



CHALLENGE

The CNMI PSS Policy Rules and Regulations does not specify how long student records should be retained.

- Schools and Central Offices have different retention periods for student records
- Student records may not be retained for the required period of time
- Potential loss of student records when disposed prematurely



SOLUTION

A consolidated Records Retention Procedure Manual for Physical & Digital Records has been developed with these features:

- Detailed listing of Records for Schools and Central Offices
- Timeline for Retention of Physical Records
- Timeline for Retention of Digital Records



OUTCOME

Schools and Central Offices will have a consistent and uniform retention period for student, staff and administrative records based on the consolidated Retention Procedure Manual

Student, Staff and Administrative Records will have to be retained for the required period of time to reduce the risk of premature destruction.

CALL TO ACTION:

Review and approve the copy of the manual or go to Google Shared Drive: [Educational and Office Record Retention Manual](#)

Records Management Procedures

Appendix I: DESCRIPTION OF RECORDS

STUDENT ACADEMIC RECORDS

Record Title	Record Description	CDI #12 RETENTION OF RECORDS (Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)
ACADEMIC RECORDS	Cumulative record of achievement in grades Pre-K through 12th grade	PERMANENT *Documents stored on Infinite Campus GradeBook	PERMANENT *Data stored on Infinite Campus GradeBook
BIRTH DATE DOCUMENTATION	Copies of birth certificates, church records, bible records, passport or immigration records, or other documents used to establish a date of birth.	PERMANENT *Documents stored on Infinite Campus	PERMANENT *Data stored on Infinite Campus
CUSTODY	Copies of court instruments relating	PERMANENT	PERMANENT

Records Retention Schedule

The schedule in Appendix 1 provides minimum retention periods for records commonly held by CNMI PSS school and district offices.

Note that federal and/or grant guidelines shall supersede the guidelines on this document to ensure compliance. In the absence of federal and/or grant guidelines, the data retention periods specified in this document shall be followed.

**The Commonwealth of the Northern Mariana Islands
Public School System**

**Educational and Office Record Retention
Manual**



October 2023

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Introduction

The CNMI Public School System is increasingly collecting and maintaining a large amount of data on students, personnel, vendors, and other administrative documents. Student, personnel and office information will need to be managed, protected, retained and disposed after a certain period of time in order to comply with legal or policy requirements that govern record retention. These guidelines are designed to assist the schools and district offices to fulfill their responsibilities to protect and destroy all information when it is no longer needed.

There are a number of statutes and regulations which schools and the district, and its administrators and staff must comply with when dealing with records and when establishing policies and procedures for handling these files.

Purpose

These *procedures* are designed to assist officials of the CNMI Public School System schools and programs to retain their records and information. It is hoped that the *Guidelines* will assist in the formulation of a records management policy for each school level/district, including records retention and disposition schedule.

The implementation of modern records management will help to make school and district levels more efficient and better able to discharge their responsibilities in this regard.

Specifically, the *Procedures* have been prepared to:

- establish retention periods of legal, administrative and financial requirements, recognizing that a school or district program may wish to keep certain records for a longer period of time;
- ensure that records of permanent value are identified and moved into an archival environment, when their office retention period is finished;
- encourage the systematic and controlled destruction of records after expiry of retention periods.

Records Management Responsibility

The school and district office management will identify a staff at their respective office who should be responsible for the implementation of the educational and office records retention procedures. The assigned staff will be responsible for ensuring that the procedures are followed by all staff of the school and district office.

Records Retention Schedule

The schedule in Appendix 1 provides minimum retention periods for records commonly held by CNMI PSS school and district offices.

Note that federal and/or grant guidelines shall supersede the guidelines on this document to ensure compliance. In the absence of federal and/or grant guidelines, the data retention periods specified in this document shall be followed.

Records should be stored in a clean, dry place with adequate security for the type of information they contain. Records should not be put in areas where they might be subject to water damage, mold or infestation.

Records should **never** be destroyed sooner than recommended in the schedule in Appendix 1 because the school or district office may require this information for administrative, financial or legal purposes.

Records Management Procedures

Appendix I: DESCRIPTION OF RECORDS

STUDENT ACADEMIC RECORDS

Record Title	Record Description	CDI #12 RETENTION OF RECORDS (Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)
ACADEMIC RECORDS	Cumulative record of achievement in grades Pre-K through 12th grade	PERMANENT *Documents stored on Infinite Campus GradeBook	PERMANENT *Data stored on Infinite Campus GradeBook
BIRTH DATE DOCUMENTATION	Copies of birth certificates, church records, bible records, passport or immigration records, or other documents used to establish a date of birth.	PERMANENT *Documents stored on Infinite Campus	PERMANENT *Data stored on Infinite Campus
CUSTODY DOCUMENTS	Copies of court instruments relating to adoption, guardianship, or custody.	PERMANENT *Documents stored on Infinite Campus	PERMANENT *Data stored on Infinite Campus
ENROLLMENT OR REGISTRATION FORMS	Enrollment or registration forms used to enroll or register students.	PERMANENT *Documents stored on Infinite Campus	PERMANENT *Data stored on Infinite Campus
HOME LANGUAGE SURVEYS	Survey administered to each student to establish the student's language classification for determining whether the school district is required to provide bilingual education or English as a second language program.	One (1) year after digitizing the record	PERMANENT *Data stored on Infinite Campus
MENTAL HEALTH UNIVERSAL SCREENER	Survey administered to each student to connect parents with mental health resources and services	PERMANENT *Documents stored on Infinite Campus	PERMANENT *Data stored on Infinite Campus
TEST AND ACADEMIC MEASUREMENT REPORTS AND ACCOMMODATIONS RECORDS	Reports of results of MSAA, Alternate Assessment Portfolio, STAR, WIDA, and other standardized state and national achievement, mental abilities, and aptitude tests reported by score, percentile rank, etc.	One (1) year after digitizing the record	PERMANENT *Data stored on Infinite Campus
TRANSCRIPTS/DIPLOMA	Transcript-Enrollment Diploma-graduate	PERMANENT *Documents stored on Infinite Campus	PERMANENT *Data stored on Infinite Campus

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT RECORDS

Record Title	Record Description	CDI #12 RETENTION OF RECORDS(Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)
RECORD AMENDMENT REQUESTS AND RELATED DOCUMENTATION	Requests from parents or eligible students to amend student records, notices by the district of denial or consent to amendments, requests for hearings on denied requests, hearing notices, and written decisions by hearing examiners.	PERMANENT *Documents stored on Infinite Campus	PERMANENT *Data stored on Infinite Campus

RECORDS OF SPECIAL POPULATIONS AND SERVICES

Record Title	Record Description	CDI #12 RETENTION OF RECORDS(Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)
EARLY INTERVENTION ENROLLMENT LISTS AND ROSTERS	Database records: student demographics Individualized Family Service Plan (IFSP) (Name, DOB, Disability, race and ethnicity, age, related services; assessment; evaluation dates, IFSP date, etc.)	303.416 Destruction of information. (a) The participating agency must inform parents when personally identifiable information collected, maintained, or used under this part is no longer needed to provide services to the child under Part C of the Act, the GEPA provisions in 20 U.S.C. 1232f, EDGAR, 34 CFR part 76, and 2 CFR part 200, as adopted in 2 CFR part 3474. (b)Subject to paragraph (a) of this section, the information must be destroyed at the request of the parents. However, a permanent record of a child’s name, date of birth, parent contact information (including address and phone number), names of service coordinator(s) and EIS provider(s), and exit data (including year and age upon exit, and any programs entered into upon exiting) may be maintained without time limitation. Annually	PERMANENT
EARLY INTERVENTION STUDENT RECORDS	Records of each student referred to or receiving early intervention services (referrals ,IFSP physician reports, assessments, and related service evaluation reports; evaluation and eligibility forms; parental consent; meeting notices; medical records; records access; and other records of services required under federal and state regulation.	Date of withdrawal + Two (2) years.	PERMANENT
SPECIAL EDUCATION PROGRAM ENROLLMENT LISTS AND ROSTERS	Database records: student demographics (name, DOB, Disability, race and ethnicity, age, grade); related services; extended year program; 1:1 teacher aide; assessment; evaluation dates, IEP dates, etc.)	Annually	PERMANENT
SPECIAL EDUCATION STUDENT RECORDS	Records of each student referred to or receiving special education services, including child study team reports, referral, assessment, and related service evaluation reports; evaluation and eligibility forms; admission; individual educational plans (IEP); parental consent forms for testing and placement;meeting notices; medical records; records access; and other records of services required under federal and state regulation.	Upon 25th birthday IDEA§300.624(a) Destruction of Information (a) The public agency must inform parents when personally identifiable information collected, maintained, or used under this part is no longer needed to provide educational services to the child. (b) The information must be destroyed at the request of the parents.	PERMANENT
ENGLISH LANGUAGE LEARNERS STUDENT RECORDS	Records of each student referred to or receiving English language learning (ELL) services	PERMANENT *Documents stored on Infinite Campus	PERMANENT *Data stored on Infinite Campus
ENGLISH LANGUAGE LEARNERS STUDENT RECORDS	Records of each student referred to or receiving Title I services	PERMANENT *Documents stored on Infinite Campus	PERMANENT *Data stored on Infinite Campus

ATTENDANCE RECORDS

Record Title	Record Description	CDI #12 RETENTION OF RECORDS(Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)
ATTENDANCE REPORTS & DOCUMENTS	Copies of attendance and enrollment reports including term and period reports submitted for the purposes of compiling state-mandated reports.	PERMANENT *Documents stored on Infinite Campus	PERMANENT *Data stored on Infinite Campus
TRANSFER, APPLICATIONS FOR, AND ASSOCIATED REPORTS	Documentation concerning the transfer and enrollment of students in districts other than those in which they are a resident.	PERMANENT *Documents stored on Infinite Campus	PERMANENT *Data stored on Infinite Campus

STUDENT HEALTH RECORDS

Record Title	Record Description	CDI #12 RETENTION OF RECORDS(Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)
ACCIDENT REPORTS	Reports of accidents to students are held under the health records.	PERMANENT *Documents stored on Infinite Campus	PERMANENT *Data stored on Infinite Campus
CUMULATIVE HEALTH RECORD	Health and medical records of students (including but not limited to vision screening, hearing screening, lice check screening, medication logs, treatment logs, etc.)	PERMANENT *Documents stored on Infinite Campus	PERMANENT *Data stored on Infinite Campus
IMMUNIZATION RECORDS	Annual Immunization record	PERMANENT *Documents stored on Infinite Campus	PERMANENT *Data stored on Infinite Campus

INSTRUCTION AND GRADE REPORTING RECORDS

Record Title	Record Description	CDI #12 RETENTION OF RECORDS(Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)
GRADE BOOKS (Teacher Plus)	Instructor's records documenting individual grades earned by a student and any corresponding average(s) of individual grades used to make entries in the academic achievement or cumulative record.	1 year after entry of grades in the academic achievement or cumulative record. PERMANENT *Documents stored on Infinite Campus	PERMANENT *Data stored on Infinite Campus
REPORT CARDS	Copies of report cards or grade reports or a comparable record evidencing the grades that have been reported for a student to the student's parents.	PERMANENT *Documents stored on Infinite Campus GradeBook	PERMANENT *Data stored on Infinite Campus GradeBook
CLASS/SESSION ON VIDEO RECORDINGS (BLACKBOARD, ETC)	Class session recordings	No physical copies retained	Two (2) years

DISCIPLINE AND COUNSELING RECORDS

Record Title	Record Description	CDI #12 RETENTION OF RECORDS(Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)
DISCIPLINE RECORDS	Records relating to removal to a Disciplinary Alternative Education Program, suspension, or expulsion.	PERMANENT *Documents stored on Infinite Campus	PERMANENT *Data stored on Infinite Campus
DISCIPLINE RECORDS	Records relating to forms of discipline other than removal to a Disciplinary Alternative Education Program, suspension, or expulsion.	PERMANENT *Documents stored on Infinite Campus	PERMANENT *Data stored on Infinite Campus
STUDENT GUIDANCE AND COUNSELING FILES	Individual student counseling files maintained by school counselors, including parental conference reports.	PERMANENT *Documents stored on Infinite Campus	PERMANENT *Data stored on Infinite Campus
LAW ENFORCEMENT NOTIFICATIONS	Notification from a law enforcement agency of the arrest of a student enrolled in a public primary or secondary school in accordance with Code of Criminal Procedure, art. 15.27.	PERMANENT *Documents stored on Infinite Campus	PERMANENT *Data stored on Infinite Campus

ADULT AND VOCATIONAL EDUCATION RECORDS

Record Title	Record Description	CDI #12 RETENTION OF RECORDS(Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)
CLASS ORGANIZATION REPORTS AND ROSTERS	School level clubs, student organizations (STUCO, YAP, etc.)- Member listing, meeting notices, agenda, meeting minutes, other related documents	One (1) year after digitizing records	PERMANENT
STUDENT RECORDS	Cooperative training plans; applications for participation in work study programs; student rating forms, progress reports, and record cards; individual follow-up records; and similar records of assignments to and the completion by a student of vocational education projects and tasks.	One (1) year after digitizing records	PERMANENT

CHILD NUTRITION PROGRAM RECORDS

Record Title	Record Description	CDI #12 RETENTION OF RECORDS(Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)
FREE OR REDUCED-PRICE MEAL RECORDS	Applications from parents for free or reduced-price breakfasts or lunches, and rosters or lists of eligible students.	Five (5) years	PERMANENT
Household Free Meal Applications	To determine free meal eligibility	Five (5) years Because they contain sensitive information, none of these files are NOT stored in the front office as this area also acts as the lobby where we interact with clients. The physical files are stored in the rear areas of the CNP office. Physical files are shredded.	Five (5) years The actual applications are not stored digitally, but select data from them is compiled for reporting purposes. Data destruction takes place each summer. The shared drive is backed up monthly. Digital files are deleted.
Site monitoring reports	Daily breakfast and lunch site monitoring reports submitted by our compliance monitors	Five (5) years	No digital records retained

Weekly billings and requests for payment	Detailed weekly invoices are submitted by the meals contractors. These invoices, which include daily meal counts, are processed and attached to requests for payment submitted to the PSS finance dept.	No physical records retained	Five (5) years
Purchasing documents (PO & PR)	Records of purchasing documents used to procure goods and services for CNP.	Five (5) years	Five (5) years
Special diets files	Records related to special dietary requirements of individual students.	Records are kept and updated until the students graduate or otherwise stop attending school. Note these files also include students attending non public schools.	Records are kept and updated until the students graduate or otherwise stop attending school. Note these files also include students attending non public schools.
Inventory	Records of physical items purchased with CNP funds	No physical records retained	Inventory is a running record that is updated annually to reflect the purchase of new items and the "survey out" of items damaged or no longer useful to the program
Personnel files	Performance Appraisals, NOPA, Renewals, etc	We keep personnel files indefinitely in the event a former employee requests verification / recommendation	We have no comprehensive digital recordkeeping of personnel files. HRO maintains those files
RFP Documentation	Individualized evaluation sheets for each company submitting proposals to produce and deliver school meals	A minimum of five (5) years	We maintain digital copies of most RFP-related documents indefinitely
School Meals Contractors' audited financial statements	Audited financial statements submitted annually as required for each contractor's renewal	The records are stored as long as the Contractor is employed by PSS	No digital records are retained
Contractor quarterly kitchen evaluations	Records of unannounced kitchen visits by the CNP food and safety officer	The records are stored as long as the Contractor is employed by PSS	Digital copies of the reports are stored on a shared drive located in the rear of the CNP office
Time and Attendance	Timecards, time sheets, attendance logs, and all other documents related to time and attendance	Physical records are submitted to Payroll and not kept in the CNP office	Five (5) years

SCHOOL TRANSPORTATION RECORDS

Record Title	Record Description	CDI #12 RETENTION OF RECORDS(Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)
PUPIL TRANSPORTATION REPORTS	Documentation, maintained in the form of lists of actual bus riders by name and route number, including all associated records providing source information needed to complete ridership sections of state- required pupil transportation reports.	PERMANENT	PERMANENT
SCHOOL BUS SURVEILLANCE VIDEO (no incident)	Bus route pick up and dropoff.	Files stored on DVR	PERMANENT

LIBRARY RECORDS

Record Title	Record Description	CDI #12 RETENTION OF RECORDS(Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)
BORROWER REGISTRATION RECORDS	Records documenting the registration of borrowers.	No physical records retained	PERMANENT
CIRCULATION RECORDS	Records documenting the circulation of library materials to individual borrowers.	No physical records retained	PERMANENT

MISCELLANEOUS RECORDS

Record Title	Record Description	CDI #12 RETENTION OF RECORDS(Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)
PROGRAM APPROVAL APPLICATIONS	After School programs and extracurricular activities	One (1) year after digitizing the record	PERMANENT
PROGRAM APPROVAL APPLICATIONS	Sports and Recreation	One (1) year after digitizing the record	PERMANENT

HUMAN RESOURCE RECORDS

Record Title	Record Description	CDI #12 RETENTION OF RECORDS(Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)
NOTICE OF PERSONNEL ACTION (NOPA)	Summary of Contract	<p>§ 60-30.1-930 Information May Be Provided (a) Upon written waiver by the employee, or upon subpoena by a court of jurisdiction, information may be released regarding the name, past and present position titles, grades, salaries and duty stations. (b) Storage of OPF shall be maintained by the Public School System for at least 30 years, after separation of employees from Public School System. After 30 years these records may be placed in the archival collection of the CNMI if appropriated.</p> <p>§ 60-30.1-915 Disposition of Records Upon the separation of an employee for whatever reason, his Official Personnel Folder shall be closed and removed to storage. Prior to sending the file to storage, all temporary material filed on the left side of the folder shall be removed and either given to the employee or destroyed. Medical records and investigation file material shall be placed in the OPF so that the record is accurate and complete. If an employee is separated but is expected to return to the Public School</p>	<p>§ 60-30.1-930 Information May Be Provided (b) Storage of OPF shall be maintained by the Public School System for at least 30 years, after separation of employee from Public School System. After 30 years these records may be placed in the archival collection of the CNMI if appropriated.</p>
EMPLOYMENT CONTRACT	Detailed Employment Contract	<p>§ 60-30.1-930 (a); § 60-30.1-915</p>	§ 60-30.1-930 (b)
SOCIAL SECURITY #	Record of an individuals Social Security Number (SSN)	<p>§ 60-30.1-930 (a); § 60-30.1-915</p>	§ 60-30.1-930 (b)

MEDICAL CLEARANCE	Record assesses an individual's health status to determine their fitness for position.	§ 60-30.1-930 (a); § 60-30.1-915	§ 60-30.1-930 (b)
POLICE CLEARANCE	Record to verify whether an individual has a criminal record or any pending criminal charges.	§ 60-30.1-930 (a); § 60-30.1-915	§ 60-30.1-930 (b)
PERFORMANCE EVALUATION	Record of an individual's job performance is assessed by their supervisor, manager, or a designated evaluator.	§ 60-30.1-930 (a); § 60-30.1-915	§ 60-30.1-930 (b)
LETTER OF RECOMMENDATION	A record to attest to the qualifications, abilities, and character of an individual seeking employment, admission to an academic program, or some other form of recognition or opportunity.	§ 60-30.1-930 (a); § 60-30.1-915	§ 60-30.1-930 (b)
LETTER OF INTENT TO RENEW	Document that expresses an individual or organization's intention to renew an existing agreement, contract, lease, or any other business relationship that is set to expire.	§ 60-30.1-930 (a); § 60-30.1-915	§ 60-30.1-930 (b)
LETTER OF INTENT FOR HIRE	Document that outlines the terms and conditions under which an employer intends to hire an individual.	§ 60-30.1-930 (a); § 60-30.1-915	§ 60-30.1-930 (b)
NON-SELECTION LETTERS	Record of an individual that they have not been selected for a particular position or opportunity.	§ 60-30.1-930 (a); § 60-30.1-915	§ 60-30.1-930 (b)
DISQUALIFICATION LETTERS		§ 60-30.1-930 (a); § 60-30.1-915	§ 60-30.1-930 (b)
LETTER OF REPRIMAND		§ 60-30.1-930 (a); § 60-30.1-915	§ 60-30.1-930 (b)
TRANSCRIPT		§ 60-30.1-930 (a); § 60-30.1-915	§ 60-30.1-930 (b)
DIPLOMA		§ 60-30.1-930 (a); § 60-30.1-915	§ 60-30.1-930 (b)
RESUME		§ 60-30.1-930 (a); § 60-30.1-915	§ 60-30.1-930 (b)
EMPLOYMENT APPLICATION (S)- CERTIFIED, NON-CERTIFIED, VOLUNTEER APPLICATION		§ 60-30.1-930 (a); § 60-30.1-915	§ 60-30.1-930 (b)
PRAXIS SCORES		§ 60-30.1-930 (a); § 60-30.1-915	§ 60-30.1-930 (b)
CERTIFICATION		§ 60-30.1-930 (a); § 60-30.1-915	§ 60-30.1-930 (b)
PERSONAL INFORMATION		§ 60-30.1-930 (a); § 60-30.1-915	§ 60-30.1-930 (b)
GROUP HEALTH INSURANCE		§ 60-30.1-930 (a); § 60-30.1-915	§ 60-30.1-930 (b)
GROUP LIFE INSURANCE		§ 60-30.1-930 (a); § 60-30.1-915	§ 60-30.1-930 (b)

ASC 401(A) PLAN		§ 60-30.1-930 (a); § 60-30.1-915	§ 60-30.1-930 (b)
FERPA CERTIFICATE S		§ 60-30.1-930 (a); § 60-30.1-915	§ 60-30.1-930 (b)

PROCUREMENT AND SUPPLY

Record Title	Record Description	CDI #12 RETENTION OF RECORDS(Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)
Purchase Orders	Completed purchase order requests: Quote(s), Justification, fully signed purchase requisitions	Seven (7) years minimum	Seven (7) years minimum
Contracts	Completed Contracts: Quotes, Justifications, fully signed purchase requisitions	Seven (7) years minimum	Seven (7) years minimum
Fixed asset inventory inspection	Signed individual fixed asset master listing	Eight (8) years minimum	Eight (8) years minimum
Receiving records	Invoices received from deliveries made with count of delivery	Nine (9) years minimum	Nine (9) years minimum

FINANCE OFFICE

Record Title	Record Description	CDI #12 RETENTION OF RECORDS(Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)
CHECK STUBS	Document that accompanies a paycheck and provides detailed information about the earnings and deductions for a specific pay period.	Seven (7) years minimum	Seven (7) years minimum
W-2S	Record of an employee's annual wages and the amount of taxes withheld from their paycheck.	Eight (8) years minimum	Seven (7) years minimum
TIMESHEETS	Record or document that employees use to track the number of hours worked.	Nine (9) years minimum	Seven (7) years minimum
TRAVEL AUTHORIZATION (TA)	Document that serves as a record of travel-related expenses incurred by an individual or an employee during official or business trips.	Ten (10) years minimum	Seven (7) years minimum
COMMUTES	Records about the trips an individual makes.	Eleven (11) years minimum	Seven (7) years minimum
CHECKS	Financial and procedural.	Twelve (12) years minimum	Seven (7) years minimum
ACCOUNTS PAYABLE	Record of the districts outstanding obligations to suppliers and vendors.	Thirteen (13) years minimum	Seven (7) years minimum
PAYROLL REGISTER	Detailed record of various financial aspects related to employee compensation within an organization.	Fourteen (14) years minimum	Seven (7) years minimum

OFFICE OF CURRICULUM AND INSTRUCTION

Record Title	Record Description	CDI #12 RETENTION OF RECORDS(Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)

ACCOUNTABILITY, RESEARCH AND EVALUATION

Record Title	Record Description	CDI #12 RETENTION OF RECORDS(Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)
Research Activities List	A running list of active, non-active, and non approved research activities from external and internal sources. The list contains research activity number, approval date, Project title, principal researcher(s), Researcher(s) E-Mail and affiliation, status of application, status of research, and anticipated end date of research.	No physical records retained	One (1) year after close of the academic school year (minimum)
External Research Applications	Application packet from external researchers: MOA, Application, Survey Instruments used, IRB approval forms, Data Destruction Form	One (1) year after end of research activity	
School Wide Plans	The School Wide Plan from each school at the beginning of each school year, including amendments throughout the year.	PERMANENT	PERMANENT
High Dosage Tutoring - Tutor PD attendance Records	The attendance records for HDT PDs	No physical records retained	Three (3) years after end of grant (minimum)
High Dosage Tutoring - Tutee Listing	A list of students receiving tutoring per academic school year.	No physical records retained	Three (3) years after end of grant (minimum)
High Dosage Tutoring - Student Monthly Contact Log	A log of tutoring activities maintained by the tutor for each student per month.	No physical records retained	Three (3) years after end of grant (minimum)
Student Demographics and Student Educational Records	Personal information of students including their date of birth, list of parents, home address, telephone numbers, etc.	No physical records retained	Permanent Records are kept with no expiration; Temporary records are also kept with no expiration
Archived Electronic Student Records from Legacy SIS	Spreadsheets of Extracted Student Records, generated PDF files such as report cards and transcripts, electronic copies of documents such as birth certificates and IDs, student and staff pictures, spreadsheet files extracted from teacher grade books	Physical records are stored at the high school where the student was last enrolled at. When a student is withdrawn in any grade level from K-8, the file is kept at the school where the student was last enrolled.	Permanent Records are kept with no expiration; Temporary records are also kept with no expiration

STATE LONGITUDINAL DATA SYSTEM OFFICE

Record Title	Record Description	CDI #12 RETENTION OF RECORDS(Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)
NOPAS & PERSONNEL FILES	Record of the personnel functions, policies, decisions, procedures, operations, organization, or other activities of the SLDS program	2020 - present	Until the SLDS grant sunsets
PO/PR/RFP/C ONTACTS/TAS /COMMUTES	Record of the fiscal functions, policies, decisions, procedures, operations, organization, or other activities of the SLDS program	2020 - present	Until the SLDS grant sunsets
ADMINISTRATIVE DOCUMENTATION (E.G., SOPS, MANUALS, AGENDAS, MEMOS, AGREEMENTS)	Record of the administrative and management functions, policies, decisions, procedures, operations, organization, or other activities of the SLDS program	2020 - present	Until the SLDS grant sunsets
STUDENT DEMOGRAPHICS (HEADSTART/ EARLY HS & K-12)	SLDS data linking for both public (F&F, Academic Achievement, SRC) and private (EdFacts/EdPass, Admin Dash, EWS) eMPowerED platforms	No physical records retained	Until the data warehouse is no longer needed by the end-users
STUDENT ASSESSMENTS (HEADSTART/ EARLY HS & K-12)	Reporting on both public (F&F, Academic Achievement, SRC) and private (EdFacts/EdPass, Admin Dash, EWS) eMPowerED platforms	No physical records retained	Until the data warehouse is no longer needed by the end-users
TEACHER DEMOGRAPHICS (K-12)	SLDS data linking for both public (F&F, SRC) and private (EdFacts/EdPass, Admin Dash, EWS) eMPowerED platforms	No physical records retained	Until the data warehouse is no longer needed by the end-users
TEACHER EVALUATIONS (K-12)	Reporting on the private (Admin Dash) eMPowerED platforms	No physical records retained	Until the data warehouse is no longer needed by the end-users
EMPLOYEE FINANCIAL DATA (K-12)	Reporting on the private (Admin Dash) eMPowerED platforms	No physical records retained	Until the data warehouse is no longer needed by the end-users

OFFICE OF STUDENT AND SUPPORT SERVICES

Record Title	Record Description	CDI #12 RETENTION OF RECORDS(Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)
Theranest EHR	Student mental health records	No physical records retained	Digital records will be retained up until grant sunsets
Sports medical records	Medical	Ten (10) years	No digital records retained
Sports attendance	Attendance	Ten (10) years	No digital records retained
PREP attendance	Attendance	Ten (10) years	No digital records retained

BOARD OF EDUCATION

Record Title	Record Description	CDI #12 RETENTION OF RECORDS(Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)
CERTIFICATION APPLICATION FORM	Application for CNMI educator certification	Seven (7) years	Ten (10) years
POLICE CLEARANCE	Local background check	Seven (7) years	Ten (10) years
PAYMENT RECEIPT	Processing fee per certification	Seven (7) years	Ten (10) years
OFFICIAL COLLEGE TRANSCRIPT	Certification requirements	Seven (7) years	Ten (10) years
PRAXIS II	Certification requirements	Seven (7) years	Ten (10) years
RECOMMENDATION LETTER	Certification requirements	Seven (7) years	Ten (10) years
CERTIFICATE OF COMPLETION	Certification requirements	Seven (7) years	Ten (10) years
PROFESSIONAL DEVELOPMENT LOG SHEET	Certification requirements	Seven (7) years	Ten (10) years
TRAVEL AUTHORIZATIONS & COMMUTES	For Board members and staff (to include Commissioner of Education)	Seven (7) years	Ten (10) years
PURCHASE ORDERS/ PURCHASE REQUISITION	For Office Supplies, equipments, and/or monthly expenses	Seven (7) years	Ten (10) years
MEMORANDUMS	For the Board and/or COE/PSS	Seven (7) years	Ten (10) years
TRAVEL VOUCHERS	For the Board members and staff (to include Commissioner of Education)	Seven (7) years	Ten (10) years
BOE LETTERS	Correspondence from the Board to offices and/or programs	Seven (7) years	Ten (10) years
BOARD ACTIONS	Board approved items from meeting agendas	Seven (7) years	Ten (10) years
BOARD MINUTES	Transcription of Board Quarterly and Special meetings	Seven (7) years	Ten (10) years
CERTIFICATION APPLICATIONS	Certification applications while CLO JHE is out	Seven (7) years	Ten (10) years
INDEPENDENT CONTRACTS	For PSS	Seven (7) years	Ten (10) years
GRIEVANCES/APPEALS	PSS	Seven (7) years	Ten (10) years
NOPAS	Board staff	Seven (7) years	Ten (10) years
SUMMARY TIMESHEETS, ETC.	Time certification of BOE staff	Seven (7) years	Ten (10) years
GRADUATION DIPLOMAS	Public Schools Graduation Diplomas	Seven (7) years	Ten (10) years
STUDENT REFERRALS	School Attendance Review Committee	Seven (7) years	Ten (10) years

STATE INFRASTRUCTURE TECHNOLOGY

Record Title	Record Description	CDI #12 RETENTION OF RECORDS(Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)
E-RATE SURVEY	Student surveys that are issued out using the USDA reduced meal income bracket to determine discount percentage eligibility for internet services	Ten (10) years	Ten (10) years
E-RATE APPLICATION	Annual E-rate forms: 471 and 470 forms	Ten (10) years	Ten (10) years
PSS CLEARANCE FORMS	Clearance forms from HR to disable user access to emails and other Google workspace applications	Seven (7) years	Seven (7) years

OFFICE OF INSTRUCTIONAL TECHNOLOGY & DISTANCE EDUCATION (ITDE)

Record Title	Record Description	CDI #12 RETENTION OF RECORDS(Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)
PAYMENT REQUEST SUBMISSION	To process payment request upon completion of online course facilitation	No physical records retained	PERMANENT
STUDENT & TEACHER ONLINE COURSE REGISTRATIONS	Student and teachers register for online courses	No physical records retained	PERMANENT
BLACKBOARD COLLABORATE RECORDINGS	Recording of class sessions conducted on Blackboard Collaborate	No physical records retained	Two (2) Years
BLACKBOARD ASSIGNMENTS	Assignments submitted by participants of online courses	No physical records retained	Two (2) Years
PROFESSIONAL DEVELOPMENT REGISTRATIONS	Teachers and staff that register for professional developments hosted by ITDE	No physical records retained	PERMANENT

FACILITIES DEVELOPMENT & MANAGEMENT OFFICE (FDM)

Record Title	Record Description	CDI #12 RETENTION OF RECORDS(Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)
NONE			

OFFICE OF COMMISSIONER (LEGAL, FAMILY ENGAGEMENT, MEDIA, ACAS, KM, SPM, ACCREDITATION)

Record Title	Record Description	CDI #12 RETENTION OF RECORDS(Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)
TRAVEL VOUCHERS	Document that serves as a record of travel-related expenses incurred by an individual or an employee during official or business trips.	Ten (10) yrs minimum	Seven (7) yrs minimum
TIMESHEETS /LEAVE APPLICATIONS	Record or document that employees use to track the number of hours worked/ Request submitted by an employee to their employer, seeking permission to be absent from work for a specified duration.	Ten (10) yrs minimum	Seven (7) yrs minimum
MEMORANDUM (INTERNAL & EXTERNAL AGENCIES)	Document used for internal and external communication within an organization.	Ten (10) yrs minimum	Seven (7) yrs minimum
HOME STUDY APPLICATION	Record is designed to capture essential information about the applicant, the home, and the overall suitability for the intended purpose.	Ten (10) yrs minimum	Seven (7) yrs minimum
SCHOOL OUT OF ZONE WAIVER	Document that allows a student to attend a school outside of their designated residential zone or district.	Ten (10) yrs minimum	Seven (7) yrs minimum

HEADSTART

Record Title	Record Description	CDI #12 RETENTION OF RECORDS(Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)
CHILD FILE	Eligibility Determination, Health Docs, Family Services Docs, Communications	Ten (10) yrs minimum	PERMANENT

FEDERAL PROGRAMS

Record Title	Record Description	CDI #12 RETENTION OF RECORDS(Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)

SCHOOL ADMINISTRATION

Record Title	Record Description	CDI #12 RETENTION OF RECORDS(Physical Timeline)	CDI #12 RETENTION OF RECORDS (Digital Timeline)
NOPA	It is used to track employee NTEs, payscale level	In file for as long as employed Held seven (7) years after separation from PSS	PERMANENT
Certification	It is used to track employee certification status and expiration date	In file for as long as employed Held seven (7) years after separation from PSS	PERMANENT
Student Cumulative Files	It is used to reference educational records of a student each school year	It is kept while the student is attending school. If a student transfers to another PSS school, the file is forwarded to the school. If the student transfers out of the island or to a private school, the file is removed from the main office file cabinet and stored. File records must be digitized after 5 years	Infinite Campus-Permanent
IEP Files (SPED)	Student Learning Plan	It is kept while the student is attending school. If a student transfers to another PSS school, the file is forwarded to the school. If the student transfers out of the island or to a private school, the file is submitted to the SPED Central Office.	Infinite Campus-Permanent
Child Study Team Files	Student Intervention Plan	It is kept while the student is attending school. If a student transfers to another PSS school, the file is forwarded to the school. If the student transfers out of the island or to a private school, the file is removed from the main office file cabinet and stored in a bankers box in the NOC Room. File records must be digitized after 5 years	Infinite Campus-Permanent
POs/PRs	School Procurement of Resources and Services	Kept and organized by the school admin. Seven (7) years after completion	No digital records retained

APPENDIX II

Definitions

Archives

An agency responsible for the protection of permanent records no longer required for operational purposes. Records are maintained in environmentally sound storage conditions, serviced by knowledgeable staff, and made available to the public under access conditions determined by provincial legislation or school division/district policy.

Education records

Records that are directly related to a student and are maintained by an educational agency or institution or by a party acting for the agency or institution. For more information, see the Family Educational Rights and Privacy Act regulations, 34 CFR § 99.3.

Electronic data

Information stored, manipulated, created or received in the desktop environment, including e-mail and other files created using desktop applications and stored in network servers, computer hard drives or removable storage media. Records listed in the schedule could be in electronic form. Since magnetic tape is designed primarily for short to medium-term storage and disks are susceptible to physical damage, special provisions must be made for electronic records which have been designated as permanent, including regular migration, refreshing, and security backup. School divisions/districts should consult with their information technology specialist(s) to determine appropriate data management procedures.

Minimum Retention

The time period recommended in the *Guidelines* for the retention of school division/district records, before the records are either destroyed or transferred to an archive for permanent preservation.

Note: School divisions/districts may decide to retain records longer than the minimum retention period time to accommodate local preference or need.

Permanent Records

Records which have been identified as having enduring value. They may be of permanent significance to the school division/district because of their legal, fiscal or administrative value. They may also be of historical or cultural importance to a wide range of people, including former students and teachers, local historians, academics, and genealogists.

Personally identifiable information (PII)

from education records includes information, such as a student's name or identification number, that can be used to distinguish or trace an individual's identity either directly or indirectly through linkages with other information. See Family Educational Rights and Privacy Act regulations, 34 CFR § 99.3, for a complete definition of PII specific to education records and for examples of other data elements that are defined to constitute PII.

Records

Any kind of recorded information created or received by school divisions/districts, regardless of physical format or characteristics. Includes administrative files as well as student records and covers both paper and electronic records. Working copies of documents are records, as well as the original or official documents.

Sensitive data

Data that carry the risk for adverse effects from an unauthorized or inadvertent disclosure. This includes any negative or unwanted effects experienced by an individual whose personally identifiable information (PII) from education records was the subject of a loss of

confidentiality that may be socially, physically, or financially damaging, as well as any adverse effects experienced by the organization that maintains the PII.