Purpose

The purpose of this policy is to establish the rules governing record retention of financial records for the Cumberland School Department.

The Cumberland School Department has adopted the management of financial records by the laws established by the State of Rhode Island that were developed by the Rhode Island Local Government Records Program of the State Archives in order to assist local government officials in this very important aspect of government.

This schedule consists of separate sets of records that outline the function, a description of that record and a retention period that the record(s) should be retained by the district. There is also a description at the end of the policy that describes the proper way to destroy records once no longer required.

Audit and Accounting Records:

Accounts Payable Records – These records document all monies expended. They include, but are not limited to payroll, travel, insurance pensions and all vender payments.
Retention Period – six (6) Years after Audit

Accounts Receivable Records – These records document all monies received. They include, but are not limited to state aide, general fund revenues, Medicaid, as well as other federal revenues.
Retention Period – six (6) Years after Audit

Ledgers – Accounting records and general ledgers that may include account descriptions, debits, credits, encumbrances, trial balances, and final trial balances.
Retention Period – Year end reports (6 years), monthly ledgers (1 year), journals (6 years)

Vouchers and Invoices – Records that facilitate payments that may include attached purchase orders, packing slips, employee use of district credit card, employee travel expense records and reimbursement vouchers and any other supporting documentation that provides reasons for the expense.
Retention Period – six (6) Years after Audit

Receipts – Receipts for money received or payments made. May include refunds and credits. Also may be partially duplicated in other record series and be included in daily cash reports, register tapes or copies of bank deposit slips.
Retention Period – one (1) Year after Audit

Fundraising Records – Accounting records of various fundraising activities. Includes both accounts payable and receivable.
Retention Period – six (6) Years after Audit

Statements of Operations – Monthly reports of revenue and expenditures including balance sheets, vendor information, variances and totals.
Retention Period – three (3) Years after Audit

Audit Records and Financial Reports – Records that document both annual and special audits. May include supporting documentation such as work papers, correspondence and reports
Retention Period six (6) years for work-papers and supporting documentation
Retention Period – Permanent for annual and special audits, including executive correspondence

Budget Records & Reports:

Budget – Annual proposed budget and approved budget
Retention Period – Permanently

Budget Work Papers – Work papers including departmental request submitted.
Retention Period – two (2) years

Monthly Reports to Superintendent School Committee and Town Officials – Monthly reports by the School Business Manager to chief executive office, Town Council and School Committee certifying the status of the school budget.
Retention Period – three (3) years after Audit

Quarterly Reports to State of RI – Quarterly reports submitted to the Town Finance Director for submission to the Office of Municipal Affairs.
Retention Period – three (3) years after Audit

Purchasing Records –

Bids – Records that document the bid process for the purchase of services, supplies, or capital items or improvements. May include bid request, resumes, specifications, proposals, cost quotes, product information, correspondence, public notice to bid copies of requisitions and purchase orders, or similar documents.
Retention Period – ten (10) years for successful bidder, three (3) years for unsuccessful bidders

Lease Purchase Agreement Records – Records that document the lease/purchase of equipment. Includes copies of purchase order, equipment master lease, purchase agreement if applicable, rental payment, requisitions, invoices, bill of sale, final acceptance certificates, source of funds and certificate of insurance.
Retention Period – ten (10) years after expiration of lease or purchase

Contracts – Record of winning contract awards. May include bid documents, notice of award, subcontractor lists, copies of bonds if applicable, bid request, specifications, copies of invoices and insurance certificates.
Retention Period – ten (10) years after expiration of contract

Requisitions and Purchase Orders – Records that facilitate the approval of purchase of services, goods, or equipment. May include requests for purchase, bid information, bid waivers, competitive pricing information, and emergency purchase request.
Retention Period – six (6) years after Audit

W-9 Federal identification Number of Vendors – Vendor forms required in purchasing process.
Retention Period – Retain until updated, superseded or obsolete

Vendor Files – On-going files of district's vendors that provide services. May include copies of purchase orders, invoices and packing slips, product brochures and catalogs, and other correspondence.
Retention Period – Retain until updated, superseded, or obsolete

Insurance Records

Insurance Policies – Records of insurance policies (accidental, health, workers compensation, automobile, theft, liability, life, and fidelity and surety).
Retention Period – ten (10) years after Expiration

Insurance Files – The records that document the administration of insurance coverage.
Retention Period – Retain until Updated

Certificates of Insurance – Provides confirmation of Coverage.
Retention Period – Retain until Updated

Insurance Processing Records – Records received from insurance vendors. Includes billing statements, cancelled checks, and copies of claim checks.
Retention Period – six (6) years after Audit

Insurance Billing and Payment Records – Documentation of monthly billing and payments for health and dental coverage. Includes invoices received, subscriber listing records, eligibility forms, termination forms, co-pay deductions and reimbursement registers and payment information.
Retention Period – six (6) years after Audit

Insurance Claims – Case claims that include incident, accident or police reports, copies of certificates of liability insurance, performance bonds, labor and material payment bonds, automotive liability, copies of signed releases, copies of summonses, attorney letters etc.
Retention Period – seven (7) years after settlement
Denied claims three (3) years after date of decision

Payroll Records:

Payroll Records – Records that document wages/salaries paid, deductions for pension, health insurance, disability insurance, union dues, taxes paid etc. Records include bi-weekly as well as yearly payroll register.
Retention Period – Bi-weekly Payroll six (6) years, Employees Earnings five (5) years, Yearly Payroll Register seventy-five (75) years.

Payroll Accounting Records – Records relating to the account that funds the payroll. Includes summary sheets, list of outstanding checks, bank statements, register receipts, stop payments request, voided check report, check register, direct deposit register, deduction report and other worksheets.
Retention Period – six (6) years after Audit

Rate and Time Records – Records that record time worked, hourly rate or salary, overtime hours, leave time or adjustments to wages. Includes time sheets and sign in sheets or logs.
Retention Period – four (4) years after posting

Request for Leave – Records that document request for leave. These request include vacation, FMLA, professional development, personal, holiday, or jury duty.
Retention Period – four (4) years

Sick Leave Records – Records that document sick leave. Includes sick/injury, family sick and bereavement.
Retention Period – four (4) years

Wage and Tax Statements – Employer copy of wage and tax statements or information returns including W-2, W-3, 1095C, affidavits, writs of attachment and summaries of payments, 1099, 1099R, 940, 941 and 943 forms.
Retention Period – four (4) years after the due date of each tax or the date tax is paid, whichever is later

Direct Deposit Authorization Agreements – Signed agreement of the employee indicating consent for direct deposit of wages. Includes SSN, type of account, account numbers, amount to be deposited and required bank information.
Retention Period – Until Updated or Obsolete

Wage and Rate Tables – Records that provide rates in computing earnings, wages, salary or overtime computations.
Retention Period – two (2) years from last effective date

Garnishments – Records that document requests and court orders received for purposes of withholding wages for payments of support, debt, tax levies, and other reasons. Records include court orders, wage records, correspondence, releases, affidavits, writs of attachment, summaries of payments etc.
Retention Period – six (6) years after release, resolution or end of garnishment

Bond Records:

Surety Bonds – Surety bonds filed to insure completion of projects. May include escrow agreements.
Retention Period – six (6) years after expiration

Performance Bonds – Performance Bonds filed by vendors, includes certificate of insurance.
Retention Period – seven (7) years after termination of contract

Banking Records – All records and statements of bank accounts. Includes registers, reconciliations, check stubs, deposit slips, cancelled and voided checks (if applicable), electronic wire transfers.
Retention Period – six (6) years after Audit

Fixed Asset Reports – Records documenting the fixed assets of the district for accounting purposes. Includes physical inventory reports, as well as acquisition and disposition reports.
Retention Period – Physical Inventory records until obsolete or superseded, Acquisition and disposition records three (3) years after disposition

Grant Files – Records relating to the development of grant proposals to state or federal agencies and the administration of awards and programs. Records may include, but are not limited to, applications and agreements, studies, notices, technical specification, drawings, plans, bid and contract records, accounting, banking, purchasing, and payroll records, bonds, monitoring and performance reports expenditure reports and correspondence.

Grant Application & Amendments, Final Performance, Disposition and Expenditure Reports
Retention Period – Permanent

Financial and Programmatic Records, Performance Reports, and Other pertinent Records
Retention Period -ten (10) years from submission of close out and final expenditure report or submission of annual financial reports for grants renewed annually.

Equipment Records – Retain ten (10) years from date of disposition, replacement or transfer.

Grant Reports – internally generated reports not covered in other series, including reports to other agencies.

Weekly Reports - one (1) year
Monthly or quarterly - three (3) years
Annual and Special Reports Permanent

Certification of Record Destruction – Certification of record destruction forms signed by authorized official. Proper procedures for the destruction of public records must be adhered to. Records that are eligible for destruction can only be legally destroyed with an approved "Certificate of Destruction" form that is sent to the State Archivist for approval and then returned.
Retention Period – Permanent

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