



**TYPES OF RECORDS**

**RECORD DESTRUCTION**

**Board Records** - Agendas, minutes, appointments/elections, board committee records, etc.) Records management (retention schedule; disposition log; control materials; destruction approval sign-offs) Appeal & review records

**Facilities/Construction** - Real estate records; building plans & specs.; architectural & engineering drawings, etc.; deeds & easements; construction performance bonds (posted by individuals or entities under contract with the Public Charter School).

**Financial** - FYE financial & final audits; tax records.  
*Note:* Annual budgets and expenditures will be posted to the Public Charter School website and updated monthly.

**Human Resources** – Teacher contracts, corrective/disciplinary action; employee statements; counseling records; earnings, promotions & recognition records; employment eligibility; previous employment, criminal history, license, & driving record checks; grievance records; liability releases; performance evaluations; all PERSI records; policy & procedure manuals; timecards/ timesheets; training & educational achievement records. *Note:* Teacher contracts will be posted to the Public Charter School website and updated as needed.

**Student Records** - Student’s name, grades, attendance summary, entrance and withdrawal records, student ID number, birthplace and date of birth, transcripts, and educational assessment data.

**Legal Records** - Litigation files; open records requests; opinions and advice.

**Operations** - Program accountability records; school certification; property disposal records & surplus property sales reports.

**Safety** - Disaster preparedness and evacuation & recovery plans; Hazardous materials disposal records.

**Other** documents or records deemed permanent by the Board of Directors.

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.



**TYPES OF RECORDS**

**RECORD DESTRUCTION**

**Board Records** - Board member records including member contact and term information.

**Facilities/Construction** - Facilities operations records; appraisals; inspection records; project files; damage, lost and stolen property reports; security access records; etc.

**Financial** - Contracts & leases; donation/gift records; Fiscal documentation including AP/AR ledgers; operating budgets; appropriations requests; bank statements & cancelled checks; cash records; expenditure journals, registers, and vouchers; federal funding records; etc.; purchasing logs & bid documentation; all records related to Federal funds.

**Human Resources** - Complaint records; leave status reports; accumulated leave adjustment; applications for employment; benefit plans & records; payroll deductions & direct deposit authorizations, income adjustments; job descriptions; overtime authorization; sick leave pool docs.; unemployment claims & compensation records; W-2 & W-4 forms; worker's compensation policies.

**Student Records** - Special education & Medicaid records.

**Legal Records** - Claims / settlements, attorney correspondence, worker's compensation claim records.

**Operations** - Equipment related documents/manuals; service/ maintenance agreements; installation; repair logs.

**Safety** - Accident reports; material data safety sheets; workplace chemical lists.

**Transportation** - Vehicle title (until sold or disposed of); inspection, repair & maintenance records.

**Other** documents or records deemed semi-permanent by the Board of Directors.

Semi-permanent records may be destroyed only by resolution of the Board and as may be indicated in the Bylaws.



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: January 14, 2021



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