

## **RETENTION SCHEDULE – PUBLIC SCHOOL RECORDS**

### **Items to retain PERMANENTLY:**

1. Board minutes
2. Deeds (owned and divested) and titles
3. Reorganization, consolidation and/or annexation of district information
4. Board policy manual (until amended or suspended)
5. Transcript of bond proceeds
6. Audit reports
7. Estimate of needs
8. Fixed asset information (updated continuously)

### **Items to retain for 50 YEARS:**

1. Payroll registers
2. W-2 information
3. Retirement earnings records
4. Bond election results

### **Items to retain for 10 YEARS:**

1. Insurance policies
2. Surety bonds
3. IRS 941 quarterly reports
4. Workers compensation records/reports
5. Unemployment compensation records/reports
6. Land contracts and purchase agreements

### **Items to retain for 7 YEARS:**

1. Federal program files
2. Free and reduced meal applications
3. Child nutrition records
4. Accident reports
5. Construction documents (competitive bid information)

### **Items to retain for 5 YEARS:**

1. Purchase orders
2. Bank statements and reconciliations
3. Canceled checks/warrants
4. Revenue and expense reports
5. Payment notices
6. Investment documents (expired)
7. Employment contracts, withholding forms
8. IRS form1099's
9. Activity fund records

### **Items that can be disposed AFTER AUDIT:**

1. Athletic gate ticket stubs (but retain gate forms)

NOTE: This list was created, and is the opinion of Sanders, Bledsoe & Hewett, CPA's, LLP. It should not be considered an official document from the State of Oklahoma or any state office.