

Records Retention Schedules

written and adopted for Georgetown County School District

13014 Annual Report to the Community

- A. Description:** Used to inform the community of accomplishments, events, and the district's financial picture during the school year. Information includes Board of Education members; purpose; goals; Major Events; Programs and Initiatives; Gifted and Talented Program; Teacher of the Year; Individual School's year in review; and Financial Year in review.
- B. Retention: Permanent. Microfilm optional.**

13013 Parent Student Handbook

- A. Description:** Guidelines for the school district outlining discipline, rules, school year calendar, fees, school directory, strategic plan, inclement weather guidelines, gifted and talented programs.
- B. Retention: 5 years, then destroy.**

13012 Curriculum Digest

- A. Description:** Contains guidelines for the curriculum framework in the school district. Information includes guidelines for all district employees, testing guidelines, philosophy, training, extended day/extended year, reports, scan forms, hardware and hotlines.
- B. Retention: Until superseded, then destroy.**

11648 Historical Files

- A. Description:** Collection of Historical information on the development and history of each school. Information includes scrapbooks, publications, yearbooks, pictures, pamphlets, video tapes, films slides, lists of students and teachers selected for special recognition and achievement, and other materials.
- B. Retention: Permanent. Microfilm optional.**

9368 Cash Position Report

- A. Description:** Cash balances at the end of the month by account. Information includes account number, cash balance as of July 1, and cash balance at end of month.
- B. Retention: 3 years, then destroy.**

9369 Journal Report

- A. Description:** Record of postings to the general ledger for the month. Information includes description, vendor, date, actual, encumbrance, purchase order number, invoice number, vendor number, and sequence.
- B. Retention: 5 years, then destroy.**

9412 Function Summary

- A. Description:** Created from the General Ledger and used for budget analysis and for financial reporting to the School Board. Information includes budget and expense monthly and year to date by fund.
- B. Retention: 2 years, then destroy.**

- 9413 Function Summary with objects**
- A. **Description:** Created from the General Ledger and used for budget analysis and for financial reporting to the School Board. Information includes month to date and year to date budget and expenses by fund, function, and objects.
- B. **Retention: 2 years, then destroy.**
- 9414 Function Summary with Objects Combined**
- A. **Description:** Created from the General Ledger and used for budget analysis and financial reporting to the School Board. Information includes month to date and year to date budget and expenses by fund and function with objects combined.
- B. **Retention: 2 years, then destroy.**
- 9415 Issue Document**
- A. **Description:** Documents used for back reference when school district employee has ordered an item from the warehouse and/or has a complaint that the item was never received. Information includes requisition number, account number, item code, description, quantity issued, unit cost, unit of measure, total cost, and warehouse location.
- B. **Retention: 2 years, then destroy.**
- 9571 Summarized Object Statement**
- A. **Description:** Monthly summarization of the budget report and other transactions completed during the month, Information includes the summarization of objects within a fund.
- B. **Retention: 1 year, then destroy.**
- 11377 Tax Interest Income 1099 Form**
- A. **Description:** Records documenting completion of 1099 Tax Interest forms if applicable to comply with state and federal laws. Information includes form 1099, banking records, and audit records.
- B. **Retention: 3 years, then destroy.**
- 9365 Salary Reports**
- A. **Description:** Record of salary for each employee as well as the amount of salary that remains to be paid on the employee contract Information includes number, school or department number, job description, social security number, name, FTE, account number, total salary, due on contract, contract days, and pay status.
- B. **Retention: 3 years, then destroy.**
- 9370 Report of Absences (Absence Report)**
- A. **Description:** Record for month of absences of school district employees, Information includes social security number, date, substitute who replaced, teacher name, and reason code absent.
- B. **Retention: 1 year, then destroy.**
- 9371 Money Plus Report**
- A. **Description:** Listing of employees of the school district enrolled in Money Plus. Information includes first name, last name, social security number, address, total, and pay date.
- B. **Retention: 3 years, then destroy.**

9366 Unemployment Verification

- A. **Description:** Used to verify unemployment claims filed with the South Carolina Employment Security Commission. Information includes Employment Security Commission Report (name, days worked, wages, verification by employers), date, local office, claimant's name, social security number, effective date, benefit year end, base period, benefits rights, weekly benefit, wages used, maximum potential benefit, potential amount of benefits attributable to, employer account number.
- B. **Retention: 3 years, then destroy.**

11392 Matching FICA and Retirement Report (Matching Federal and EIA Report)

- A. **Description:** Used to show school district matching portion of FICA and retirement. information includes matching contribution, total between the payroll account number and the matching account number.
- B. **Retention: 5 years, then destroy.**

11396 Matching Fringe Benefits (Matching Health, Dental and Workmen's Compensation)

- A. **Description:** Used to verify district portion of matching benefits and used to verify benefit accounts. Information includes matching amounts of health, dental, and workmen's compensation.
- B. **Retention: 5 years, then destroy.**

11393 End of Year Work Papers for Audit

- A. **Description:** Used to prepare for the fiscal school year end audit. Information includes salary projections for previous year, adjusting journal entries, and state funding material.
- B. **Retention: 5 years, then destroy.**

16741 Internal Audit Work Papers

- A. **Description:** Records created by the Assistant Superintendent of Finance documenting investigations of suspicious financial activity within a School District Department. Information includes statement or formal report, subject of audit, report findings describing the unusual transactions or suspicious activity and employee statements.
- B. **Retention: 10 year, then destroy.**

12-901.7 Federal Project Files

- A. **Description:** Records federal money spent as approved by the State Department of Education. Types of documents include grant application, project approval letter, and budget reports.
- B. **Retention: 7 years after completion of activity for which funds were used, then destroy. The Georgetown County School District has Opted out from State Requirement of destroying after 5 years**

9367 Sick Leave History

- A. **Description:** Cumulative record of all leave taken by school district employees, including, sick, vacation, and personal. Information includes social security number, name, and reason 1 before and after, reason 2 before and after, reason 3 before and after.
- B. **Retention: 3 years, then destroy.**

14462 Sick Leave Bank Regulations

- A. **Description:** These regulations, approved by the Georgetown County Board of Education, govern the workings of the Sick Leave Bank. Information includes an introduction, definitions, eligibility, procedure, usage instructions, types of leave, benefits, and sick leave accrued schedule.
- B. **Retention: Until superseded, then destroy.**

14463 Sick Leave Bank Membership Application

- A. **Description:** Application for membership into the Sick Leave Bank which authorizes sick leave deductions into the Bank, allowing participation into the program. Information includes employee's name and address, social security number, position, school/department, explanation and agreement to comply with the rules and regulations of the Sick Leave Bank.
- B. **Retention: 7 years after termination of Sick Leave Bank membership, then destroy**

14464 Sick Leave Bank Records

- A. **Description:** Established by the School District for active duty employees who earn sick leave and provides leave for eligible employees during catastrophic illness as described by the Regulations of the Bank. Information includes meeting minutes (consisting of approval or denial of requests for leave from the bank, and suggestions to the School Board for any changes in the regulations); annual reports (submitted to the Georgetown county Board of Education); nominations and ballots from the Steering Committee; and Application for the Sick Leave Bank: date, employee name and address, social security number, expected number of days needed, reason for request, employee signature and position/school department, whether approved or denied, date, number of sick leave days approved (if any), comments, and Chairperson's signature.
- B. **Retention: 7 years, then destroy.**

15593 Family and Medical Leave Act Files

- A. **Description:** Record of time used under the Family And Medical Leave Act. Information includes employee name, department, address, start date of anticipated leave, expected date of return, reason for leave, signature, medical certification statement from health care provider, correspondence to employee regarding Family And Medical Leave, basic payroll data, documents about paid/unpaid leave status, and provisions relating to Family And Medical Leave.
- B. **Retention: 5 years, then destroy.**

11993 Payroll-Profile Records

- A. **Description:** Used to document employment and wages paid to district employees. Information includes social security number, race, birth date, employment date, termination date, account number paid from, employee address, credential number/expiration date, employee years of experience, deductions, spouse name, daily rate, position code/title and salary.
- B. **Retention: 60 years, then destroy.**

15050 Pay Dock Notification Letter

- A. **Description:** Notification letter to employee informing him/her of paycheck reduction due to insufficient sick or vacation leave already taken. Information includes date of notification, pay date deduction begins, dates absent from work, reasons for absences, and amount of pay deduction.
- B. **Retention: 3 years, then destroy.**

9363 Personnel Master (Payroll/Profile Record)

- A. **Description:** Cumulative record for each school district employee (teacher, substitute, bus driver, food service worker, etc), which contains a record of earnings per year, employment date, educational levels, positions held, and secondary assignments. Used to document and verify employment. Information includes social security number, last name, given name, status, Category, race, sex, marital status, birth date, employment data, termination date, reason, retirement prefix, school number, general ledger account number, address, city, state, zip, telephone, educational level, bachelor's, master's, doctorate, educational specialty, experience years, in district experience years, credentials, credential number, expiration data, contract date, days worked, annual salary, rate, deductions, position code, teaching area certified, supplemental special assignment information.
- B. **Retention: 60 years, then destroy.**

11399 Monthly Labor Report (Monthly Processing)

- A. **Description:** Ready reference summary report used for quick access to payroll information, information includes FICA detailed, detailed retirement, matching reference, actual deduction register report, total number men, women, professionals, non-professionals, and total of payrolls for the month.
- B. **Retention: 5 years, then destroy.**

9451 Payroll Journal

- A. **Description:** Defunct series (1982-1989) documents computer generated summary of each account expenditures for die month. Information includes description, debit account, debit amount, credit account, payroll date, and voucher number. This series is summarized by the Monthly Labor Report.
- B. **Retention: Destroy.**

9864 Deduction Register

- A. **Description:** Record of deductions withheld from employee checks. Information includes social security number, employee name, withdrawal, sheltered or unsheltered deduction, check date, and all deductions from payroll.
- B. **Retention: 3 years, then destroy.**

11395 Retirement Records

- A. **Description:** Used to establish benefits for employees, Also includes South Carolina Retirement System Quarterly Report. Information includes Quarterly Reports: name of employee, years service, and contribution; Individual Employee Records: enrollment forms, beneficiary forms, benefit computations, retirement payment authorization, birth certificates, salary history, verification forms, withdrawal of funds form, certificate of final retirement deduction, insurance enrollment, verification of employment for additional service credit, certification of military service, medical information for reevaluation of disability, annual statement of earnings for disability retirees, and correspondence.
- B. **Retention: Quarterly Reports: 60 years, then destroy. Other Records: Until processing is complete, then transfer to Personnel Files.**

11391 Insurance Policies

- A. **Description:** Record of insurance policies purchased by the school district. Information includes Policies for Inland Marine, Data Processing Equipment, Fire, Automobile, School Activity Bus, Insurance Reserve Fund, Medical Professional Liability, and Bonds for school board members.
- B. **Retention: 5 years after termination of policy, then destroy.**

9863 Insurance - OIS Charging (Insurance Report)

- A. **Description:** Record of insurance information for employees of the school district. Information includes employee name, social security number, insurance type, premium, withholding plan and coverage.
- B. **Retention: 1 year, then destroy.**

11397 Death Claim Records

- A. **Description:** Used to establish death claims for beneficiaries. Information includes proof of death form, copy of certificate, claim application form, copy of enrollment card, correspondence, copies of check from insurance companies.
- B. **Retention: Transfer to personnel file following resolution.**

11398 Long Term Disability Records

- A. **Description:** Establish and monitor long-term disability benefits for employees. Information includes termination of health insurance policy forms, waivers of life insurance, lost day of payroll form, (retirement system), approval forms, retiree notice of election, physician's statement, disability employment status report, documentation of illness, job description, medical authorization, retirement system earning information authorization.
- B. **Retention: Until disability is resolved, then transfer to Personnel Files.**

16646 Employment and Income Verification Forms

- A. **Description:** Payroll office copies of requests for income verification on employees of the school district which are used to process social security benefits or as proof of employment for loan approvals. Information included employee name, dates of employment, hours worked and salary information.
- B. **Retention: 1 year, then destroy.**

16656 Volunteer Information Form

- A. **Description:** Forms completed by persons requesting to volunteer to work in the schools or for school field trip, etc. Information includes teacher, student, parent, date of application, school, volunteer role, name, maiden name, date of birth, sex, race, social security number, address, email address, phone numbers, current or recent job, emergency contact information, authorization for district to request criminal record check through SLED, signature and date. Information is used to determine suitability for volunteer status.
- B. **Retention: 5 years, then destroy.**

16657 SLED Report

- A. **Description:** Records documenting the results of State Law Enforcement Department's background checks on parents volunteering to work in the schools or field trips. Information included name, date of birth, maiden name, gender, social security number, transaction date, date of check and results.
- B. **Retention: 5 years, then destroy.**

16675 Employment Eligibility Verification (I-9 Forms)

- A. **Description:** Forms from the US Department of Homeland Security - US Citizenship and Immigration Service for use in establishing an applicant's identity and eligibility for employment in the United States. Information includes Employee Verification: name, maiden name, address, date of birth, social security number, citizenship status, employee's signature and date; Preparer/Translator Certification: preparer's or translator's signature and printed name, address and date; Employer Review and Verification: Document title, issuing authority, document number List A or B and C; Certification: date of statement that examination of documents is genuine, signature and name of employer or authorized representative, title, business or organization name and date; Updating and Reverification: new name (if applicable), date of rehire, document title, document number, expiration date, signature of employer or authorized representative, and date.
- B. **Retention: 3 years after date hired, or 1 year after termination of employment, whichever is later, then destroy.**

11933 Gifted and Talented Program

- A. **Description:** Record of student involvement in the gifted and talented program. Information includes eligibility of each child, area of talent, academic or artistic, copy of aptitude and intelligence tests, achievement tests, profile sheet, student check list and grades, and years of eligibility.
- B. **Retention: Transfer to Relevant information to Cumulative Pupil Record File at the end of each school year. Then destroy when information is no longer needed for instructional purposes.**

11371 Expenditure Voucher Slips

- A. **Description:** Request for payment invoices and/or records submitted by the schools that may or may not have an invoice. Information includes date of invoice, amount, account number, description, receipt number or invoice number, paid to, authorized signature.
- B. **Retention: 3 years, then destroy.**

11372 Report of Receipts and Deposit Analysis (Turn In Vouchers - School Sites)

- A. **Description:** Records documenting the acceptance of monies from local schools to be applied to the district officer's account. Information includes checks, money orders, cash accounts, totals, reason for transfer, debit account number, and signature.
- B. **Retention: 3 years, then destroy.**

11373 Nursing Records

- A. **Description:** Created to determine student health needs. Information includes Student head count on vision screening, dental screenings, other screenings, first aid, height and weight; individual cards on visits to the nurse's station.
- B. **Retention: 1 year after student's separation from school, then destroy.**

11198 Registration Form

- A. **Description:** Used to verify enrollment in continuing education and ESL classes. Information includes name, address, course taken, age, phone number, and emergency information.
- B. **Retention: 2 years after completion of course, then destroy.**

11199 Verification Form (Student)

- A. **Description:** Used to show that a student has completed coursework through the Adult Education Office. Information includes student name, verification of the completion of 12 hours of ESL course or Adult Literacy courses.
- B. **Retention: 2 years after completion of course, then destroy.**

14747 Optional Education Program Student Records

- A. **Description:** Records used to monitor a student's grades and behavior during participation in the Optional Education Program. The information contained in this series is also retained in the Student's Cumulative Pupil Record Files for 75 years. Information includes recommendations for student to attend Optional School; parent consent forms; Internet Student User Agreement forms; discipline notices; grades and classes attended; program reporting form and date of completion of the program.
- B. **Retention: 4 years after leaving program, then destroy.**

15315 Field Study Request (Field Trip Request)

- A. **Description:** Request forms submitted by teachers who are planning field trips. Information includes name of school, teacher submitting request, number of students, grade level of students, instructional objective, dates, destination, departure/arrival times, method of transportation, student cost and adult sponsors and approval signatures of principal and district office administrator.
- B. **Retention: 2 years, then destroy.**

15330 Mini Bus Request Form

- A. **Description:** Forms requesting mini bus transportation services for students. Information includes new or continuing request; date of request; school year; student name, age and address; detailed directions to student's home; parent/guardian name, mailing address and phone numbers; name of school attended; name of school to transport; special program for transport; date transportation begins; reasons for transportation; wheelchair use; name and title of school administrator making request and date; approval signatures and dates; and the reason and date service is terminated.
- B. **Retention: 3 years, then destroy.**

- 15331 Daily Trip Log for Special Needs Transportation Routes**
- A. Description: Log of the daily transportation of special needs students used for billing Medicaid. Information includes bus driver name, commercial driver's license number, district number, district name, bus number, route number, student name, birth date, social security number and Medicaid number.
- B. **Retention: 2 years, then destroy.**
- 15332 Route Description - Special Needs (Form R-17)**
- A. Description: Forms completed by Bus Drivers to report detailed information on special needs bus routes. Information includes Special Needs Route Description: bus number, capacity, bus driver's description of route, number of children getting on and off at each stop, total number of children, name of school stops, and the number of children getting off the bus at each school stop. Student Inventory form: bus stop, student, address, school, special needs class, time in transit, special requirements, student's date of birth, parent/guardian, phone numbers for home and emergency contact.
- B. **Retention: 2 years, then destroy.**
- 15333 Route Description (Form R-16)**
- A. Description: Forms used to report information on all non-special needs bus routes. Information includes bus number, capacity, bus driver's description of route, number of children getting on the bus at each stop, total number of children, name of school stop and the number of children getting off the bus, bus driver's signature and date, bus supervisor's signature and date.
- B. **Retention: 2 years, then destroy.**
- 15334 School Bus Collision/Incident Report S-1**
- A. Description: Form used to report collisions and/or incidents involving the school buses. Information includes claim number, bus number and driver information, description of accident, number of passengers on bus, number of injured passengers and information on other vehicles and persons involved in accident.
- B. **Retention: 5 years, then destroy.**
- 15335 Pupil Accident/Incident Report (Insurance Claim Information S-2)**
- A. Description: Record of insurance claims made by parents of pupils. Information includes claim number; school bus number; district; county; name and address of school; name and address of student; date, time and place of accident; circumstances of accident; date and signature of school official; information regarding the nature of injury and the date/signature of parent, guardian or claimant; date approved for processing and signature of county supervisor of transportation.
- B. **Retention: 5 years, then destroy.**
- 15336 Application for Use of Buses for Vocational, Mid-Day Kindergarten and Other Program Transportation (Form R-40)**
- A. **Description:** Application forms requesting to use school buses for transportation to vocational, mid-day kindergarten or other programs. Information includes school district name; school name; bus number; capacity; vocational, mid-day or kindergarten use; number of pupils; round trip miles; time of departure; school official signature; date submitted; county supervisor signature and date approved.
- B. **Retention: 1 year, then destroy.**

- 15337 Application for Use of Buses for Summer Programs (Form R-42)**
- A. Description:** Applications requesting the use of school buses for transportation during summer programs at schools in the district. Information includes school district; date submitted; name of summer program; number of buses requested; school name; district; date program starts; date program ends; signature and title of school official making request; name, title, address and phone number of other supervision; bus number; maintenance schedule; and approval signature and date.
- B. Retention: 1 year, then destroy.**
- 15338 Approval of Contract Vehicles to Transport Special Needs Students (Form R-55)**
- A. Description:** Documents approval of contract routes for transportation services provided to students with disabilities. Records are used to request re-imbursement from the SC Department of Education. Information includes school year; district; provider of service; mode of transportation; name of student transported; school attended; daily mileage; days of operation; days remaining in school year; amount requested; signatures of Special Needs Coordinator, County Supervisor of Transportation, Area Supervisor of Transportation and dates submitted; and approval data from the SC Department of Education.
- B. Retention: 3 years, then destroy.**
- 15339 Request for Re-Imbursement of Contract Transportation for Special Needs Students (Form R-56 & Form R-57)**
- A. Description:** Forms submitted by the Special Needs Coordinator for re-imbursement of transportation services. Information includes name of school district, school year, provider of service for single student contracts, student's name, student's class or other facilities, number of days student attended, mileage for second semester, amount requested, contract or mileage, totals, provider of service for multi student contracts, number of students, student's class or other facilities locations, number of days operated, mileage second semester, amount requested, contract or mileage, totals, signatures of requesting authorities, and date.
- B. Retention: 3 years, then destroy.**
- 15340 Summary Sheet for Reimbursement of Contracts Transportation for Students with Special Needs (Form R-58)**
- A. Description:** Summarization forms completed by the Special Needs Coordinator providing additional information for re-imbursement requests. Information includes school year, first semester, second semester, organization number, organization edit number, sub fund number, project component number, object code number, revenue claim number, county code, district, district code, total amount single student contracts, total amount multi student contracts, total amount, comments, authorizing signatures and date.
- B. Retention: 3 years, then destroy.**

15341 Approval of Contract Vehicles for Non-Special Needs Students (Form R-60)

- A. Description:** Documents approval of contract routes for transportation services provided to non-special needs students. Records are used to in requesting re-imbursement from the SC Department of Education. Information includes school year; district; provider of service; mode of transportation; name of students transporting; school attending; daily mileage; days of operation; days remaining in school year; amount requested; totals; signatures of Special Needs Coordinator, County Supervisor of Transportation, Area Supervisor of Transportation and dates submitted; and approval data from the SC Department of Education.
- B. Retention: 3 years, then destroy.**

15342 Application for Hazardous Transportation (Form R-61)

- A. Description:** Requests for transportation to and from school for students residing within walking distance that are in need of transportation services due to hazardous conditions. Information includes county, district, district priority rating, school(s), number of students affected, location of hazardous area, hazardous conditions; description of hazard; whether transportation can be provided with present bus route, cost of transporting student(s); authorizing signatures, date, and approved or disapproved.
- B. Retention: 2 years, then destroy.**

15343 Application for Driver Returning Home (Form R-63)

- A. Description:** Requests for transportation for the district's bus drivers to and from parking locations and home. Information includes bus number; driver name; number of bus drivers riding (including driver); data on drivers going from parking location to home and returning to parking location; data on drivers going from parking location to home before going on another trip; data on drivers going from the last stop or school on a mid-day trip to home before going to parking location or first school on their afternoon trip; data on district funded miles; official signature; date; signature of county supervisor and date.
- B. Retention: 2 years, then destroy.**