

Wissahickon School
District
Ambler, Pennsylvania 19002

SECTION: FINANCE
TITLE: **NON-STUDENT RECORD
RETENTION**

FIRST READING: January 8, 2001
SECOND READING: February 12, 2001
ADOPTED: February 12, 2001
REVISED:

Certain District records need to be maintained on a permanent basis while others may be discarded after a stated period of time. Permanent records will be permanently bound, maintained in their original format, or stored as an electronic or filmed medium.

Section 433 of the School Code, assigns the responsibility for custody of school records and papers to the Board Secretary.

Section 518 of the School Code, requires that every board of school directors retain, as a permanent record, the minute book, each annual auditor's report, and each annual financial report. All other financial records of the district shall be retained for a period of not less than six years.

Permanent Records

The District shall maintain on a permanent basis the following records:

1. Official School Board minutes
2. Annual auditor's report
3. Annual financial report

Other Records

All other records shall be maintained in their original format, or stored as an electronic or filmed medium. Any records required to be retained for a longer period by law or regulation will be maintained for the required period of time. Records will be destroyed after the required retention time limitation.