

The Commonwealth of the Northern Mariana Islands Public School System

Educational and Office Record Retention Manual



October 2023

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|---|----|
| Introduction | 3 |
| Purpose | 3 |
| Records Management Responsibility | 3 |
| Records Management Procedures | 4 |
| STUDENT ACADEMIC RECORDS | 4 |
| FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT RECORDS | 4 |
| RECORDS OF SPECIAL POPULATIONS AND SERVICES | 5 |
| ATTENDANCE RECORDS | 6 |
| STUDENT HEALTH RECORDS | 6 |
| INSTRUCTION AND GRADE REPORTING RECORDS | 6 |
| DISCIPLINE AND COUNSELING RECORDS | 7 |
| ADULT AND VOCATIONAL EDUCATION RECORDS | 7 |
| CHILD NUTRITION PROGRAM RECORDS | 7 |
| SCHOOL TRANSPORTATION RECORDS | 8 |
| LIBRARY RECORDS | 9 |
| MISCELLANEOUS RECORDS | 9 |
| HUMAN RESOURCE RECORDS | 9 |
| PROCUREMENT AND SUPPLY | 11 |
| FINANCE OFFICE | 11 |
| OFFICE OF CURRICULUM AND INSTRUCTION | 12 |
| ACCOUNTABILITY, RESEARCH AND EVALUATION | 12 |
| STATE LONGITUDINAL DATA SYSTEM OFFICE | 13 |
| OFFICE OF STUDENT AND SUPPORT SERVICES | 14 |
| BOARD OF EDUCATION | 14 |
| STATE INFRASTRUCTURE TECHNOLOGY | 16 |
| OFFICE OF INSTRUCTIONAL TECHNOLOGY & DISTANCE EDUCATION (ITDE) | 16 |
| FACILITIES DEVELOPMENT & MANAGEMENT OFFICE (FDM) | 16 |
| OFFICE OF COMMISSIONER (LEGAL, FAMILY ENGAGEMENT, MEDIA, ACAS, KM, SPM, ACCREDITATION) | 17 |
| HEADSTART | 17 |
| FEDERAL PROGRAMS | 17 |
| SCHOOL ADMINISTRATION | 18 |
| Definitions | 19 |

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 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 |

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|---|---|---|--|
| 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 | § 60-30.1-930 (a); § 60-30.1-915 | § 60-30.1-930 (b) |
| SOCIAL SECURITY # | Record of an individuals Social Security Number (SSN) | § 60-30.1-930 (a); § 60-30.1-915 | § 60-30.1-930 (b) |

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|--|---|-------------------------------------|-------------------|
| 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) |

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| 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 AUTHORIZA TION (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) |
|--------------|--------------------|---|---|
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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/CONTACTS/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.