



THE SCHOOL DISTRICT OF  
PHILADELPHIA

## Retention Schedule

Prepared By:  
Office of Records Management

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## Records Retention Schedule

The Records Retention Schedule lists records categories and types that are created, received or retained as a result of district operations. The schedule includes a list of record types and categories, the format/s in which the records will be retained and the retention period. The following information will assist in applying this schedule.

### *Record Formats*

Currently our District holds paper records, and electronic records.

### *Record Storage*

All documents/records submitted for storage must be contained in records boxes obtained from the School District of Philadelphia Facilities Warehouse. Proper data collection and/or transfer & destruction forms are required for all document types to be stored/archived. (See the Records Center Guide for guidance).

### *Retention Periods*

Retention periods listed on the schedule below. Upon expiration of the retention period, all identified records will be disposed of in accordance with The Office of Records Management and this schedule, **unless subject to a litigation hold in accordance with The Office of General Counsel and/or any administrative, local, state or federal regulations.**

### *Disposal of Records*

Methods of disposal of the final disposition of records are as follows:

Archival Retention – Physical paper records held in archive storage are shredded.

Electronic Retention - Delete – For use with electronic records. When electronic records have met their retention period, they will be deleted.

The Office of Records Management has the right to request destruction of any documents turned in to our office that have met their retention destruction date.



## **Understanding the Records Retention Schedule**

When referencing the Records Retention Chart. You will notice several columns. Here you will find the reference key for each column:

**Description:** Describes the record category or document type

**Retention Period:** This column list the minimum amount of years that the record/s should be held at your office or school. There may be times that your office or office Administrator decides to hold the records at your location longer and that is acceptable. However decision cannot be made to destroy records prior to the date of retention. In addition to holding the records and documents at your location. Often times you will need to hold your records for the full current School District of Philadelphia fiscal year and then hold them additional years. You will notice a designator of fiscal year and (+) the number of years in addition to the fiscal year that your location will need to retain the records and documents. In addition to the retention at your location. You may also need to prepare and archive the records. Please also refer to the “Notes” column for any additional retention requirement.

The School District of  
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**RETENTION SCHEDULE**

Description	Retention Period	Notes:
<b>ACCOUNTING RECORDS</b>		
Accounts Payable	Fiscal Year + 07 Years	Can be stored in archive after 2 years in office
Accounting Services	Fiscal Year + 07 Years	Can be stored in archive after 2 years in office
<b>ADMINISTRATION - BOARD RECORDS</b>		
*Board Minutes	Permanent	Records to be held permanently - Can be stored in archive
Board Annual Auditor's Reports	Permanent	Records to be held permanently - Can be stored in archive
Board Policy & Procedures	Permanent	Records to be held permanently - Can be stored in archive
Board Annual Financial Reports	Permanent	Records to be held permanently - Can be stored in archive
**Oath of Office (Signed by Board Member)	Term of Office	Term of Office
School Safety & Security Annual Board Report	Permanent	Records to be held permanently - Can be stored in archive
Communications	Fiscal Year + 05 Years	Records can be held in office for the full retention

\*SC 518 requires permanent retention of the "minute book" of each district.

\*\* SC 321 requires members to subscribe (in writing) to the oath of office.

<b>AUDITING</b>		
**Auditing Reports	Permanent	Can be stored in archive after 2 years in office
Inspector General	Fiscal Year + 10 Years	Can be stored in archive after 2 years in office

\*\*SC 518 requires permanent retention of annual auditor's reports and annual financial reports. SC 518 also requires districts to maintain all other financial records for at least 6 years.

<b>CHIEF OF SCHOOLS</b>		
Academic Support	Fiscal Year + 05 Years	Records can be held in office for the full retention
Bullying	Fiscal Year + 07 Years	Can be stored in archive after 4 years in office
Curriculum Instruction & Assessment	Fiscal Year + 05 Years	Records can be held in office for the full retention
Climate & Safety	Fiscal Year + 07 Years	Can be stored in archive after 4 years in office
Early Childhood - Office	Fiscal Year + 05 Years	Records can be held in office for the full retention
Office of Academics (General Office)	Fiscal Year + 05 Years	Records can be held in office for the full retention
Reports of Child Abuse of Any Kind	Fiscal Year + 10 Years	Can be stored in archive after 4 years in office

<b>Complaints/Challenges</b>		
**Made by District Employees	7 Years	7 Years after final resolution
Regarding District Employees	7 Years	7 Years after final resolution
Regarding Instructional Materials or District Programs	7 Years	7 Years after final resolution

\*\*29 CFR Sec. 1602.14 and 1627.3(b)(3) require retention of relevant records until final disposition.

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**RETENTION SCHEDULE**

Description	Retention Period	Notes:
<b>EMPLOYEE RECORDS</b>		
Change(s) in Status (Promotion/Demotion/Transfer/Furlough/Recall)	99 years	99 years after employment ends
Child Abuse Clearance Statement	99 Years	99 years after employment ends
Child Abuse Recognition & Reporting Training	99 Years	99 years after employment ends
Employee Folder	99 Years	99 years after employment ends
Workers Compensation	7 Years After Claim Closed	7 Years after Claim Closed
<b>ENVIRONMENTAL</b>		
Asbestos Abatement Records	30 Years	Held 30 Years from date of abatement work completion
Clean Air Reports	30 Years	Can be stored in archive after 4 years in office
Clean Water Documentation	30 Years	Can be stored in archive after 4 years in office
Exposure to Toxic Substance	30 Years	30 years From date of identified exposure
Hazardous Materials Monitoring Records	30 Years	Can be stored in archive after 4 years in office
<b>FACILITIES</b>		
Building Maintenance Records	Fiscal Year + 07 Years	Can be stored in archive after 4 years in office
Capital Programs	Fiscal Year + 07 Years	Can be stored in archive after 4 years in office
*****Construction Contracts	12 Years after	
Drill Records - Fire, School Ssecurity	Fiscal Year + 07 Years	Can be stored in archive after 4 years in office
Facilities Finance Records	Fiscal Year + 07 Years	Can be stored in archive after 4 years in office
Facilities Use Records	Fiscal Year + 07 Years	Can be stored in archive after 4 years in office
Facilities Building Surveillance Recordings	Fiscal Year + 07 Years	Records can be held in office for the full retention
**Food Services	Fiscal Year + 06 Years	Can be stored in archive after 3 years in office
***Free & Reduced Lunch Program Records	Fiscal Year + 03 Years	Records can be held in office for the full retention
****Free & Reduced Lunch Participation Applications	Fiscan Year + 10 Years	Can be stored in archive after 4 years in office
Pest Control Treatment Documentation	Fiscal Year + 05 Years	Records can be held in office for the full retention
Printing Services	Fiscal Year + 05 Years	Records can be held in office for the full retention
**SC 1337(e) requires food service records to be maintained not in excess of 5 years; however, compliance with PA Dept. of Education, Division of Federal Programs monitoring under the Uniform Grant Guidance requires records to be maintained for 6 years, so retention period was updated to reflect federal monitoring requirements.		
***CFR Sec. 210.9 requires free and reduced lunch accounts and records to be maintained for a minimum of 3 years. If a federal audit is being conducted, records must be kept until the audit is completed.		
****47 CFR Sec. 54.516 requires a school district who uses free/reduced-price meal applications as the basis for their federal Universal Service funding under the E-Rate program to retain these applications for 10 years.		
*****47 CFR Sec. 54.516 requires school districts who receive federal Universal Service funding through the E-Rate program to retain asset and inventory records of equipment purchased as part of Category 2 services for 10 years after purchase.		

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**RETENTION SCHEDULE**

Description	Retention Period	Notes:
<b>**FINANCE</b>		
Budget & Finance Records	Fiscal Year + 07 Years	Can be stored in archive after 4 years in office
Capital Programs	Fiscal Year + 07 Years	Fiscal year + 07 years at completion of project
Chief Finance Office	Fiscal Year + 07 Years	Can be stored in archive after 4 years in office
Facilities Finance	Fiscal Year + 07 Years	Can be stored in archive after 4 years in office
Office of the Comptroller	Fiscal Year + 07 Years	Can be stored in archive after 4 years in office
Special Finance	Fiscal Year + 07 Years	Can be stored in archive after 4 years in office
Petty Cash - Schools & Offices	Fiscal Year + 07 Years	Can be stored in archive after 4 years in office
**SC 518 requires permanent retention of annual auditor's reports and annual financial reports. SC 518 also requires districts to maintain all other financial records for at least 6 years.		
<b>GRANTS &amp; COMPLIANCE</b>		
Grants & Compliance - General	Fiscal Year + 07 Years	Can be stored in archive after 4 years in office
Title I, II, IID, III, IV and V	Fiscal Year + 07 Years	Can be stored in archive after 4 years in office
Title IX- Employee Related	Fiscal Year + 07 Years	Fiscal Year + 07 years from date of resolution/dismissal
**Title IX- Student Related	99 Years	99 years from date of incident
** 34 CFR Sec. 106.45(10) includes specific recordkeeping requirements for handling formal complaints of Title IX sexual harassment, which requires maintenance of records for at least 7 years. In cases where a student is a party as either a complainant or respondent, recommend maintaining for 40 years following student's graduation based on PA statutes governing civil action that may be taken by a student.		
<b>HUMAN RESOURCES</b>		
**Human Resources - Benefits	Fiscal Year + 07 Years	Can be stored in archive after 4 years in office
Human Resources - Class & Compensation	Fiscal Year + 07 Years	Can be stored in archive after 4 years in office
Human Resources - General	Fiscal Year + 07 Years	Can be stored in archive after 4 years in office
Human Resources - Retirement - After Death	Fiscal Year + 07 Years	Can be stored in archive after 4 years in office
**29 CFR Sec. 1627.3(b)(2) requires employers to keep "benefit plans" for the term of the plan plus at least 1 year after termination.		
<b>INFORMATION TECHNOLOGY</b>		
Information Technology - General	Fiscal Year + 5 Years	Records can be held in office for the full retention
Information Technology - Student Records	99 Years	Records to be maintained and accessible to Records Management 99 yrs.
*Inventory Transfer/Disposal Records	6 Years after transfer/disposition, 10 for any equipment purchased with Category 2 E-rate funds	6 Years after transfer/disposition, 10 for any equipment purchased with Category 2 E-rate funds
47 CFR Sec. 54.516 requires school districts who receive federal Universal Service funding through the E-Rate program to retain asset and inventory records of equipment purchased as part of Category 2 services for 10 years after purchase.		
<b>LABOR</b>		
Bargaining Agreements	15 Years	Records to be held 15yrs after expiration
Grievances	99 Years	99 years after employment ends
Labor Negotiations	15 Years	Records to be held 15yrs after expiration

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**RETENTION SCHEDULE**

Description	Retention Period	Notes:
<b>LEGAL</b>		
Accident Reports	Fiscal Year + 10 Years	Can be stored in archive after 4 years in office
Incident Follow-up Reports	Fiscal Year + 10 Years	Can be stored in archive after 4 years in office
Inspector General	Fiscal Year + 10 Years	Can be stored in archive after 4 years in office
Law Enforcement Actions	Fiscal Year + 10 Years	Can be stored in archive after 4 years in office
Office of General Counsel	Fiscal Year + 10 Years	Can be stored in archive after 4 years in office
Property Damage Reports	Fiscal Year + 10 Years	Can be stored in archive after 4 years in office
Reports of Suspected child Abuse of any kind	Fiscal Year + 10 Years	Can be stored in archive after 4 years in office
<b>Medical</b>		
Medical Records Information (Employee Leave, Accommodations)	6 years after employment ends	6 years after employment ends
**Medical Records /Information (Employee)	30 years after employment ends	30 years after employment ends
***Medical Records/Information (Employee Exposure to Toxic/Harmful Substances)	30 years after employment ends	30 years after employment ends
****Pre-Employment Medical Examination	6 years after employment ends	6 years after employment ends*****
<p>**29 CFR Sec. 1627.3 (b)(1)(v) requires the results of any physical examination to be kept for at least 1 year from the date of the personnel action to which the records relate when the exam results are considered in connection with any personnel action. If an enforcement action is under way, the required records shall be maintained until final disposition. 29 CFR Sec. 1910.1020(d)(1)(i) requires the retention of "employee medical records" for at least the duration of employment plus 30 years.</p>		
<p>***29 CFR Sec. 1910.1020(d)(1)(i) requires the retention of "employee medical records" for at least the duration of employment plus 30 years. 29 CFR Sec. 1910.1020(d)(1)(ii) requires the retention of "employee exposure records" for at least 30 years. Terms are defined in 29 CFR Sec. 1910.1020(c)(5), (6). See 29 CFR Sec. 1910.1020(b) for applicability.</p>		
<p>****42 U.S.C. Sec. 12112(d)(3)(B), 29 CFR Sec. 1630.14(c)(1) requires that this information be collected on separate forms, kept in separate files and be treated as confidential medical records.</p>		
<p>*****29 CFR Sec. 1627.3 (b)(1)(v) requires the results of any physical examination to be kept for at least 1 year from the date of the personnel action to which the records relate when the exam results are considered in connection with any personnel action. If an enforcement action is under way, the required records shall be maintained until final disposition.</p>		

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**RETENTION SCHEDULE**

Description	Retention Period	Notes:
<b>**PAYROLL</b>		
Garnishments	7 Years	after superseded OR employment ends
Deduction Authorizations	7 Years	Can be stored in archive after 4 years in office
Direct Deposit Forms	7 Years	Can be stored in archive after 4 years in office
***Employee Earnings Statements (Pay Stubs)	7 Years	Can be stored in archive after 4 years in office
***Time Cards/Sheets	7 Years	Can be stored in archive after 4 years in office
****Wage & Tax Statements (W-2 Forms)	7 Years	Can be stored in archive after 4 years in office
Withholding Allowance Certificates (W-4 Forms)	7 Years	***** after superseded OR employment ends
**29 CFR Sec. 516.5, 516.6, 1620.32 and 1627.3(a) require retention of specified payroll records/information for at least 1-3 years. SC 518 requires retention of financial records for at least 6 years.		
***29 CFR Sec. 516.6(c)(1) requires retention of records of additions to or deductions from wages paid for at least 2 years.		
****29 CFR Sec. 516.6(a)(1) requires retention of time cards/sheet for at least 2 years when used to determine pay period earnings or wages.		
*****26 CFR 31.6001.1(e)(2) requires the retention of tax records for at least 4 years after the due date of the tax for the return period that the records relate to, or the date the tax is paid, whichever is later.		
*****CFR 31.6001.1(e)(2) requires the retention of tax records for at least 4 years after the due date of the tax for the return period that the records relate to, or the date the tax is paid, whichever is later.		
<b>PROCUREMENT</b>		
Advertisements	Fiscal Year + 07 Years	Can be stored in archive after 4 years in office
Bid Documents (Accepted)	Fiscal Year + 07 Years	Can be stored in archive after 4 years in office
Bid Documents (Declined)	Fiscal Year + 07 Years	Can be stored in archive after 4 years in office
Executed Contracts	Fiscal Year + 07 Years	Can be stored in archive after 4 years in office
Financial Information of Bidders	Fiscal Year + 07 Years	Can be stored in archive after 4 years in office
^Price quotes/Small Purchase Documentation	Fiscal Year + 07 Years	Can be stored in archive after 4 years in office
SC 751 and 807.1 require the retention of written price quotations and written records of telephonic price quotations for 3 years; for federal purchasing under Uniform Guidance, PA Dept. of Education, Division of Federal Programs monitoring requires 6 years.		
<b>REAL ESTATE</b>		
Building Blue Prints	Permanent	Records to be held permanently - Can be stored in archive
Deeds & Property Leases	Permanent	Records to be held permanently - Can be stored in archive
District Boundaries/Attendance Areas	Permanent	Can be stored in archive 1 year after change to boundary or area
Leases (Real Estate)	Permanent	Records to be held permanently - Can be stored in archive
Real Property Purchase or Sale	Permanent	Records to be held permanently - Can be stored in archive
<b>SAFETY</b>		
Accident Reports	Fiscal Year + 10 Years	Can be stored in archive after 4 years in office
Incident Follow-up Reports	Fiscal Year + 10 Years	Can be stored in archive after 4 years in office
Law Enforcement Actions	Fiscal Year + 10 Years	Can be stored in archive after 4 years in office
Property Damage Reports	Fiscal Year + 10 Years	Can be stored in archive after 4 years in office
Reports of Suspected child Abuse of any kind	Fiscal Year + 10 Years	Can be stored in archive after 4 years in office
School Safety & Security Annual Board Report	Permanent	Records to be held permanently - Can be stored in archive
Visitor Logs	Fiscal Year + 05 Years	Records held at office or school Fiscal year + 5 Years



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**RETENTION SCHEDULE**

Description	Retention Period	Notes:
<b>STUDENT RECORDS</b>		
Athletics	Fiscal Year + 07 Years	Can be stored in archive after 4 years in office
Attendance & Truancy	99 years	Can be stored after the Fiscal year + 01 Year
Blue Cards	99 Years	Can be archived immediately
Charter School Student file- General	99 Years	When provided upon closure of the Charter School
Charter School Student file- Special Education	99 Years	When provided upon closure of the Charter School
Charter School Student file- Health File	99 Years	When provided upon closure of the Charter School
Discipline - Elementary & Middle Schools	99 years	Archived once withdrawn student reaches 21 Years of age.
Discipline - High Schools	99 Years	Archived after FY + 01 Year in School after withdrawal or graduation
*Medical Records/Information - Student	99 Years	Archived after FY + 01 Year in School after withdrawal or graduation
Pupil Pockets - Elementary & Middle Schools	99 Years	Archived once withdrawn student reaches 21 Years of age.
Pupil Pockets - High Schools	99 Years	Archived after FY + 01 Year in School after withdrawal or graduation
Special Education - Elementary & Middle Schools	99 Years	Archived once withdrawn student reaches 21 Years of age.
Special Education - High Schools	99 Years	Archived after FY + 01 Year in School after withdrawal or graduation

\*SC 1409 requires that all student health records be confidential and not destroyed for at least 2 years after the student is no longer enrolled. The school may surrender the health records to the parent/guardian if the student will not be enrolling in another school in Pennsylvania. 28 PA Code Sec. 23.55 requires the student's health records be maintained in the school building that the student attends.

**\*TRANSPORTATION**

Accidental/Incident Reports	Fiscal Year + 10 Years	Can be stored in archive after 4 years in office
Bus Routes	Fiscal Year + 07 Years	Can be stored in archive after 2 years in office
**Claims for Reimbursement	Fiscal Year + 06 Years	Can be stored in archive after 4 years in office
Drill Records - Bus Evacuation	Fiscal Year + 06 Years	Can be stored in archive after 4 years in office
Ridership Lists	Fiscal Year + 07 Years	Can be stored in archive after 2 years in office
Leases (Vehicle)	Fiscal Year + 07 Years	Can be stored in archive after 2 years in office
Transpasses	Fiscal Year + 07 Years	Can be stored in archive after 2 years in office

\*22 Pa. Code Sec. 23.4 lists records required to be kept by local Boards.

\*\* 22 Pa. Code Sec. 23.32.

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Description	Retention Period	Notes:
<b>*TRANSPORTATION - ALCOHOL/DRUG TESTING</b>		
Negative or Below Limit Test Results	1 Year	1 Year
Positive or Above Limit Test Results	5 Years	Records held in office
**Records of Easch Query of Drug & Alcohol Clearinghouse	3 Years	Records held in office
Records Related to collection process	2 Years	Records held in office
Records Related to education & training	2 Years After Employment ends	Held 2 years after employment ends
Records related to evaluation & referrals	5 Yars	Records held in office
Refusal to take required test	5 Years	Records held in office
*49 CFR 382.401 lists applicable retention periods. 49 CFR 382.405 puts limits on release of records.		
**49 CFR Sec. 382.701 requires employers to retain for 3 years a record of each query and all information received in response to each query made in the federal Commercial Driver's License Drug and Alcohol Clearinghouse. As of January 6, 2023, an employer who maintains a valid registration in the Clearinghouse fulfills this requirement.		