

1.3 RIVERSIDE LEADERSHIP ACADEMY RECORDS RETENTIONS & DISPOSITION POLICY

- I. Purpose:
 - A. This policy outlines the procedures for records retention and disposition at Riverside Leadership Academy (RLA), ensuring compliance with the Department of Natural and Cultural Resources' retention schedule as mandated by [G.S. 115C-218.25](#) and outlined in the [Program Records Schedule: Local Public School Units](#), aligning with the State Board of Education policies and applicable laws.
 - B. All storage of financial and administrative records shall be in a secure, safe, and confidential manner. The length of time for retention shall comply with legal requirements. Records related to a possible or pending judicial or administrative investigations shall be kept until all proceedings and actions are concluded. No records shall be destroyed in contravention of law.

- II. **Scope:** Applies to all physical and electronic records generated, received, or maintained by RLA.

- III. **Acknowledgment:** The RLA Board of Directors recognizes its obligation to adhere to the Department of Natural and Cultural Resources' retention and disposition schedule, ensuring that record-keeping practices are in compliance with [G.S. 115C-218.25](#).

- IV. **Policy Details:** RLA follows retention and disposition schedule and retention periods as provided in [Program Records Schedule: Local Public School Units](#).
 - A. **Academic Program and Curriculum Records:** These records pertain to the development and administration of the school's academic programs and curriculum, encompassing special academic programs, education for students with disabilities, and vocational education. They include course matrices, curriculum records, and educational program records, detailing course scheduling, educational objectives, and program implementations.
 - B. **Extracurricular Program Records:** This category includes records related to extracurricular activities that are not directly tied to diploma or certificate attainment. They cover athletic programs, student awards, honors, student organization records, and student-created content for media.
 - C. **Individual Schools' and Central Office Administrative Records:** These records are created and received by school and central office staff, detailing job-related activities. They include aggregated reports, data, field trip authorizations, and various administrative documents related to school operations.
 - D. **Operations Records:** Operations records encompass documentation related to the support operations of schools, such as nutritional services, student transportation, food service programs, and school bus routes, ensuring the smooth functioning of school logistics and services.

- E. **Student Records:** These records document individual student enrollment, attendance, academic progress, and achievements within the school. They include academic action authorizations, attendance records, discipline records, health records, and various other documents tracking student progress and activities.
 - 1. After a student withdraws (meaning a student is not transferring to another public School), RLA will keep a student's records including health and academic records for 5 years.

- V. **Retention Procedures:** Once annually the physical documents and files should be transferred from active files to inactive storage and each file should be labeled with the retention date.
 - A. RLA complies with all State and Federal laws and regulations for document retention. The table ([Attachment A](#)), which provides the minimum requirements for document retention, is intended to comply with all such laws and regulations.
 - B. All confidential files should be clearly labeled **Confidential**.
 - C. All files in storage should be stored in a fire resistant, secure, dry place.

- VI. **Disposition Procedures:** RLA shall maintain logs of destruction either in the minutes of the governing board or in the Records Management file.
 - A. Secure destruction of records after the retention period ends as defined by [Program Records Schedule: Local Public School Units](#) .
 - B. Special procedures are established for the secure deletion and sanitization of electronic records to ensure that all data and associated metadata are irretrievably erased. This process includes overwriting, deleting, and unlinking both data and metadata to prevent any possibility of practical reconstruction.

- VII. **Review and Update:**
 - A. Long term storage of electronic files: all electronic files will be backed up daily and the backed-up files are moved off-site monthly.
 - B. Annual review and necessary updates of this policy will be conducted by Executive Director, or designated representative, to maintain compliance with evolving laws and regulations.

Attachment A

RLA Retention Table

| Type of Document | Minimum Requirement |
|---|----------------------------|
| Accounts payable ledgers and schedules | 7 years |
| Audit reports | Permanently |
| Bank reconciliations | 2 years |
| Bank statements | 3 years |
| Canceled checks | 7 years |
| Checks (for important payments & purchases) | Permanently |
| Contracts, mortgages, notes and leases (expired) | 7 years |
| Contracts (still in effect) | Permanently |
| Correspondence (general) | 2 years |
| Correspondence (legal and important matters) | Permanently |
| Correspondence (with customers and vendors) | 2 years |
| Deeds, mortgages, and bills of sale | Permanently |
| Depreciation schedules | Permanently |
| Duplicate deposit slips | 2 years |
| Employment applications | 3 years |
| Expense analysis/expense distribution schedules | 7 years |
| Year End financial statements | Permanently |
| Expired insurance policies | 3 years |
| Insurance records, current accident reports, claim policies, etc. | Permanently |
| Internal audit reports | 3 years |
| Inventories of supplies, materials, products | 7 years |
| Invoices (to customers, from vendors) | 7 years |
| Minute books, bylaws and charter | Permanently |
| Patents and related papers | Permanently |
| Payroll records and summaries | 7 years |
| Personnel files (terminated employees) | 7 years |
| Retirement and pension records | Permanently |
| Tax returns and worksheets | Permanently |
| Timesheets | 7 years |
| Trademark registrations and copyrights | Permanently |
| Withholding tax statements | 7 years |
| OSHA Records (vaccine records) | 30 years |