

**BUSINESS RECORD RETENTION**

Topeka Public Schools (TPS) retains records as required by law and destroys them when appropriate. All files, both hard copy and electronic shall be labeled with topic, year (if applicable), and destruction dates. Electronic copies shall be saved in appropriate folders on the network storage device.

Hard copies should be stored in file cabinets or archived in the district storage area. All hard copies sent to the district storage area shall be boxed, labeled with topic, assigned the school or department's archive number and include a destroy date (if applicable). The district's storage area is a locked area at the district warehouse. Access to this area is limited to employees approved by the General Director of Central Services or Distribution Supervisor.

Review and purging of files at the district storage area may take place on an ongoing basis, but must occur at least once per year, per the destruction dates, and must follow the minimum retention requirements. Destruction of hard copy records must be per the destruction date and approved by the Distribution Supervisor. The destruction of any documents containing social security numbers or any other "consumer data" as defined under federal laws and regulations shall be done via shredding.

<b>Record</b>	<b>Retention</b>
Audit reports	Permanent
Correspondence – Legal and important matters	Permanent
Deeds, mortgages, and bills of sales	Permanent
Financial statements – Year-end	Permanent
Minute books of directors, bylaws, and charters	Permanent
Trademark registrations and copyrights	Permanent
General ledgers/year-end trial Balance	5 Years
Accident reports/claims (settled Cases)	5 Years
Accounts payable ledgers and schedules	5 Years
Accounts receivable ledgers and schedules	5 Years
Contracts, mortgages, notes, and leases – expired	5 Years
Garnishments	5 Years
Insurance claims	5 years
Inventories of products, materials, and supplies	5 Years
Invoices (to customers, from vendors)	5 Years
Notes receivable ledgers and schedules	5 Years
Payroll records and summaries	5 Years
Personnel records (terminated)	5 Years
Property records (incl. depreciation schedules)	5 years
Purchase orders	5 Years
Sales records	5 Years

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<b>Record</b>	<b>Retention</b>
Subsidiary ledgers	5 Years
Timesheets/cards	5 Years
Withholding tax statements	5 Years
Bank statement & reconciliations	3 Years
Chart of accounts	3 years
Employment applications	3 Years
Insurance policies (expired)	3 Years
Internal audit reports	3 Years
Internal reports	3 Years
Petty cash vouchers	3 Years
Correspondence – General	2 Years

**Exception for Investigations**

In connection with any ongoing or anticipated investigation into allegations of violations of federal laws or regulations, provisions of government awards, or violations of the TPS's Code of Conduct, the following exceptions are made to the preceding scheduled retention and/or destruction of records:

1. All records related to the subject of the investigation or allegation shall be exempt from any scheduled record destruction.
2. The term "records" shall also apply to any electronically stored record (e.g., documents stored on computers, email messages, etc.), which shall also be protected from destruction.