

# TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION

## LEA Records Retention Schedule

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Records Retention Schedule <sup>1</sup>		
Description of Record	Retention Period	Legal Authority/Rationale
<p><b>Accident Report</b></p> <p>Report of any accident occurring at the school. The report shall include the employee's name, date of the accident, an explanation of the accident, and the care used in treating the individual.</p>	Retain one (1) year from date of accident, then destroy.	LEA Policy 5400- Employee Health
<p><b>Annual Armed Intruder Drill and Other Safety Drills</b></p> <p>Records containing the results of the annual armed intruder drill conducted at the school, and any other safety drill including fire, tornado, earthquake, etc.</p>	Retain minimum of five (5) years after drill is conducted, then destroy.	T.C.A. § 49-6-807 LEA Policy 3202- Emergency Preparedness
<p><b>Asbestos Inspection Reports</b></p> <p>Re-inspection and yearly Asbestos inspection reports and management plans. Asbestos management plans and inspection reports are required referencing the management of identified or discovered Asbestos in a school.</p>	Retain documents as long as the building is in use as a school.	LEA Policy 3208- Asbestos Management TDOE RDA 3087
<p><b>Audits of Internal School Activity Funds</b></p> <p>Audit report of activity funds handled by individual schools.</p>	Retain five (5) years, then destroy, unless there is an active audit or investigation, in which case, the	TDOE Internal School Uniform Accounting Policy Manual July 1, 2011

<sup>1</sup> The Commission and its authorized charter schools shall also comply with any records retention requirements set forth in Commission LEA policies and procedures, or state laws, rules, or policies that are not expressly included in this schedule.

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	records must be retained until the audit or investigation is complete.	
<p><b>District and School Audits</b></p> <p>Audits of funds administered by the district and/or each authorized charter school showing date of audit, balances under previous audits, receipts and disbursements, balances carried forward, and total figures.</p>	Retain five (5) years, then destroy, unless there is an active audit or investigation, in which case, the records must be retained until the audit or investigation is complete.	T.C.A. § 49-13-127
<p><b>Budget, Annual Operating</b></p> <p>Authorized charter school and/or district annual approved budget document conforming to standards of the Tennessee Department of Education. Document shows anticipated revenues from all sources and estimated expenditures for the fiscal year. This includes both the report of actual funds spent and received for the current school year and reports of predicted spending and revenue for the next school year.</p>	Retain five (5) years, then destroy, unless there is an active audit or investigation, in which case, the records must be retained until the audit or investigation is complete.	TDOE RDA <sup>2</sup> 2830 and 2831
<p><b>Building Plans</b></p> <p>Blueprints and specifications for authorized charter school buildings (if a new building is built or an existing building is</p>	Retain for the life of the building (plus additional time if litigation	Necessary for maintenance and operation of physical plant.

<sup>2</sup> Records Disposition Authorization (“RDA”). RDA’s are state-approved and housed on the Tennessee Secretary of State [Division of Records Management](#) website.

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structurally or substantially renovated by the authorized charter school).	could arise from a building's early demise), then destroy.	
<p><b>Contracts, Construction</b></p> <p>Contracts between authorized charter schools and contractors for construction work, showing name of contractor, date, building specifications, and amount of consideration.</p>	Retain seven (7) years or until expiration of guarantees, then destroy. If no guarantees are involved, destroy seven years after completion of contract.	Based on statute of limitations for actions for breach of contract.  T.C.A. § 28-3-109
<p><b>Contracts, Employee</b></p> <p>Contracts between the district or authorized charter schools and all contract employees.</p>	Retain seven (7) years after termination of employment, then destroy.	Based on statute of limitations for actions for breach of contract.  T.C.A. § 28-3-109
<p><b>Contracts, Personal Service of Independent Contractor</b></p> <p>Contracts between the authorized charter schools and operators of school buses and other independent contractors.</p>	Retain seven (7) years after termination of contract, then destroy.	Based on statute of limitations for actions for breach of contract.  T.C.A. § 28-3-109
<p><b>Criminal History Record Information (CHRI)/ Background Check Information</b></p> <p>Records consisting of identifiable descriptions and notations of arrests, detentions, indictments or other formal criminal charges, and any disposition arising therefrom including acquittal, sentencing, correctional supervision and release. CHRI may also</p>	Retain seven (7) years after employment ends, then destroy. For persons not employed, retain one year then destroy.	TBI Tennessee Guide for Non-Criminal Justice Agencies, July 2015  Commission Personnel Hiring Procedures

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include the age and sex of each victim as provided by the criminal justice agency.		LEA Policy 5118- Background Investigations
<p><b>Cumulative Pupil Record</b></p> <p>Record of each pupil in the school system, showing the pupil's name, address, parents' names and occupations, complete school record, achievement test results, health record, school activities and counselors' notes; a copy of the student's birth certificate, if provided; a copy of the student's Home Language Survey, if available; documentation of a student's withdrawal, if applicable, including the signature of the parent or guardian requesting withdrawal, and to the extent possible, the student's future destination; and other information deemed appropriate by the Tennessee Department of Education.</p>	If the student has transferred out of the school, retain a copy of the inactive cumulative record along with the student's withdrawal form as a permanent record. For students whose records are not transferred, the original is a permanent record.	TDOE Student Membership and Attendance Accountability Procedures Manual 2021
<p><b>Deeds</b></p> <p>Original deeds to school property, showing date, description, and location of property, consideration, and signature of grantor.</p>	Permanent record.	Establishes property rights in perpetuity.
<p><b>Education Complaints</b></p> <p>Documents related to complaints investigated by the district or authorized charter school, including but not limited to complaint forms, letter of findings, and correspondence.</p>	Retain three (3) years after close of complaint investigation.	TDOE RDA 11001

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<p><b>Federal Grant Records</b></p> <p>Record of federal grant projects of all types, including funds received and disbursed. The District and its authorized charter schools shall maintain all records that fully show: (1) the amount of funds under the grant or sub-grant; (2) how the sub-grantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and, (6) other records to show compliance with federal program requirements. The District also shall maintain records of significant project experiences and results. (34 C.F.R. § 75.732) These records and accounts must be retained and made available for programmatic or financial audit.</p>	<p>Retain five (5) years from the date on which the final financial status report is submitted, unless otherwise notified in writing to extend the retention period. Additionally, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.</p>	<p>Commission Operating Policies and Procedures for Implementation and Administration of Federal Education Programs (Aligned with requirements of UGG)</p> <p>34 C.F.R. § 81.31(c); 2 C.F.R. § 200.333</p>
<p><b>Financial Report, Annual Public School</b></p> <p>An annual report of the district’s financial condition made to the Tennessee Commissioner of Education.</p>	<p>Retain five (5) years, unless there is an active audit or investigation, in which case, the records must be retained until the audit or investigation is complete.</p>	
<p><b>Fire Safety Inspection and Similar Reports</b></p> <p>Duplicates of reports made by the Tennessee Department of Insurance, Division of Fire Prevention, showing date, name of inspector, name and location of school condition, etc.</p>	<p>Retain five (5) years, unless there is an active audit or investigation, in which case, the records must be retained until the audit or investigation is complete.</p>	<p>Tennessee Internal School Uniform Accounting Policy Manual July 1, 2011</p>

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<p><b>General Ledger Accounts</b></p> <p>Record of all receipts and disbursements for the district or authorized charter school, showing date of entry, amount, source of receipt or purpose of payment, amount of debit or credit, and name of account credited or charged.</p>	<p>Retain five (5) years, unless there is an active audit or investigation, in which case, the records must be retained until the audit or investigation is complete.</p>	
<p><b>High School Diploma Certification and Roster of Graduates</b></p> <p>List of graduating seniors and preparation of diplomas.</p>	<p>Permanent record.</p>	<p>Important historical value and proof of graduation.</p>
<p><b>Insurance Policies</b></p> <p>Policies of all types insuring the district or authorized charter school against various risks of loss.</p>	<p>Retain seven (7) years after expiration or replacement by a new policy, then destroy if all claims on the policy have been settled.</p>	<p>Based on statute of limitations for breach of contract actions.</p> <p>T.C.A. § 28-3-109</p>
<p><b>Interdistrict or Interagency Agreements or Memorandums of Understanding</b></p> <p>Agreements or memorandums of understanding between the district or authorized charter school and another school, district, or state agency or department.</p>	<p>Retain seven (7) years after termination or expiration of agreement, then destroy.</p>	<p>Based on statute of limitations for actions for breach of contract.</p> <p>T.C.A. § 28-3-109</p>
<p><b>Inventories</b></p> <p>Comprehensive inventory of all school assets.</p>	<p>Retain five (5) years, unless there is an active audit or investigation, in which case, the records must be</p>	<p>Commission Operating Policies and Procedures for Implementation and Administration of Federal Education</p>

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	retained until the audit or investigation is complete.	Programs (Aligned with requirements of UGG)
<p><b>Invoices (including Purchase Orders, Requisitions, Etc.)</b></p> <p>Original invoices, purchase orders, and requisitions used in purchasing goods for the authorized charter school or district.</p>	Retain five (5) years, unless there is an active audit or investigation, in which case, the records must be retained until the audit or investigation is complete.	Commission Operating Policies and Procedures for Implementation and Administration of Federal Education Programs (Aligned with requirements of UGG)
<p><b>Membership/Attendance Reports</b></p> <ol style="list-style-type: none"> <li>1. Director’s Monthly Student Membership/Attendance Report (SMAR)—district-wide report of membership and attendance in academic, vocational, special education, and adult education for each 20-day reporting period of the school year.</li> <li>2. Director’s Annual Student Membership/ Attendance Report (SAMAR)—district-wide year-end cumulative report of membership and attendance in academic, vocational, special education, and adult education.</li> <li>3. Principal’s School-level Monthly Attendance Report or equivalent—report of membership and attendance in academic, vocational, special education, and adult education at the school-level.</li> <li>4. Annual Transportation Report Generated by the Membership/Attendance Information System—School-</li> </ol>	<p>Retain five (5) years, then destroy.</p> <p>Retain five (5) years, then destroy.</p> <p>Retain five (5) years, then destroy.</p> <p>Retain five (5) years, then destroy.</p>	<p>TDOE Student Membership and Attendance Accountability Procedures Manual 2021</p>

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<p>level report generated by the automated membership/attendance information system that provides statistical data on students transported.</p> <p>5. Attendance records (teacher attendance records, sign-in/out rosters, absentee lists)—Records of original entry that document student attendance on a daily basis.</p> <p>6. Director’s Report of Special Education Identified and Served Average Daily Membership by Primary and Secondary Options Report—report generated by the D&amp;A Census Program showing average daily membership of students receiving Special Education services for each 20-day reporting period of the school year.</p> <p>7. Monthly Attendance Detail</p>	<p>Retain five (5) years, then destroy.</p> <p>Retain five (5) years, then destroy.</p> <p>Retain five (5) years, then destroy.</p>	
<p><b>Minutes, Board of Education, Governing Board</b></p> <p>Record of regular and called meetings of the school governing board, showing place of meeting, date, members present, record of proceedings and action taken, date of final approval and signature of chairman and secretary.</p>	<p>Permanent record.</p>	<p>Actions recorded in minutes are effective until superseded or rescinded. Also kept for historical purposes.</p>
<p><b>S.A.V.E (Schools Against Violence in Education) Act Documents</b></p> <p>Framework/Self-assessment, District Information, Compliance Package and Correspondence. These records establish</p>	<p>Retain five (5) years after end of grant award.</p>	<p>TDOE RDA 11008</p>

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compliance within provisions of the S.A.V.E. Act, a state mandate for school systems.		
<p><b>School Food Service Reports</b></p> <p>Record of all pertinent information required by the Tennessee Department of Education dealing with school food service.</p>	Retain all items except payroll records for the current year plus the three previous years unless there is an active audit or investigation, in which case, the records must be retained until the audit or investigation is completed.	
<p><b>Special Education Census</b></p> <p>Detailed count of all students with disabilities with option(s) of service. This record is the basis for state and/or federal funding.</p>	Retain three (3) years.	TRR/MS 0520-01-09-.10  34 C.F.R. § 76.730
<p><b>Special Education—Certification of Services and Listing of Inappropriately Served and of Suspected Students with Disabilities</b></p> <p>Court report required of number of students with disabilities in special categories.</p>	Permanent record.	
<p><b>Special Education Record</b></p> <p>A cumulative record which contains all specific information relating to the referring process, assessment, placement, and</p>	Retain copy of hard copy SPED files after student transfers out of the school as a permanent record. If student does not transfer out,	TRR/MS 0520-01-09  34 C.F.R. § 300-573

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option of service for each special education child. This includes Individualized Education Programs (IEPs) and all associated documents for students receiving special education services under the Individuals with Disabilities Education Act (IDEA).	maintain the original as a permanent record (as part of the student's cumulative file). Much of this information is stored electronically by IEP system vendor EasyIEP, but hard copy information not in EasyIEP will apply.	34 C.F.R. § 80.42  TDOE RDA 10211
<b>Special Education Federal Finance Records</b>  Records that demonstrate compliance with excess cost, non-supplanting, and comparability requirements.	Retain three (3) years after completion of the project, then destroy.	TRR/MS 0520-01-09-.10
<b>Textbook Reports</b>  a. Certification of Adoption by each charter school. a. Official list of adopted textbooks. b. Certification of Compliance. a. Assurance that the school has furnished required textbooks to students, signed by the school leader. c. Plan for Estimating School Expenditures for Library and Instructional Material and Supplies (if applicable) and School Health Services.	Retain six (6) years, then destroy.	Keep for maximum length of contract with publisher.  T.C.A. § 49-6-2203  TDOE RDA 2198

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a. Report details estimated expenditures for funds allocated for the items noted above.		