

**SCHOOL RECORD RETENTION  
RESEARCH REPORT #20**  
2021  
(Supersedes all earlier editions)

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**INTRODUCTION**

This report is an abridgement of the Records Retention and Disposition schedule ED-1. It indicates the minimum length of time that records of school districts, BOCES, teacher resource, and computer training centers must be retained;

Records of enduring value (archival records) are those that are worthy of permanent retention and special management because of the importance of the information they contain for historical or other research. Yearbooks, programs of special events, etc. are usually retained permanently.

The records are arranged under headings that reflect the function of the records. Items are written in more general, less detailed terms. The retention periods listed in this schedule pertain to the information contained in records, regardless of their physical form or characteristic (paper, microfilm, computer disk, or tape, or any other medium). No matter what the medium, the information will be retained for the length of time specified by the retention period.

Some records may be needed for legal actions, or should be retained because of potential litigation. Records that are being used in such actions must be retained for the entire period of the action even if their retention period has passed. The retention periods for some items on this schedule specify that records relating to a minor be retained for 3 years after that individual attains age 18, even if the retention period has otherwise expired. This retention clause is based on the extension of a minor’s right to bring legal action for 3 years after he or she has reached majority at age 18.

Valueless records may be disposed of continually as they meet their stated minimum retention periods. Disposition should be carried out regularly, for instance, quarterly or once a year. It should not be deferred until records become a pressing storage problem. State Law does not describe the physical means of destruction of most records. Records may be disposed of in any way the school chooses. For records containing confidential information, disposition should be carried out in a way that ensures that the confidentiality of individuals named in the records is protected.

If you have any records created before 1910 these are considered historical documents and should be retained if possible.

Description of Record	Retain
<b>I Register of Attendance</b>	
A. Student’s attendance record (register), including but not limited to each student’s name,, date of birth, names of parents or guardian, address, and daily attendance, absence and tardiness	PERMANENT
B. “Attendance registers” used from 1929 to the present, in booklet form provided or approved by the State Education Department.	6 years
C. Detailed attendance data contained in electronic format in student information Systems, or maintained as system output.	6 years
D. Notes: re-absence	1 year after end of school year
E. Parental Consent forms for student to participate in or be excused from a specific Activity: e.g. physical education, field trips, and athletic programs.	1 year after end of school year
F. Exemption Record certifying students’ reason for and duration of exemption	0 after student reaches age 21
<b>II Safety &amp; Security</b>	
A. Official Copy of plan	0 after superseded by revised plan
B. District-wide and school safety plan records, including school safety, Emergency management and emergency response plans.	
a. Final approved copies of plans, along with all revision and amendments:	PERMANENT
b. Plan development, adoption and related records, including records of school safety teams:	6 years.

- C. Disaster preparedness or crisis relocation records
  - a. Copies of plans held by local government, including supporting maps when official copies prepared under Section 23, Executive Law, are maintained by county or other local government which created them, along with other disaster preparedness plans, not prepared under Section 23, Executive Law, intended for specific buildings or for use by specific local government units: 3 years after superseded
  - b. Background materials and supporting documentation used in preparation plans: 3 years
- D. Building or faculty security records, including but not limited to visitor's register and watchman's or automated security system or false alarm reports: 3 years
- E. Videotape or other recording maintained for security purposes
  - a. Videotape or other recording containing incident warranting retention for administrative or potential legal uses: 3 years, but not until any minor has attained age 21
  - b. Videotape or other recording **not** containing incident warranting retention for administrative or potential legal uses: 0 after no longer needed

**III Environmental Health**

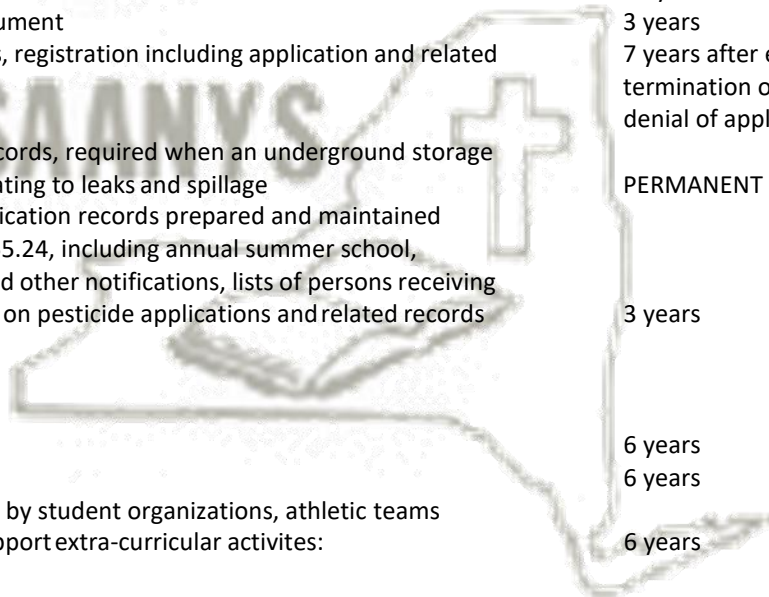
- A. Asbestos File 40 years
- B. Hazardous waste manifest document 3 years
- C. Petroleum bulk storage records, registration including application and related records 7 years after expiration or termination of registration or denial of application
- D. Site assessment and related records, required when an underground storage tank is abandoned; records relating to leaks and spillage PERMANENT
- E. School pesticide neighbor notification records prepared and maintained pursuant to 8NYCRR Section 155.24, including annual summer school, emergency, forty-eight hour and other notifications, lists of persons receiving notifications, summary reports on pesticide applications and related records 3 years

**IV Extracurricular Activities**

- A. Student organization records 6 years
- B. Athletic program records 6 years
- C. Fund raising records generated by student organizations, athletic teams and "booster clubs" to help support extra-curricular activities: 6 years

**V Fiscal**

- A. General ledger of all funds 6 years
- B. Budget - (not included in minutes) PERMANENT
- C. Budget - (included in minutes) 0 after officially recorded
- D. Canceled checks and stubs 6 years
- E. Deposit book for checking 6 years
- F. Deposit book for savings 6 years
- G. Deposit slip 6 years
- H. Receipt or copy of receipt 6 years
- I. Report on finances 6 years
- J. Past due account records 6 years
- K. Tax exempt records 1 yr after superseded or obsolete
- L. Audit PERMANENT
- M. Periodic Reports / Records of yield received from bonds, securities or other invest 6 years after issue retired



**VI Food Management**

- A. Program participation agreement 6 years
- B. Program records e.g. application, child’s application, fiscal records, meal counts, requisitions for commodities 3 years
- C. Food inspections and investigation records
  - a. Inspection report for preparation or serving area: 3 years
  - b. Food sanitation complaint investigation or food embargo records, for investigations **other than** food- or water-borne disease investigations; 6 years after last entry
  - c. Food sanitation complaint investigation or food embargo records, when a food- or water-borne disease investigation is conducted: 21 years

**NOTE:** Appraise these records for long-term uses, warranting longer, if not permanent, retention prior to disposition. Records covered above may be useful in the future in documenting cases of serious food poisoning, such as where death or serious illness occurs from E. coli contamination. Contact the State archives for additional advice.

**VII General**

- A. Agenda for meetings 1 year
  - B. Official minutes and hearing proceedings of public or governing body or board, commission or committee thereof including all records accepted as part of minutes: PERMANENT
  - C. Meeting files for meeting of public or governing body or board or agency, commission or committee thereof, including agendas, background materials and other records used at meetings: 1 year
  - D. Recording of voice conversations including audio tape, videotape, stenotype or stenographer’s notebook and also including verbatim minutes used to produce official minutes and hearing proceedings, reports, or other records.
    - a. Recording of meeting of public or governing body or board, committee or commission thereof: 4 months after transcription and/or approval of minutes or proceeding
- NOTE:** Videotapes of public hearings and meetings, which have been broadcast on local government public access television are not covered.
- NOTE:** Appraise these records for historical significance prior to disposition, audio videotapes of public hearings and meetings at which significant matters are discussed may have continuing value for historical or other research and should be retained permanently. Contact the State Archives for additional advice on the long-term maintenance of these records.
- b. Recording other than of meeting of public or governing body or board, committee or commission thereof: 0 after no longer needed
  - E. Legal opinion or directive PERMANENT
  - F. Manual of procedures, policies and standards PERMANENT
  - G. Correspondence
    - a. documenting significant policy or decision making PERMANENT
    - b. containing legal, fiscal, or administrative information 6 years
    - c. of no continuing legal, fiscal, or administrative value 0 year after no longer needed
  - H. Official copy of publication, including newsletters, press releases, reports, or bulletins prepared by or for the school PERMANENT
  - I. Grant program file 6 years
  - J. Opinion survey records 6 years
  - K. Repair, installation, maintenance records 6 years
  - L. Annual, special, or final report, summary, review, or evaluation PERMANENT

- M. Annual, special, or long range program plan PERMANENT
- N. Postal records, including returned registered or certified mail card or receipt 1 year
- O. Accident reports or related records 3 yrs or 0 after individual attains age 21
- P. Report of theft, arson, vandalism, property damage or similar occurrence 6 years
- Q. Fire drill report and fire alarm records 3 years
- R. Fire safety inspection reports, when inspection is performed by local Government 3 years - should keep 21 yrs exist, but not less than 21 years
- S. Periodic in-house of fire safety inspection reports 3 years
- T. Structural safety inspection report 6 years after building no longer exists, but not less than 21 years

**VII Health**

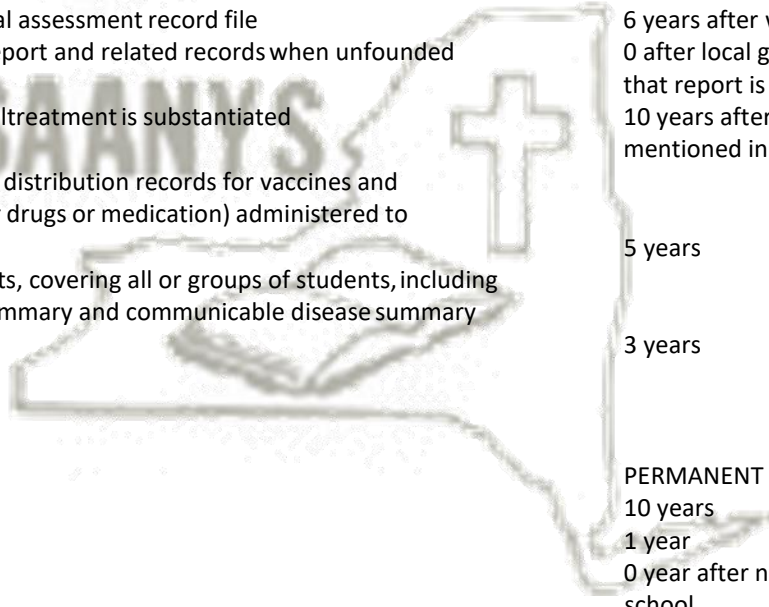
- A. Students cumulative health record 0 after individual attains age 27
- B. Immunization record 6 years or 3 years after individual attains age 18
- C. Log of student accidents and illnesses 1 year after end of school year
- D. Blood and body fluids incident report, **even when posted to summary record:** 0 after individual attains age 27
- E. Student's psychological or social assessment record file 6 years after written report
- F. Child abuse or maltreatment report and related records when unfounded 0 after local government is notified that report is unfounded
- G. Report when child abuse or maltreatment is substantiated 10 years after youngest child mentioned in report attains age 18
- H. Inventory, storage, receipt and distribution records for vaccines and controlled substances (or other drugs or medication) administered to students and/or employees: 5 years
- I. Student health summary reports, covering all or groups of students, including school immunization survey summary and communicable disease summary report: 3 years

**IX Instruction - Curriculum**

- A. Curriculum catalog or bulletin PERMANENT
- B. Approved variance application 10 years
- C. Denied variance application 1 year
- D. Teacher's lesson plan 0 year after no longer needed by school
- E. Instructor's grade records, test scores, and marking sheets, including records documenting the evaluation of scientific models, biological specimens, chemical compounds or other objects or materials produced in lab or shop setting: 2 years
- F. Regents examination and competency test report: 5 years
- G. Examination and test answer papers, including Regents examinations: 1 year after end of school
- H. Summary records of standardized aptitude and achievement tests, including but not limited to test result summaries, copies of tests, eligibility determination records, and records describing testing programs: 1 year after end of school year

**X. Insurance**

- A. Policies 6 years after expiration
- B. Register of claims PERMANENT
- C. Insurance appraisal until superseded
- D. Workers' compensation case records (including Volunteer Firefighters Benefit Law) case records



- |                                                                                                                                  |                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 1. If claim allowed:                                                                                                             | 18 years after injury or illness, but not less than 8 years after last payment |
| 2. If claim disallowed after trial, or case otherwise disposed of without an award after the parties have been given due notice: | 7 years after injury or illness                                                |

**NOTE:** The employee injury record must be retained for 18 years after date of accident or injury, as required by Section 110, Workers' Compensation Law, even for disallowed claims.

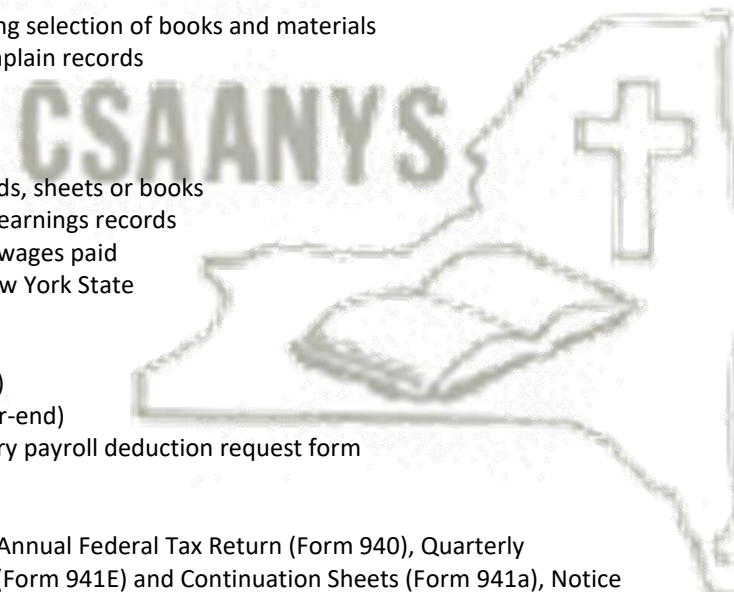
- |                                                                                                                                                                                                                                                                         |                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| E. Certification of insurance certifying as to name of insured, type of insurance, limits of liability, date of expiration and policy number, when no outstanding claim is involved, except a certificate of insurance certifying as to a security bond or undertaking: | 6 years after expiration |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|

**XI Library**

- |                                                         |                                         |
|---------------------------------------------------------|-----------------------------------------|
| A. Accession records                                    | 1 year after procedure becomes obsolete |
| B. Card catalog                                         | PERMANENT                               |
| C. Records documenting selection of books and materials | 1 year                                  |
| D. Censorship and complain records                      | 6 years                                 |

**XII Payroll**

- |                                                                                                                                                                                                              |                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| A. Employees time cards, sheets or books                                                                                                                                                                     | 6 years                                                                             |
| B. Employee personal earnings records                                                                                                                                                                        | 6 years                                                                             |
| C. Quarterly report of wages paid                                                                                                                                                                            | 6 years                                                                             |
| D. Payroll report to New York State                                                                                                                                                                          | 6 years                                                                             |
| E. Employee's W-4                                                                                                                                                                                            | 4 years after superseding certificate if filed                                      |
| F. Tax records (annual)                                                                                                                                                                                      | 4 years                                                                             |
| G. Payroll records (year-end)                                                                                                                                                                                | 55 years                                                                            |
| H. Employee's voluntary payroll deduction request form                                                                                                                                                       | 5 years after superseding form or authorization expires or employment is terminated |
| I. Employer's copy of Annual Federal Tax Return (Form 940), Quarterly Federal Tax Return (Form 941E) and Continuation Sheets (Form 941a), Notice of Tax Return Due (Form TY 14), or equivalent forms:        | 4 years after tax paid                                                              |
| J. Employer's copy of U.S. Information Return for Calendar Year (Form 1099), Withholding Tax Statement (Form W-2) or Transmittal of Wages and Tax Statements (Form W-3), or equivalent forms:                | 4 years                                                                             |
| K. Employee's Withholding Exemption Certificate (Form W-4), or equivalent form:                                                                                                                              | 4 years after a superseding certificate is filed or employment is terminated        |
| L. Employer's copy of New York State income tax records to employees:                                                                                                                                        | 4 years after tax was paid                                                          |
| M. Direct deposit records, covering direct deposit of employee's salary, including but not limited to application to begin or terminate direct deposit, and transaction log or similar reports:              | 5 years after authorization expires                                                 |
| N. Employee's declaration of intention to decline membership or participation in retirement system or benefit plan, including copy of written notification of options provided employee by local government. |                                                                                     |
| 1. For retirement system                                                                                                                                                                                     | 6 years after termination of employment                                             |



**NOTE:** Local governments may wish to retain these records for a lengthier period Such as 20 years after employee termination. State legislation in effect between 1993 and 1996 allowed for retroactive retirement system membership, and the possibility exists that similar legislation may be passed into law in the future. If this occurs, these declarations of non- membership may be valuable for local governments to document intentions of present or former employees.

2. For benefit plan: 6 years after termination of employment

**XIII Personnel**

A. Master record of employees and volunteers	PERMANENT
B. Individual case file	6 years after termination
C. Investigative records & disciplinary action	3 years
D. Time records	6 years
E. Continuing education records	6 years
F. Teacher certification records, including copies of applications, transcripts and other records submitted to NYS Education Department	5 years
G. Organizational Chart (current)	PERMANENT
H. Job action records	PERMANENT
I. Roster of all employees (name, addresses, titles)	PERMANENT
J. Insurance claims	1 year
K. Insurance coverage reports	6 years
L. Toxic substance exposure record	30 years
M. Substitute teacher register with application and availability	2 years
N. Substitute teacher work record	55 years
O. Continuing staff education, training & development records	6 years
P. Administrative organization chart and related records	PERMANENT
Q. Log and summary of occupational injuries and illnesses	5 years
R. Employee medical records:	
a. records of exposure or possible exposure of an employee to toxic substance	PERMANENT
b. first aid records of one-time treatment and subsequent observation of minor illnesses and injuries	6 years after termination of employment
c. routine employee physical examination and health status assessment record	6 years after termination of employment
d. Other medical records, including records of testing for communicable diseases	30 years after termination of employment

**NOTE:** Medical records of an employee who has worked less than 1 year need not be retained.

S. Health and life insurance records	
a. For employee with or without dependent survivor:	3 years after termination of employees or dependent survivor's coverage, whichever is later.
b. Claim for benefits (copy, where original is submitted directly by employee):	1 year
c. Health and life insurance coverage reports:	6 years
d. Declination statement filed by employee:	6 yrs after separation from services
T. Unemployment insurance records	
a. claim filed by employee, when claim is approved:	6 years after final payment
b. claim filed by employee, when claim is disqualified:	3 years after filing
c. claim payments reports:	6 years
U. Log and summary of occupational injuries and illnesses, created pursuant to	

12NYCRR, 801.7 and 29CFR, 1904.6:

5 years

**NOTE:** If these records are intended to also satisfy the legal requirements of Section 110, Workers' Compensation Law, and no separate records are created, then these records must be retained for 18 years after date of injury or illness.

- V. Employee injury record, covering work-related accident or occupational disease, created pursuant to Section 110, Workers' Compensation Law: 18 yrs after date of injury or illness
- W. Employee medical records

**NOTE:** This item does not include health insurance records, or toxic substance exposure records.

- a. First aid records of one-time treatment and subsequent observation of minor illnesses and injuries, as defined in 29CFR 1910.1020 (d-1 (i-B), if made on-site by a non-physician and maintained separately from the employee medical records: 3 years after completion of treatment and subsequent observation
- b. Medical records, other than those covered by part "a", including medical questionnaires and histories, the results of medical examinations and laboratory tests, medical opinions, diagnoses and recommendations, first aid record, descriptions of treatments and prescriptions, employee medical complaints, and related records, for employee who worked one year or longer: 30 years after termination of employment
- c. Medical records, other than those covered by part "a", including medical questionnaires and histories, the results of medical examinations and laboratory tests, medical opinions, diagnoses and recommendations, first aid records, descriptions of treatments and prescriptions, employee medical complaints, and related records, for employees who worked less than one year, provided copies were given to the employee upon termination of employment, pursuant to 29CFR 1910.1020 (d-1)(i-C): 3 years after termination of employment

**NOTE:** If copies are not given to the employee upon termination of employment, the retention specified in part "b" above, must be followed.

- X. Employment Eligibility Verification Form I-9, completed by employee and employer for all employees hired after November 6, 1986 verifying that the individual is eligible to work in the United States, including verification documents attached to the form: 3 years from date of hire or 1 year after employment is terminated, whichever is later.
- Y. Professional development plan records, describing how teachers will be provided with substantial professional development opportunities.

**NOTE:** If the professional development plan is part of the comprehensive district education (or equivalent) plan, it is covered.

- a. Professional development plan, including all amendments and updates: PERMANENT
- b. Plan development and adoption records, including records of plan development team, and related records: 6 years
- Z. Professional performance review plan records
  - a. Professional performance review plan, including all amendments and updates: PERMANENT
  - b. Plan development, adoption, variance and related records: 6 years
- AA. Professional Performance review plan records
  - a. Professional performance review plan, including all amendments and updates: PERMANENT
  - b. Plan development, adoption, variance and related records: 6 years

- BB. Mentor teacher internship plan records
  - a. District internship or equivalent, including all amendments and updates PERMANENT
  - b. Plan development, adoption, variance and related records, including records of plan submission to and approval by the State Education Department: 6 years
- CC. Electronic Records
  - a. Grant, award of gift files
    - 1. Mastery summary record of grants, awards, gifts PERMANENT
    - 2. Detailed summary 6 years
  - b. Credit Card Records 6 years

**XIV Student Records**

- A. Student cumulative education file:
  - a. permanent record card - this is the achievement record for elementary and secondary school including information on school entry, withdrawal and graduation, subjects taken and grades received on local and Regents examinations and competency tests. PERMANENT
- B. Pupil personnel cumulative record (guidance folder), containing information on all aspects of student's school career. 6 years after student would have normally graduated High School
- C. Student cumulative education record file ("Permanent record card")
  - a. cumulative achievement record equivalent for elementary and secondary school including information on school entry, withdrawal and graduation, and on subjects taken and grades received from examinations PERMANENT
  - b. Other student records, including but not limited to registration record screening evaluation reports, program admission application, remedial program participation records, counselor notes, teacher commends, correspondence, and transfer or discharge notice. 6 yrs after student would normally have graduated from HS
  - c. Examination test results, papers and answer sheets 1 year
- D. Certificate of Regents High School and College Entrance Diplomas issued;
  - a. If posted to cumulative achievement record 0 after posting
  - b. If not posted to cumulative achievement record PERMANENT
- E. Student disciplinary records - Major 3 years after end of school year, but no less than 3 years after student attains age 18
- F. Student disciplinary records - Minor 3 years
- G. Scholarship program records 1 year after scholarship is awarded
- H. National Honor Society student selection records, qualifications, teacher Ratings, committee voting records and list of students selected 6 months after election or 6 months after select whichever is later
- I. Records of gifts and prizes awarded students 3 years
- J. Student Portfolio, containing samples of student's best work, and including Progress reports and grades (where applicable): 6 years after student graduates or would normally have graduated from High School
- K. Child abuse or maltreatment reports and related records: 3 years

**NOTE:** This item covers child abuse and maltreatment reports and related records retained by schools and other agencies reporting suspected abuse and maltreatment to the State Central Register or to child protective services units of county social



services departments. It also covers reports and related records of allegations of child abuse by an employee or volunteer in an educational setting made or received by schools and districts.

- L. Sexual molestation and sexual harassment records, maintained separately from student Health records or employee personnel records, and **not** including child abuse or maltreatment reports: 0 after youngest person involved attains age 27
  - M. Gifted & Talented - student folder for student enrolled in gifted and talented program, including but not limited to application or offer for participation, testing or eligibility determination records, progress reports, product assessment, samples of student’s work, notes and correspondence: 6 years after student participation in program terminates
  - N. Lists of students applying for participating and/or enrolled in gifted and talented programs(s):
    - a. annual list of students enrolled in gifted and talented program(s): 20 years
    - b. List of students who applied for and/or were denied placement: 3 years
    - c. Other lists of students, created for internal administrative purposes: 0 after no longer needed
  - O. Application and/or offer for participation in gifted and talented program, including eligibility identification and testing records, when student is not enrolled or does not participate in program: 3 years
  - P. Documentation of the process for selection and placement for students in gifted and talented program, including explanation and justification of acceptance criteria, and district program plan: PERMANENT
- XV Special Education**
- A. Special education file of student with a disability, student information sheet and summary record 6 years after student receives diploma or 6 years after student attains age 21
- XVI Internet Services**
- A. Internet service logs, electronic files or automated logs created to monitor access and use of local government services provided via the internet, including but not limited to, services provided via FTP (file transfer protocol), or website, or Telnet services: 0 after 3 backup cycles, but not before relevant audit and documentation requirements have been met.
  - B. Employee Internet use logs, electronic files or automated logs created to monitor and control use of the Internet by employee, including but not limited to proxy server logs. 0 after 3 backup cycles, but not before any appropriate review and verification.
- XVII. Basic Educational DATA System (BEDS)** includes school data form, School District Summary Form, personnel master summary data and related reports used to report summary data on instructional programs to the State Education Department: 5 years
- XVIII.** Nonpublic school student text book loan records, including request for text books And record of loan and return: 5 years
- XIV. Pre-K and/or “Head Start”** records covering children enrolled in program operated by school district:
- a. Individual child’s folder, including but not limited to application from parent/ guardian, individual service plan, conference notes, year-end or other reports health records, family profile and social information: 0 after child attains age 21
  - b. Applications from parent/guardian for enrollment of child in program, where child is not accepted or is not enrolled in program: 3 years
  - c. Annual or other master listing of students enrolled in program: 20 years

**XV. Non-public school discontinuance records**, including but not limited to notification of transfer of discontinued non-public school student records to other school or agency, and non-public school student records transferred from discontinued non-public school to public school district:

PERMANENT

**XVI. Child daycare program records** - participant records, including applications to attend day care program; child's immunization and health records, including parent's consents for emergency medical treatment; and related records:

3 years after child attains age 18

a. Program records not covered by other items on this schedule, including those required to be maintained by 18NYCRR Sections 414.15, 418.1.15 and 418-2.15, including program registration records; video surveillance tapes; daily attendance records; staff health statements; Statewide Central Register clearance forms and related records; documentation of facility compliance with Uniform Fire Prevention and Building Code and other state requirements; description of program activities; and related records:

6 years or 6 years after superseded or obsolete, whichever is longer

b. Applications from parent/guardian for enrollment of child in program, where child is not accepted or is not enrolled in program

3 years

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