

Records Retention

September 2018

Records Retention



**ARKANSAS DEPARTMENT OF EDUCATION
RULES GOVERNING STANDARDS FOR ACCREDITATION OF ARKANSAS
PUBLIC SCHOOLS AND SCHOOL DISTRICTS, July 2018**

[http://www.arkansased.gov/public/userfiles/Legal/Legal-Current%20Rules/ADE 282 - Standards for Accreditation.pdf](http://www.arkansased.gov/public/userfiles/Legal/Legal-Current%20Rules/ADE_282_-_Standards_for_Accreditation.pdf)

Standard 3-C Maintenance of Records and Reports

- 3-C.1 Each public school and public school district shall develop and implement a records retention policy that retains all reports and records necessary for effective planning, operation, and education in accordance with the laws of the State of Arkansas and the rules of the Department.
(D/C)

EDGAR §200.333 Retention requirements for records.

5 years recommended by Statute of Limitation under GEPA Section 81.31(c)

federal

Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities.

EDGAR §200.335 Methods for collection, transmission and storage of information.

When original records are electronic and cannot be altered, **there is no need to create and retain paper copies**. When original records are paper, electronic versions may be substituted through the use of duplication or other forms of electronic media provided that they are subject to periodic quality control reviews, provide reasonable safeguards against alteration, and remain readable.

Records Retention Policy

Written plan for all to understand and participate:

- Organization structure
 - Multiple access
 - Nomenclature
- Types of documents that will be retained
- Destroy date

Record Type	Description	Location/File Name	Person Responsible for Retention	Destroy Date	Person Responsible for Destruction
-------------	-------------	--------------------	----------------------------------	--------------	------------------------------------

What items should be retained?

State

- All evidence for Standards for Accreditation monitoring
- Documents for the operation of the district

What items should be retained?

Federal

- All evidence/documentation for Federal Programmatic and Financial Monitoring for Arkansas Federal Programs
- All documents in Indistar related to federal programs (archived from the end of the year)
- Documents for the operation of the district

What are the internal controls to ensure records retention?

Who is responsible for retaining documents?

Have staff been trained on procedures?

Who is responsible for periodic checking/monitoring that procedures are followed?

When should procedures be updated?

Questions

Standards and Systems Support

[Roy Causbie](#), Public School Program Manager
Arkansas Department of Education
Division of Public School Accountability
Four Capitol Mall, Box 21
Little Rock, AR 72201
Phone: 501-683-1032
Cell: 501-580-9767
Email: Roy.Causbie@arkansas.gov

Federal Programs

[Bobby Lester](#), Coordinator of Federal Programs
Arkansas Department of Education
Division of Public School Accountability
Four Capitol Mall, Box 26
Little Rock, AR 72201
Phone: 501-682-1293
Email: bobby.lester@arkansas.gov