

Milton Academy Document Retention Policy

Approved by Board of Trustees on October 3, 2009

The attached document summarizes the minimum length of time that documents must be preserved by Milton Academy. This includes all types of records, regardless of media or format, including those found in electronic form (including e-mail), audio, video, and hardcopy.

Note:

DO NOT DESTROY ANY RECORDS WHILE THEY ARE SUBJECT TO AUDIT, LITIGATION, INVESTIGATION, OR WHERE INVESTIGATION IS PROBABLE, EVEN IF PERMISSIBLE UNDER THE REQUIRMENTS BELOW.

Once it is permissible to destroy a document under this policy, please note that tangible records that contain confidential or personal information (i.e. information not available to the community as a whole) must be destroyed by shredding or other means that will render them unreadable.

Administrative		
Document Name	Owner: All	Retention Period
Policy, Standards And Procedure Documents	Policy, standards and procedure documents	Policy manuals, publications, bulletins and substantive supportive materials: Permanent All other records: 3 years
Publications	Publications	Permanent
Returned Mail	Returned mail	Records that need to be accounted for: 1 year unless otherwise specified by statute All other records: Retain until Administrative use ceases
Task Force Records	Task Force Records – Original charges, work papers, reports and deliverables and related correspondence	Charges, substantive correspondence and work product/deliverables and reports - Permanent All other records – 3 years
Admissions		
Document Name	Owner: Dean of Admission	Retention Period
Admissions/Registration Records	Admissions/Registration Records – Application, transcripts from other institutions, acceptance letter, transfer records, course credit sheets	Matriculated students': 5 years after graduation or separation from Academy
Applicants Denied Admission	Applicants denied admission files	3 Years
Financial Aid Records	Financial Aid Records – Including names, addresses, phone numbers, bank and credit card account numbers, credit histories, and Social Security numbers as they relate to student financial aid information	5 years after separation

Deans' Office		Owner: Dean of Students
Discipline Records	Student discipline records	Expulsion Records: 25 years All Other Records: 3 years after separation
Financial Records		Owner: Controller
Document Name	Document Description	Retention Period
Accounts Payable	Accounts payable records: Cancelled vendor checks, check register, employee expense/reimbursement records,	1 year after last audit
Accounts Receivable	Accounts receivable records: report of checks received, tuition and fee records	2 years after last audit
Audit Reports – External	Audit reports – external	Permanent
Bank Statements	Bank statements and deposit slips	2 years after last audit
Bonds*	Records relating to the bond transaction, documentation evidencing expenditure of proceeds	3 years after final redemption date
Cash Receipts	Cash receipts	2 years after last audit
Depreciation Schedules	Depreciation schedules	6 years
Financial Statements	Financial statements	Permanent: One copy each in the archives and the Business Office
General and Subsidiary Ledgers	General and subsidiary ledgers	2 years after last audit
Investment Records	Investment records	6 years after last audit
Journal Entries	Journal entries	1 year after last audit
Payroll Data/1099 Data	Payroll data/1099 data	10 Years
Purchase Orders	Purchase orders	1 year after last audit
Student Loan Settled	Student loan settled	2 years after last audit
Tax Filings	Tax filings (990, 990T, M990T, MA PC, W2, 1099, 1042, 1098T)	Permanent
Treasury Book	Treasury book	Permanent: One copy each in the archives and the Business Office
*added 1/20/2011		
Health Center		Owner: Director of Health Services
Document Name	Document Description	Retention Period
Counseling Records	All student counseling records including counselors notes	6 years after separation
Health Clinic Records	Student health Clinic records including all patient records (HIPPA forms, nurses notes, lab results, permission to treat forms, x-rays, etc)	6 years after separation
Immunization Records	Student immunization records	10 years
Licenses / Certifications	Licenses and certifications for Academy Health Center and counseling staff	6 years after expiration

Human Resources / Payroll		Owner: Director of Human Resources
Document Name	Document Description	Retention Period
Cancelled Checks - Payroll	Cancelled Checks - Payroll	6 years
Complaint/ Investigation/Disciplinary Records	Employee Complaint/ Investigation/Disciplinary Records - Includes informal or formal investigations into alleged employee misconduct	Permanent
Disability And Sick Benefits Records	Disability and sick benefits records	Retain 6 years after final payment or 75 years from date of retirement.
Employment Contracts	Employment contracts	8 years after expiration
Employment Eligibility Verification (I-9s)	Employment eligibility verification (I-9s) records	Retain 3 years after date of hire or 1 year after employment is terminated, whichever period is later.
FMLA Records	FMLA records	3 years
Human Resources Programs Records	Human Resources Programs Records - Includes orientation, wellness, and training, program handouts and literature, attendance lists, reports, evaluations, and related correspondence	Summary documentation and materials: Permanent. All other records: Retain until administrative use ceases.
Illness And Injury Reports (Employee)	Employee illness and injury reports	Occupational illness and injury logs: 75 years All other records: 6 years
Job Applications – Unsolicited	Job Applications – Unsolicited	1 year
Job Position Administration Records	Job Position Administration Records - Record and/or history of position descriptions and functions, compensation rate charts, position advertisement formats, classifications, and related correspondence	Retain until administrative use ceases
Medical and Personal Records	Employee Medical And Personal Records - Includes Affirmative Action Data, Disabilities Documentation, Health Related Insurance Claims, Accident And Safety Reports, Medical Leave Documents, Medical (Exposure) Surveillance Documents, Employee ADA Accommodation	Medical records relating to exposure to hazardous substances: Retain 30 years from separation. Workers compensation awarded claims: Retain 30 years from separation. All other records: Retain 6 years after employee separation
Newsletters - For Staff/Faculty Use	Employee newsletters for staff/faculty use	Permanent
Payroll Administration Records	Payroll Administration Records - Documents the daily routine administration and reporting of payroll related matters including earnings reports, monthly reports and related correspondence	6 years

Human Resources / Payroll (cont...)		
Document Name	Document Description	Retention Period
Payroll And Benefits Records	Payroll And Benefits Records – Documents employee pay history including deductions, credits due, benefits, insurance enrollments and any other materials affecting employee pay	Payroll registers (year-end) showing pay-stub detail for individual employees or other documentation sufficient to document employee creditable prior service: Retain 75 years. All other records: Retain 6 years after separation of employee.
Personnel Action Records Related To Reclassifications, RIF, Severance Agreements And Terminations	Personnel action records related to reclassifications, promotions, demotions, transfers, layoffs, reduction in force, severance agreements and terminations	Landmark or policy setting cases; case summaries and final decisions: Permanent All other records: 6 years after final resolution
Personnel Files	Employee personnel files including disciplinary actions, performance reviews, professional development material (relating to performance) etc.	Information needed to calculate creditable prior service time (i.e., rates of pay; dates of service, payroll actions dates, annual salary along with identifying info such as name, social security number and birth date) – 50 years after separation. Records related to persons under medical surveillance or who have been awarded workman’s compensation – 30 years after separation. All other records – 50 years after separation
Professional Licensure And Certification Records	Professional licensure and certification records	Files kept by individual: retain original file and summary of subsequent filings for licensing period plus 3 years All other records: 3 years from expiration or cancellation
Recruitment And Hiring Records	Recruitment and hiring records that document the process to hire new employees. Includes job postings, eligibility lists, job descriptions, job applications, resumes, interview notes, letters of recommendation, exam and test results, approvals to hire, and related correspondence.	3 Years
Requests for reasonable accommodation	Requests for reasonable accommodation	Employees - 1 year Students - 1 year after graduation
Retirement, Disability and Benefits Files	Retirement, disability and benefits files	6 years after final payment or 75 years from date of retirement
Telephone Directories And Staff Listings	Telephone directories and staff listings	Permanent

Human Resources / Payroll (cont...)		
Document Name	Document Description	Retention Period
Time And Attendance Records	Time And Attendance Records - Documents actual hours worked by unit employees and types and amounts of leave taken. Includes time sheets, time cards, attendance forms, absence reports, leave reports, and related correspondence	3 years
Training And Certification Records	Employee training and certification records	If filed separately from personnel file: 10 years If filed with personnel file: retain as long as personnel file is kept
Insurance		
Owner: Director of Campus Safety		
Document Name	Document Description	Retention Period
Accident Reports	Accident reports	Occupational Illness and Injury Logs: Retain 75 years. All other records: Retain 6 years.
Appraisals	Insurance appraisals	6 years
Claims	Claims	10 years after the claim is settled
Fire Inspection Reports	Fire inspection reports	6 years
Policies	Insurance policies	Permanent
Safety Records	Safety records	6 years
Legal		
Owner: Academy Council		
Document Name	Document Description	Retention Period
Civil Investigation Files	Civil investigation files	Retain 6 years after case final action
Construction Project Litigation Files	Construction project litigation files documenting litigation of cases involving construction projects including complaints, answers, pleadings, memorandum of law, affidavits, exhibits and other materials and correspondence	Noteworthy or landmark cases: Retain 15 years after final action or activity All other records: Retain until after administrative use ceases
Copyrights	Copyright records not including infringement notices	Permanent
Correspondence (Legal)	Correspondence (legal and important matters)	Permanent
Deeds and Bills of Sale	Deeds and Bills of Sale	Permanent
Discrimination Investigation Files	Discrimination Investigation Files	Landmark or policy setting cases: Permanent Withdrawn, abandoned or non-jurisdictional cases: Retain 3 years after closure All other records: Retain 3 years after closure

Legal (cont...)		
Document Name	Document Description	Retention Period
Environmental Law Appeal Case Files	Environmental Administrative Law Appeal Case Files	15 years after closure or last action
Ethics And Conflict Of Interest Records	Ethics And Conflict Of Interest Records – Documents The Monitoring Of School Business That Necessitates Controls Over Potential Problem Areas Concerning Ethical Issues Or Conflict Of Interest Including Employee Statements Of Impartiality, Financial Disclosure Forms; Disclosure Memos, Notices Of Outside Employment/Business, Notice Of Outside Legal Or Accounting Practice, Audit Papers And Notes, And Related Correspondence	Employee records – Retain while employed or until superseded, whichever period is shorter All other records: Retain 6 years
Final Contracts And Agreements	Final contracts and agreements	Landmark/noteworthy contracts: Permanent Contracts under seal: 20 years All other records: 6 years after close of contract and after date of last payment
Internal Investigation Files – Employee Conduct	Internal investigation files – employee conduct	Case referral correspondence to the Attorney General - Permanent Noteworthy cases of historical interest – Permanent All other materials/records – retain 6 years after case closed
Legal Briefs And Testimony Records	Legal Briefs And Testimony Records – Document staff or school representative testimony before the courts, at hearings or other legal forums. Includes case background materials, formal written statements and related correspondence	Retain until administrative use ceases if not included in litigation case file or legislation case file
Legal Issues Records	Legal Issues Records – Reference and background materials collated from different sources on policies, issues and topics of a potential legal nature related to school programs and functions.	Retain until administrative use ceases

Legal (cont...)		
Document Name	Document Description	Retention Period
Legal Opinions	Legal opinions	Final products and substantive support material – Permanent All other records – 3 years
Legal Review Of Contracts And Agreements	Legal Review Of Contracts and Agreements – Documents the legal acceptance and development of contracts, monitoring of legal compliance with contract provision, termination papers, and related correspondence	Retained until administrative use ceases
Legal Review Of Land Management And Acquisition	Legal review of land management and acquisition including appraisals; acquisition or selling of school property planning reports boundary descriptions and adjustments, title searches, environmental site assessments, photographs, studies and related correspondence	Vital land records: Permanent Properties not purchased: 6 years after final action Professional appraisal services contracts and related contract records: 6 years after contract close All other records: Retain until administrative use ceases
Legal Review Records	Legal Review Records – Documents internal review of documents or other matters to assist with wording, processes and procedures where a formal legal memo or opinion was not required including requests for assistance, background supporting material and related correspondence.	When filed with related subject file: retain according to retention period of subject file When filed separately: Retain until administrative use ceases

Legal (cont...)		
Document Name	Document Description	Retention Period
Litigation Case Files	Litigation Case Files – Documents Academy's role in the litigation of cases involving the Academy or its business where a complaint has been filed in court. Includes investigative material, attorney work product, evidence, motions and briefs, proceeding transcripts, decisions and determinations, court materials and related correspondence	Letters referring cases to the Attorney General's office; Landmark, policy setting or newsworthy cases; Summary cases lists or dockets: Permanent Cases involving children: Retain until child reaches age 21 plus 6 years All other records: 6 years after final case closure (including payment collection) unless a longer period is required by Academy Counsel (records are often retained longer than specified because the background information may be of use in related cases of if further litigation involving the parties arises again)
Litigation/Hearing Case Exhibits	Litigation/Hearing Case Exhibits – Exhibits presented as supporting documentation, evidence for litigation, hearings, or other cases	Exhibits that will not factor into appeals: retain until case closes All other materials: retain as long as related case file
Notice of Claim	Notice of Claim	6 years from notice of claim
Settlements And Judgment Payment Records	Settlements and judgment payment records	20 years
Subpoenas For Records Held By Academy	Subpoenas for records held by Academy	Academy not likely to be a party to any claim: 1 year from receipt of subpoena
Tort Claim Records	Tort Claim Records – Document complaints which may result in accident or other claims made against the Academy. Includes incident/accident reports, investigation reports, photographs, depositions, settlement documentation and related correspondence	3 years after resolution
Trademarks	Trademarks	Permanent
Office of the Head of School		
Document Name	Document Description	Retention Period
Standing Committees And Board Records	Standing Committees And Board Records – agendas, minutes and supporting materials	Permanent
Trustee Documents	Trustee documents	Permanent

Program Development		
Document Name	Document Description	Retention Period
Lease And Rental Records	Lease And Rental Administration Records – Activities related to lease, rental, or tenant or vendor agreements, certifications of insurance, daily contract administration, contract, leases, agreements, workpapers, vendor certifications and related correspondence.	6 years after contract final payment or close
Registrar		
Document Name	Document Description	Retention Period
Advisor Records	Advisor comments	Permanent
Commencement And Awards Records	Commencement and awards records	Final graduation programs: Permanent
Course Catalogue	Course description records	Permanent
Disability Records	Student disability records	5 years after student graduates or withdraws
Permanent Record Card	All courses taken with grades if a graded course. All waivers granted. Standardized test scores if taken while at Milton Academy	Permanent
Student Academic File	Prior school information (from grade 9 and up): Transcripts, standardized testing (if provided), placement tests. Milton Academy information: Grades and/or comments for all graded and non-graded academic courses taken except affective education, grades and/or comments for athletic participation, advisor reports, standardized test scores, pertinent academic correspondence, and disciplinary letters/memos (also see “Discipline Records” under Dean’s Office section above).	Transcripts and standardized testing, all grades and comments, advisor reports– Permanent. All other records destroyed upon graduation or separation from Academy
Student Newspaper	Student newspapers – includes the <i>Milton Measure</i> and the <i>Milton Paper</i>	Final publications; newspaper staff memorabilia; summary policy and administrative records : Permanent Photographs and artwork: Retain until administrative use ceases All other records: 3 years
Student Support Services/Student Life Records	Student support services / student life records	Substantive summary data: Permanent All other records: 3 years
Transcript Requests	Transcript requests	1 year
Transcripts	Official course and grade records	Transcripts - Permanent