Human Resources	Permanent
CCF-125	Employee Leave and Absence Correction Voucher	Accounting	Permanent
CCF-135	Grievance Case Record	Human Resources	Permanent ³
CCF-136	Grievance Case Record Informal Hearing	Human Resources	Permanent ⁴

¹ Or termination of legal action

² CCF-107 is now ESEA Association Business Leave Report. Retention of previously issued CCF-107s as Authorization for Increment for Special Student Worker remains.

³ Document no longer used. Retention of previously issued documents remains.

⁴ Document no longer used. Retention of previously issued documents remains.

<u>District Form CCF No.</u>	<u>Title</u>	<u>Retention Responsibility</u>	<u>Retention Period</u>
CCF-137	Grievance Case Record – Appeal Hearing	Human Resources	Permanent ¹
CCF-139	Licensed Employee Request for Salary Change	Human Resources	3 Years
CCF-144	Out-of-District Consultant Authorization and Payment	Purchasing	5 Years
CCF-151	Performance Evaluation Report – Administrators	Human Resources	Permanent ²
CCF-160	Request for Course Approval	Human Resources	Permanent
CCF-164	State of Nevada Public Employees Resignation/Retirement/Leave of Absence	Human Resources	Permanent
CCF-166	Request for Leave of Absence	Human Resources	Permanent ³
CCF-168	Suspension Hearing Request	Human Resources	Permanent ⁴
CCF-168	Position Control Authorization Form (Personal Requisition)	Human Resources	Permanent ⁵

¹ Document no longer used. Retention of previously issued documents remains.

² Document no longer used. Retention of previously issued documents remains.

³ Document no longer used. Retention of previously issued documents remains.

⁴ Document no longer used. Retention of previously issued documents remains.

⁵ CCF-168 is now Personnel Requisition. Retention of previously issued CCF-168s as Suspension Hearing Requests remains.

<u>District Form CCF No.</u>	<u>Title</u>	<u>Retention Responsibility</u>	<u>Retention Period</u>
CCF-174	Mileage/Travel/Expense Claim	Accounting	6 Years
CCF-303	Burglary and Vandalism Report	Risk Management	3 Years
CCF-375	Transmittal of Monies for Deposit	Accounting	6 Years
CCF-391	Request for Purchase	Purchasing	5 Years
CCF-434	Athletic Contract for Interscholastic Athletics	Schools	3 Years
CCF-438	Athletic Eligibility Transfer Waiver – Senior High	Student Activities/ Athletics	Permanent ¹
CCF-440	Athletic Income Statement	Student Activities/ Athletics	Until Resolution of Annual Audit
CCF-441	Athletic Injury Report	Risk Management	6 Years
CCF-445	Record of Ticket Sales-Athletic Contest	Student Activities/ Athletics	2 Years
CCF-446	Athletic Trip Expense	Schools	4 Years
CCF-561	Psychological Report	Student Support Services	Permanent
CCF-586	Speech-Language Services Progress Status Report – Year	Student Data Services	3 Years ²
CCF-591	Speech-Language Therapy Report	Student Data Services	2 Years

¹ Until student graduation

² Of record inactivity

<u>District Form CCF No.</u>	<u>Title</u>	<u>Retention Responsibility</u>	<u>Retention Period</u>
CCF-620	Accident Report – Student Injury	Risk Management	Permanent
CCF-692	Homeroom Attendance Register	Schools	5 Years After the Last Day of the School Year
CCF-693	Attendance Report for Nonresident Students (Supplemental Attendance Report)	Student Data Services	2 Years
CCF-704	Verification of Enrollment and Attendance	Schools	5 Years After the Last Day of the School Year
CCF-706	Elementary Student Current Data Record	Student Data Services/Schools	Permanent
CCF-713	Inventario De Sallubridad	Special Schools/ Programs	Permanent
CCF-739	Promotion List, K-6	Instruction	Permanent ¹
CCF-760	Student Academic Permanent Record 7-12	Student Data Services/Schools	Permanent ²
CCF-762	Student Current Data Record	Student Data Services/Schools	Permanent ³
CCF-766	Student Academic Permanent Record 6-12	Student Data Services/Schools	Permanent
CCF-768	Health Inventory (K-8)	Student Data Services	5 Years ⁴

¹ Document no longer used. Retention of previously issued documents remains.

² Document no longer used. Retention of previously issued documents remains.

³ Document no longer used. Retention of previously issued documents remains.

⁴ It is the District's practice to keep the record permanently if possible.

<u>District Form CCF No.</u>	<u>Title</u>	<u>Retention Responsibility</u>	<u>Retention Period</u>
CCF-768	Health Inventory (9-12)	Student Data Services	6 Years ¹
CCF-836	Request for Zone Variance	Instruction	Permanent ²

FEDERAL AND STATE FORMS

<u>Form</u>	<u>Title</u>	<u>Retention Responsibility</u>	<u>Retention Period</u>
CFP-301	USDA Commodity Reports to Carson City	Food Services	3 Years
ED/A5	District Pupil State Attendance and Enrollment Report	Student Data Services	Permanent ³
ED/A6	State Department Attendance Form	Student Data Services	Permanent ⁴
EEO-5	Elementary/Secondary Staff Information	Human Resources	Permanent
LV/16	Pupil Cumulative City Record	Student Data Services	Permanent ⁵
OSHA 300/300A	Log and Summary of Occupational Injuries/Illness	Safety Management	5 Years
W2	Wage and Tax Statement	Accounting	5 Years
W4	Withholding Exemption	Human Resources	3 Years ⁶

¹ It is the District's practice to keep the record permanently if possible.

² Until student graduation

³ Document no longer used. Retention of previously issued documents remains.

⁴ Document no longer used. Retention of previously issued documents remains.

⁵ Document no longer used. Retention of previously issued documents remains.

⁶ After employee termination

RECORDS AND FORMS (UNNUMBERED)

<u>Title</u>	<u>Retention Responsibility</u>	<u>Retention Period</u>
Accounting Journals and Records (originals)	Accounting	7 Years
ADA and Enrollment Annual Summary (state)	Student Data Services	Permanent
AHERA Management Plan	Facilities	3 Years After Building Termination
Annual Attendance Report	Student Data Services	Permanent ¹
Application for Free and Reduced Price Meals (English and Spanish)	Food Services	3 Years
Architectural Contracts	Facilities	6 Years After Contract Termination
Asbestos Abatement Projects	Facilities	3 Years After Building Termination
Asbestos Inspection Records	Facilities	3 Years After Re-inspection
Audit Reports and Work Papers (internal)	Internal Audit	3 Years
Auditors Reports (external)	Accounting	Permanent
Bank Statements	Schools	2 Years
Bid Documents	Purchasing	Permanent

¹ Document no longer used. Retention of previously issued documents remains.

<u>Title</u>	<u>Retention Responsibility</u>	<u>Retention Period</u>
Agenda, Reference Material, and Minutes (original) of Board subcommittees, advisory committees, standing committees, and other affiliated District committees that meet under the Nevada Open Meeting Law	Superintendent designee responsible for each committee	Permanent
Board Agenda, Reference Material, and Minutes (original)	Superintendent	Permanent
Bond Bids	Finance and Operations	10 Years After Bond Expires
Bond Election Records	Finance and Operations	10 Years After Bond Expires
Bond Fund Equipment Project Books	Facilities Financial Management	5 Years
Bond Sales Records	Finance and Operations	10 Years After Bond Expires
Bond Statements	Finance and Operations	Permanent
Breakfast Program Reports	Food Services	3 Years
Budget Documents	Budget	Permanent
Budget Report Printouts (for individual units)	Budget	Permanent
Budget Statistics	Budget	Permanent
Budget Summaries	Budget	Permanent

<u>Title</u>	<u>Retention Responsibility</u>	<u>Retention Period</u>
Building Fund Project Ledgers	Facilities Financial Management	Permanent
Bureau of Land Management (patents, leases, letters)	Facilities	Permanent
CCSD Master Plan	Facilities	1 Year After Revision
Check Registers	Accounting/ Schools	6 Years
Check Stubs	Accounting/ Schools	6 Years
Checks, Cancelled	Accounting/ Schools	3 Years
Class Record Books/Grade Books	Schools	5 Years After the Last Day of the School Year
Comparative Analysis of Attendance Percentages (ADA to ADM)	Student Data Services	5 Years
Confidential Folders (student)	Student Data Services	3 Years ¹
Construction Contracts	Facilities	6 Years After Contract Termination
Construction Inspection Records	Facilities	6 Years After Contract Termination

¹ After completion of program (folders are reduced)

<u>Title</u>	<u>Retention Responsibility</u>	<u>Retention Period</u>
Deeds, Easements, Rights-of-Way	Facilities	Permanent
Deposit Slips (commercial and school bank)	Schools	2 Years
Disbursements Documentation	Schools	2 Years
Discipline Reports (student)	Secondary Schools	Permanent ¹
Distributions, Accounts Payable and Payroll	Accounting	1 Year
Employee Absence Reporting System (audit listing)	Accounting	Permanent
Employee Asbestos Medical Records	Human Resources	30 Years After Termination
Employee's Claim for Compensation of Initial Treatment (Form C-4)	Risk Management	Permanent
Engineering Contracts	Facilities	6 Years After Contract Termination
Equipment Inventory Records (work sheets)	Accounting	2 Years
Equipment and Supplies Evaluation	Purchasing	3 Years
Fact-finding Material and Expenditure Records	Budget	Permanent
Federal Program Budget Unit Printouts	Budget	Permanent

¹ Until student graduation

<u>Title</u>	<u>Retention Responsibility</u>	<u>Retention Period</u>
Federal Program Files (complete)	Federal Programs	5 Years
Federal Program Warehouse Requisitions	Federal Programs	5 Years
Federal/State Returns (#941, NIC, PERB)	Accounting	7 Years
Federal Survey File (eligible)	Student Data Services	3 Years
Federal Survey Cards (ineligible)	Student Data Services	2 Years
Financial Surveys	Budget	5 Years
Food Service Reports	Accounting	2 Years
Guidelines on Defining Information Transmitted Via E-Mail		See Section-II
Hazardous Materials Removal	Facilities	3 Years After Project Termination
Individual Earnings Records (printout)	Accounting	Permanent
Insurance/Risk Management Professional Service Specifications	Risk Management	Permanent
Insurance Enrollment Cards	Employee Benefits	2 Years ¹
Internal Service Fund (Self-Insurance) Audits	Risk Management	3 Years
Invoicing Records	Accounting	Until Resolution of Annual Audit
Land Purchase/Sale Documents	Facilities	Permanent

¹ After employee termination

<u>Title</u>	<u>Retention Responsibilities</u>	<u>Retention Period</u>
Lunch Program and Luncheteria Operation Statements	Food Services	Permanent
Lunch Program Reports (elementary and secondary)	Food Services	5 Years
Menu Planner, School Lunch (cost control and SL5)	Food Services	5 Years
Notice of Injury or Occupational Disease (Form C-1)	Risk Management	5 Years
Notice of Third Party Claims	Risk Management	5 Years or 3 Years After Final Settlement
Packing Lists	Purchasing	1 Year After Annual Audit
Payroll Deduction Listings	Accounting	Permanent
Payroll Variance Register (original)	Accounting	Permanent
Plans and Specifications (including air balance and soil reports)	Facilities	3 Years After Building Termination
Preventive Maintenance Records	Facilities	2 Years After Equipment Termination
Pupil Attendance and Enrollment Report	Student Data Services	5 Years
Purchase Order Receivers	Accounting	1 Year After Annual Audit
Purchase Orders	Purchasing	1 Year After Annual Audit

<u>Title</u>	<u>Retention Responsibilities</u>	<u>Retention Period</u>
Purchase Orders, School Bank	Schools	2 Years
Purchase Records, Buyers	Purchasing	1 Year After Annual Audit
Receipt Books (pre-numbered)	Schools	2 Years
Receipt Copies	Accounting	2 Years
Receipt, Interschool Transfer of Food Commodities	Food Services	5 Years
Receipt Summary Report	Schools	2 Years
Request for Check	Schools	2 Years
Request for Transfer of Funds	Schools	2 Years
Resident Student Transported Out	Student Data Services	2 Years
Retirement Reports	Accounting	Permanent
Small Purchase Order (SPO) (copy)	Accounting	5 Years
Student Academic Permanent Records (formerly CC-133 and CC-133A)	Student Data Services/ Schools	Permanent ¹
Student Cafeteria-Worker Time Sheet	Food Services	3 Years
Student Name/Number Reference List	Student Data Services	5 Years
Supply Consumption Reports	Purchasing	2 Years
Supply Stock Requisition Logs	Purchasing	2 Years
Surplus Food Reports (school luncheteria)	Food Services	3 Years

¹ Document no longer used. Retention of previously issued documents remains.

<u>Title</u>	<u>Retention Responsibilities</u>	<u>Retention Period</u>
United States Postal Registry Logs	Purchasing	3 Years
Vehicle Breakdown Reports	Transportation	3 Years
Vehicle Fleet Maintenance Unit Register	Transportation	Permanent ¹
Vehicle Maintenance Card	Transportation	Permanent ²
Vouchers and Invoices	Accounting	6 Years
Well Water Reports	Facilities	12 Years
Work Orders	Facilities	3 Years After Completion
Workers' Compensation Claims: Employer's Report of Industrial Injury and Occupational Disease (Form C-3)	Risk Management	Permanent

¹ Or until vehicle is declared "beyond economical repair"

² Or until vehicle is declared "beyond economical repair"

II. Guidelines on Defining Information Transmitted Via E-mail as a Public Record

A. Introduction

Electronic mail or “e-mail” is a tool used to transmit information between two or more parties. Information sent or received via e-mail is in many ways identical to regular postal mail that must be sorted and managed.

Information contained within an e-mail should not automatically be defined as a public record. While the content of some e-mail transmissions may constitute public records, others are simply personal mail, duplicates, transitory items, and other types of non-record transmittals that can be acted upon and quickly deleted.

B. Types of E-mail Transmittals and Appropriate Disposition

E-mail transmissions can be classified into four basic categories:

1. Personal Messages
2. Transitory Messages
3. Duplicate Records
4. Public Records

Every public employee who uses e-mail to transmit or receive information in the course of conducting District business must be trained and knowledgeable about his/her responsibilities for managing public records. All information sent via e-mail should be prepared under the assumption that:

1. Information sent via e-mail is not confidential.
2. The targeted recipient may not be the final recipient.
3. The information sent may be determined to be and maintained as a public record by another party.

As such, District employees should prepare all e-mail transmittals to be a professional representation. This includes, but is not limited to, the appropriate level of formality for the targeted and possible recipient(s); correct spelling, grammar, and punctuation; and use of appropriate labels, titles, salutations, and closings.

District employees should be trained in classifying information contained within e-mails into one of the following categories. Once properly classified, the information contained within the e-mail may be processed per the recommended disposition.

1. **Personal Messages:** E-mail has evolved into a substitution for the telephone and is a cost-effective means of communication that is often used for communication that has no bearing or relevance to conducting District business (i.e., "Let's do lunch" or "Can I catch a ride home" types of messages). Employees should be aware that there is no guarantee of privacy or confidentiality for personal messages transmitted via the e-mail system as all messages are owned by the District and their contents may be monitored, viewed, printed, and further distributed at any time by other District employees.

Disposition: Personal messages are not public records and may be deleted immediately after receipt.

2. **Transitory Messages:** These types of messages do not set policy, establish guidelines or procedures, document agency business, certify a transaction, or become a receipt. The informal tone of transitory messages might be compared to communication during a telephone conversation or conversation in an office hallway. These messages tend to convey information of temporary importance in lieu of oral communication and have a very limited administrative value. Many of these may have an official context but may not be part of a business transaction. Examples of messages that are not public records include general departmental correspondence regarding routine business activities (transmittal messages and responses to routine questions); minor non-policy announcements; interoffice messages regarding employee activities (holiday parties, etc.); phone calls; published reference materials; invitations and responses to work-related events (meetings, etc.); and listserv messages other than those posted in an official capacity (unless the messages are relied upon in the development of management, financial, operating procedures, or policy matters).

Disposition: Transitory messages are not public records and may be deleted when no longer administratively useful (i.e., when the message has no value to the District).

3. **Duplicate Records:** E-mail as a medium promotes expedited communication to multiple users with great ease. Consequently, e-mail systems frequently contain duplicates of a record, such as copies or extracts of documents distributed for convenience or reference. Memoranda are often forwarded via e-mail in order to speed up distribution of certain critical and/or time-sensitive information. Information transmitted in this manner is simply a duplicate or non-record. The paper document is the actual public record.

Disposition: Duplicate records are not public records and may be deleted immediately.

4. Public Records: Public records are information and other documents created or assimilated in the course of conducting public business that document the activities and business of public employees. An official record includes any materials which are made or received by the District and preserved as evidence of the organization, operation, policy, or any other activity of the District or because of the information contained in the material. Examples of information that could be transmitted in an e-mail that may constitute a public record include:

- Policies and directives
- Correspondence or memoranda related to official business
- Work schedules and assignments
- Agendas and minutes of meetings
- Any document that initiates, authorizes, or completes a business transaction
- Final reports or recommendations

Once an e-mail transmittal is determined to be a public record, District employees have an obligation to apply the appropriate records retention schedule. For retention purposes, the records should be maintained in an easily accessible location, which may include:

1. Printing out a copy and filing a hard copy in the relevant subject matter file, or
2. Moving the file out of the e-mail system and storing a copy of the e-mail in an electronic document management system.

Disposition: Public records should be retained for the period appropriate to their content and handled in accordance with this regulation. Permanent public records are archival records with legal, administrative, or historical value that must be retained indefinitely. These records must be preserved in a medium that can be used by future generations. Since no medium used to store electronic records is considered permanent, public records for permanent record storage cannot be maintained in an electronic medium. Records appraised as permanent must be converted to paper, microfilm, or another acceptable medium for permanent records retention which meets legal requirements and incurs the fewest resources.

Legal Reference:	NRS Chapter 239 Public Records NAC Chapter 239 Public Records
Review Responsibility:	Finance and Operations Division
Adopted Pol. Gov. Review:	[3621:6/28/01]
Revised:	5/8/08