

## Timelines for Destruction of Certain School Records



# Record Retention

*Shown below are statutes that provide school districts guidance on the handling of certain records.*

| Type of Record   | Can Be Destroyed After  |
|--|---|
| Original bookkeeping books of entry, claims, vouchers and purchase orders.                           | 5 years   |
| Official bonds of surety or indemnity  | 5 years after the termination of the employment of the covered employee |
| Insurance Policies   | 5 years after the expiration of the policy                              |
| Formal Audit Reports   | 5 years   |
| Financial reports relating to programs supported by federal funds                                    | 3 years or the time specified in federal law                            |
| Financial papers (warrants, checks, receipts, etc.)  | 6 months after formal audit reports are filed                           |
| Bonds or coupons stamped "paid" or "canceled" and returned to the district by the state fiscal agent | 6 months after the next formal audit of the district                    |

### **K.S.A. 72-5386. School records of pupils, withholding prohibited; school district property, return or payment for, exception.** (excerpt)

(c) The school records of each pupil are the property of the pupil and shall not be withheld by any school district. Upon request of a pupil or the parent of a pupil, the school records of the pupil shall be given to such pupil or parent, or upon transfer to a nonpublic school, shall be forwarded to another school district or nonpublic school. A pupil's records forwarded to another school district due to transfer will include original copies of all the students records, including transcripts, grade cards, results of tests, assessments or evaluations, and all other personally identifiable records, files and data directly related to the pupil.

### **K.S.A. 72-5371. Reproduction of records.**

..."device used to reproduce ... shall be one which accurately reproduces the original thereof in all details. The school district may use reproduction methods which include the digital storage and retrieval of official school district records."

### **K.S.A. 72-5369. Destruction of records by school districts and community junior colleges.**

The board of education of any school district or the board of trustees of any community junior college may, by resolution, provide for and authorize any officer, official or employee charged with or having custody of the following records, documents or other papers to destroy the same at the time indicated herein, and if more than one time can be made to apply, the longer time shall apply:

- (a) Bookkeeping and accounting records which are original books of entry, claims, vouchers and purchase orders, five (5) years.
- (b) Formal audit reports, five (5) years.
- (c) Financial papers of any type relating to programs supported by federal funds, three (3) years or such longer time as may be required by applicable federal law.
- (d) All financial papers not otherwise specified in this section may be destroyed at any time after formal audit reports have been completed and filed in the appropriate offices for a period of six (6) months, and this provision shall apply to the following: Warrants, warrant checks, receipts, canceled checks, and requisitions.
- (e) Official bonds of surety or indemnity, five (5) years after the termination of the term of employment.
- (f) Insurance policies, five (5) years after the expiration of the term thereof.
- (g) Bonds and coupons stamped paid or canceled and returned by the state fiscal agent, six (6) months after the next following annual formal audit of the school district.

**History:** L. 1955, ch. 335, § 1; L. 1970, ch. 282, § 1; L. 1975, ch. 372, § 1; July 1.

### **K.S.A. 72-5370. Application.**

Nothing in K.S.A. 72-5369 shall be deemed to apply to records, documents, or papers not specifically mentioned nor to authorize the destruction of records, documents or papers which in their nature should be preserved permanently, nor to prohibit destruction of records, documents or papers obviously of only temporary value after a reasonable time. **History:** L. 1955, ch. 335, § 2; June 30.

**K.A.R. 91-31-34(e)** requires accredited schools to permanently maintain records related to each student's academic performance, attendance, and activities.

**FERPA** also applies to the destruction of any personally identifiable student information. Schools must destroy personally identifiable student information in a way that prevents disclosure.