

MONITEAU SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 28, 2022

REVISED:

800-AR-1. RECORDS RETENTION SCHEDULE

How to Use the Records Retention Schedule

The Records Retention Schedule lists records that are created, received or retained as a result of district operations. The schedule includes a description of the records, format in which the records will be retained, retention period, and disposal code. The following information will assist in applying this schedule.

Record Formats

Media codes are used to identify the format(s) that the district may use to maintain specified records and are assigned as follows:

- A. Paper
- B. Microform
- C. Electronic (machine readable)
- D. Audiovisual (tapes, movies, film strips, etc.)
- E. Cartographic (maps, drawings, blueprints, plans, etc.)
- F. Photographic

Retention Periods

800-AR-1. RECORDS RETENTION SCHEDULE - Pg. 2

Retention periods listed on the schedule are given in years, unless otherwise indicated. Upon expiration of the retention period, all identified records will be disposed of in accordance with Board policy and this schedule, **unless subject to a litigation hold in accordance with Board policy and administrative regulations.**

Disposal Codes

Disposal codes are used to direct the final disposition of records. Records must be disposed of according to the assigned code listed on the schedule. Assigned disposal codes are as follows:

1. Routine Handling – No special precautions are necessary upon disposal. The records should be recycled or disposed of in accordance with standard district procedures.
2. Special Handling – The destruction of records containing privileged, confidential, exempt or sensitive information that requires special handling by shredding, burning, erasing or any other method that reduces information to an illegible condition.
3. Archival Retention – Records requiring permanent retention or records that have sufficient archival or historic value must be preserved in perpetuity.
4. Delete – For use with electronic records. When electronic records have met their retention period, they will be deleted.

Records Not On Schedule

For any record not covered by the retention schedule, the Records Management Committee will determine how long the record must be kept and recommend any necessary revisions to the retention schedule.

Schedule

Record Description	Record Format	Retention Period (in years)	Disposal Code
Administrative Records			
Comprehensive/Strategic Plans	A,C	1 copy permanent	3
Feasibility Studies	A,C	3	1,4
PSSA/Keystone Exam Results	A,C	Permanent	3

Record Description	Record Format	Retention Period (in years)	Disposal Code
Public Record Requests	A,C	1 from date received or until all appeals have been exhausted ¹	1,4
Benefits/Insurance Records²			
Claims	A,C	6 after settlement	2,4
COBRA Records	A,C	6 ³	2,4
Enrollment Forms	A,C	term of benefits plus 6	2,4
Policies/Plans/Contracts	A,C	6 after expiration	1,4
Child Labor Records			
Applications for Work Permits	A,C	2 after graduation	2,4
Employment Report from Employers	A,C	2 ⁴	2,4
Complaints/Challenges			
Federal Programs – Complaint, Report, Final Response	A,C	6 after final resolution	1,4
Investigation Records	A,C,D,E,F	6 after final resolution	2,4
Made By District Employee(s)	A,C	6 after final resolution ⁵	2,4
Regarding District Employee(s)	A,C	6 after employment ends	2,4
Regarding Instructional Materials or District Programs	A,C	6 after final resolution	1,4
Complaints – Title IX Sexual Harassment⁶			
Appeals and Results	A,C,D,F	7 after final resolution, or 40 after graduation for a student party	2,4
Informal Resolutions and Results, Including Remedies and Supportive Measures	A,C,D,F	7 after final resolution, or 40 after graduation for a student party	2,4
Investigation Records and Report, Including Any Recordings and Transcripts	A,C,D,F	7 after final resolution/dismissal, or 40 after graduation for a student party	2,4
Reports and Records of Action Taken for Reports or Formal Complaints, Including Documentation of Basis for Conclusion That Response was Not Deliberately Indifferent	A,C,D,F	7 after final resolution/dismissal, or 40 after graduation for a student party	2,4

Record Description	Record Format	Retention Period (in years)	Disposal Code
Supportive Measures Provided or Documentation of Reasons Supportive Measures Not Provided	A,C	7 after final resolution/dismissal, or 40 after graduation for a student party	2,4
Training Materials for Title IX Procedures (Title IX Coordinator, Investigators, Decision-Makers, Staff Facilitating Informal Resolution Processes)	A,C,D	7 after employment ends	1,4
Training Materials for Title IX Procedures Published on Website	C	7 after revised	4
Written Determination of Responsibility, Including Disciplinary Sanctions and Remedies	A,C,D,F	7 after final resolution, or 40 after graduation for a student party	2,4
District Organization Records			
District Boundaries/Attendance Areas	A,C,E	Permanent	3
Photographs/Movies of Historical Value	C,D,F	Permanent	3
Employment Contracts			
Administrative Compensation Plan	A,B,C	1 copy permanent	3
Collective Bargaining Agreements	A,B,C	1 copy permanent	3
Individual Employment Contracts/Board Resolutions	A,C	4 after employment ends	1,4
Facility Use Records			
Applications	A,C	6	1,4
Fee Schedule(s)	A,C	Current	1,4
Financial Records			
Accounts Payable	A,C	6	1,4
Accounts Receivable	A,C	6	1,4
Adopted Annual Budget	A,B,C	10	1,4
Annual Financial Reports	A,B,C	Permanent	3
Annual Audit Reports	A,B,C	Permanent	3
Bank Statements	A,C	6	1,4
Check Registers	A,C	6	1,4
Crowdfunding – Records of Approved Campaigns	A,C	6 after close of campaign	1,4
Deposit Slips	A,C	6	1,4

Record Description	Record Format	Retention Period (in years)	Disposal Code
General Ledger	A,B,C	Permanent	3
Grant Records (Successful)	A,C	6 after close of grant, or period required by grant if longer	1,4
Investment Records	A,B,C	6 after cancellation	1,4
Purchase Orders/Invoices	A,C	6	1,4
Tax Collection Records	A,C	6	1,4
Food Service Program Records⁸			
Accounts/Records/Reports	A,C	6 or until completion of active audit	1,4
Free and Reduced Lunch Program Records⁹			
Accounts/Audits	A,C	6	1,4
Application for Participation ¹⁰	A,C	10	2,4
Professional Standards and Training for Food Service Personnel¹¹	A,C	3	1,4
Program Requirements	A,C	6	1,4
Grievances/Arbitrations			
Complaint	A,B,C	Permanent	3
District Response	A,B,C	Permanent	3
Final Ruling/Decision of Arbitrator	A,B,C	Permanent	3
Litigation Files			
Decision/Ruling	A,B,C	7 after final conclusion of litigation	1,4
Pleadings, Motions, Briefs, Other Filings	A,B,C	7 after final conclusion of litigation	1,4
Settlements	A,B,C	7 after settlement	2,4
Medical Records			
Medical Documentation (Employee Leave, Accommodations)	A,C	6 after employment ends	2,4
Medical Records/Information (Employee)	A,C,D,F	30 after employment ends ¹²	2,4

800-AR-1. RECORDS RETENTION SCHEDULE - Pg. 6

Record Description	Record Format	Retention Period (in years)	Disposal Code
Medical Records/Information (Employee Exposure to Toxic/Harmful Substances)	A,C,D,F	30 after employment ends ¹³	2,4
Medical Records/Information (Student)	A,C,D,F	6 after enrollment ends ¹⁴	2,4
Pre-Employment Medical Examination ¹⁵	A,C	6 after employment ends ¹⁶	2,4
Payroll Records¹⁷			
Deduction Authorizations	A,C	6	2,4
Direct Deposit Forms	A,C	6	2,4
Employee Earnings Statements (Pay Stubs)	A,C	6 ¹⁸	2,4
Time Cards/Sheets	A,C	6 ¹⁹	1,4
Wage and Tax Statements (W-2 Forms)	A,C	6 ²⁰	2,4
Withholding Allowance Certificates (W-4 Forms)	A,C	6 after superseded OR employment ends ²¹	2,4
Personnel Records²²			
Acknowledgement of Receipt (Handbooks/Policies)	A,C	6 after superseded OR employment ends	1,4
Advertised Job Openings/Postings	A,C	4 after position filled ²³	1,4
Arrest/Conviction Report Forms (PDE-6004)	A,C	40 after employment ends	2,4
Attendance Records	A,C	6 after employment ends ²⁴	1,4
Change(s) in Status (Promotion/Demotion/Transfer/Furlough/Recall)	A,C	6 after employment ends ²⁴	2,4
Child Abuse Clearance Statement	A,C	40 after employment ends	2,4
Child Abuse Recognition and Reporting Training	A, C	6 after superseded OR employment ends	2,4
Continuing Education/Professional Development/Training	A,C	6 after employment ends	2,4
Credentials (Certificates/Licenses)	A,C	6 after employment ends	1,4
Criminal History Records (State and Federal)	A,C	40 after employment ends	2,4
Discipline Records	A,C,D,F	6 after employment ends	2,4
Employment Application/Resume (Hired)	A,C	6 after employment ends	2,4
Employment Application/Resume and All Other Application Materials for Candidates Not Hired	A,C	6 after employment ends	2,4
Employment Eligibility Verification (Form I-9 and Documentation)		4 after position filled ²⁵	2,4
Employment History Verifications	A,C	6 after employment ends ²⁶	2,4
	A,C	40 after employment ends	2,4

Record Description	Record Format	Retention Period (in years)	Disposal Code
Equal Employment Opportunity Reports and Demographics	A,C	3 ²⁷	1,4
Evaluations/Classroom Teacher Rating/Data	A,B,C	6 after employment ends ²⁸	2,4
Evaluations/Performance Assessments/Non-Teachers	A,C	6 after employment ends	2,4
Job Description	A,C	6 after employment ends ³⁰	1,4
Leave Records (FMLA) ²⁹	A,C	6 after employment ends	2,4
Leave Records (Other)	A,C	6 after employment ends	2,4
Network/System User Agreement(s)	A,C	6 after employment ends	1,4
Offer of Employment (Accepted)	A,C	6 after employment ends	1,4
Pre-Employment Reference Checks ³¹	A,C	6 after employment ends	2,4
Resignations	A,C	6 after employment ends	1,4
Property Records			
Building Blueprints	C,E	Permanent	3
Construction Contracts	A,B,C	12 after completion ³²	1,4
Deeds and Related Records	A,B,C	Permanent	3
Equipment Inventories	A,C	6, 10 for any equipment purchased with Category 2 E-rate funds ³³	1,4
Fixed Asset List	A,B,C	Permanent	3
Inventory Transfer/Disposal Records	A,C	6 after transfer/disposition, 10 for any equipment purchased with Category 2 E-rate funds ³⁴	1,4
Leases (Real Estate)	A,B,C	Permanent	3
Leases (Equipment/Vehicles)	A,B,C	6 after expiration	1,4
Pesticide Application Record	A,C	3 ³⁵	1,4
Real Property Purchase or Sale	A,B,C	Permanent	3
Purchasing Records (Goods and Services)			
Advertisements	A,C	6 after completion	1,4
Bid Documents (Accepted)	A,C	6 after completion	1,4
Bid Documents (Declined)	A,C	6 after completion	1,4

800-AR-1. RECORDS RETENTION SCHEDULE - Pg. 8

Record Description	Record Format	Retention Period (in years)	Disposal Code
Executed Contracts	A,C	6 after completion	2,4
Financial Information of Bidders	A,C	6 after completion	2,4
Micropurchasing Documentation	A,C	6 after completion	1,4
Specifications	A,C	6 after completion ³⁶	1,4
Written or Telephonic Price Quotations/Small Purchase Documentation	A,C	6 after completion ³⁶	1,4
Safety Records			
Accident Reports	A,C	6 ³⁷	2,4
Drill Records – Bus Evacuation, Fire, School Security	A,C	6 school years	2,4
Emergency Preparedness Plan and Supporting Documents ³⁸	A,C	2 after revised ³⁹	2,4
Material Safety Data Sheets (MSDS)	A,C	30 ⁴⁰	1,4
Memorandum of Understanding with Local Law Enforcement	A,C	2 after revised	1,4
Reports of Suspected Child Abuse	A,C	1 after the year in which the student turns age 50	2,4
Safe School Act Reports - Annual Report	A,B,C	Permanent ⁴¹	3
Safety and Security Assessments and Inspection Reports	A,C	6 after superseded	2,4
School Health and Safety Plans – Including all Revisions Approved by the School Board	A,C	Permanent	3
School Safety and Security Annual Board Report	A,C,D	Permanent	3
Security Tapes and Images (Pulled from routine tape rotation)	C,D,F	Until resolution of incident or transfer to student's education records	2,4
Visitor Log	A,C	5	1,4
School Board Records			
Board Meeting Agendas	A,C	1	1,4
Board Minutes (Approved)	A,B,C	Permanent ⁴²	3
Board Policies and Procedures (Current)	A,B,C	Permanent	3
Board Policies and Procedures (Old)	A,B,C	Permanent	3
Ethics Statement of Financial Interest	A,C	5 ⁴³	1,4
Notes, Recordings and/or Any Other Materials Used to Prepare Official Minutes	A,C,D	Until official minutes are approved	1,4

800-AR-1. RECORDS RETENTION SCHEDULE - Pg. 9

Record Description	Record Format	Retention Period (in years)	Disposal Code
Oath of Office (Signed by Board Member) ⁴⁴	A	Term of office	1
Official Recordings of Board Meetings	C,D	1	1,4
Required Training for School Directors – Record of Completion	A,C	Term of office	1,4
School Wellness ⁴⁵			
Documentation Demonstrating Notification and Participation With the Community on Policy and Triennial Assessment of Policy	A,C,D	6 following assessment	1,4
School Wellness Policy	A,C	Permanent	3
Triennial Assessment of School Wellness Policy	A,C	6 following assessment	1,4
Student Records		Refer to Student Records Plan ⁴⁶	
Transportation Records (Drug/Alcohol Testing) ⁴⁷			
Negative or Below Limit Test Results	A,C	1	2,4
Positive or Above Limit Test Results	A,C	5	2,4
Records of Each Query of Drug and Alcohol Clearinghouse	A,C	3 ⁴⁸	2,4
Records Related to Collection Process	A,C	2	2,4
Records Related to Education and Training	A,C	2 after employment ends	2,4
Records Related to Evaluation and Referrals	A,C	5	2,4
Refusal to Take Required Test	A,C	5	2,4
Transportation Records (General) ⁴⁹			
Accident and Incident Reports	A,C	3	2,4
Claims for Reimbursement ⁵⁰	A,C	6	2,4
Distances from Student Homes to Established Bus Stops	A,C,E	Current and last revision	2,4
List of Bus Routes/Schedules/Loading Zones/Bus Stops	A,B,C,E,F	Current and last revision (at least 1 year)	2,4
Record of Students Transported to and from School	A,C	6 from end of school year	2,4
Universal Service Records (E-Rate Program) ⁵¹			
Applications/Discount Verifications/Correspondence	A,C	10 after service year	2,4
Bids/Quotations (accepted/declined); Correspondence; Financial Information of Bidders; Specifications/RFPs; Bid Evaluations	A,C	10 after service year	2,4
Executed Contracts	A,C	10 after service year	2,4
Filtering Documentation	A,C	10 after service year	2,4

Record Description	Record Format	Retention Period (in years)	Disposal Code
Proof of Payment – Submitted and Received	A,C	10 after service year	2,4
Purchase Orders/Installation Records/Invoices	A,C	10 after service year	2,4
Staff Training and Education of Students in Online Behavior	A,C	10 after service year	1,4
Volunteer Records			
Application/Acknowledgement Forms	A,C	40 after service ends	2,4
Affidavit for Waiver of Federal Criminal History Check	A,C	40 after service ends	2,4
Arrest/Conviction Report Forms	A,C	40 after service ends	2,4
Criminal History Records (State)	A,C	40 after service ends	2,4
Criminal History Records (Federal – If Required)	A,C	40 after service ends	2,4
Workers' Compensation Records	A,B,C,D,F	7 after claim closed	2,4

¹ 65 P.S. Sec. 67.502(b)(2)(iii) requires that an electronic or paper copy of the written request and all documents submitted with the request be maintained either 1) until the request has been fulfilled; 2) if the request is denied, for thirty (30) days; or 3) if an appeal is filed, until a final determination is made or the appeal is deemed denied. Since appeals may be made to court after a final determination, requests and related documents should be kept until all appeals have been exhausted. Keeping requests for 1 year from the date the request was received, or until all appeals have been exhausted, would satisfy most time periods in the Act and preserve evidence of repeated requests for the same records (burdensome). 67.506(a).

² 29 CFR Sec. 1627.3(b)(2) requires employers to keep "benefit plans" for the term of the plan plus at least 1 year after termination.

³ Retention period not specified in COBRA but recommended that records be retained in accordance with ERISA, See 29 U.S.C. Sec. 1027.

⁴ 43 P.S. Sec. 58.1(d) requires school districts to keep the required employment report/information for 2 years.

⁵ 29 CFR Sec. 1602.14 and 1627.3(b)(3) require retention of relevant records until final disposition.

⁶ 34 CFR Sec. 106.45(10) includes specific recordkeeping requirements for handling formal complaints of Title IX sexual harassment, which requires maintenance of records for at least 7 years. In cases where a student is a party as either a complainant or respondent, recommend maintaining for 40 years following student's graduation based on PA statutes governing civil action that may be taken by a student.

⁷ SC 518 requires permanent retention of annual auditor's reports and annual financial reports. SC 518 also requires districts to maintain all other financial records for at least 6 years.

⁸ SC 1337(e) requires food service records to be maintained not in excess of 5 years; however, compliance with PA Dept. of Education, Division of Federal Programs monitoring under the Uniform Grant Guidance requires records to be maintained for 6 years, so retention period was updated to reflect federal monitoring requirements.

⁹ 7 CFR Sec. 210.9 requires free and reduced lunch accounts and records to be maintained for a minimum of 3 years. If a federal audit is being conducted, records must be kept until the audit is completed.

¹⁰ 47 CFR Sec. 54.516 requires a school district who uses free/reduced-price meal applications as the basis for their federal Universal Service funding under the E-Rate program to retain these applications for 10 years.

¹¹ 7 CFR Sec. 210.15 requires that participants retain records for a three-year period to demonstrate the school food authority's compliance with the professional standards for school nutrition program directors, managers and personnel established in § 210.30.

¹² 29 CFR Sec. 1627.3 (b)(1)(v) requires the results of any physical examination to be kept for at least 1 year from the date of the personnel action to which the records relate when the exam results are considered in connection with any personnel action. If an enforcement action is under way, the required records shall be maintained until final disposition. 29 CFR Sec. 1910.1020(d)(1)(i) requires the retention of "employee medical records" for at least the duration of employment plus 30 years.

¹³ 29 CFR Sec. 1910.1020(d)(1)(i) requires the retention of "employee medical records" for at least the duration of employment plus 30 years. 29 CFR Sec. 1910.1020(d)(1)(ii) requires the retention of "employee exposure records" for at least 30 years. Terms are defined in 29 CFR Sec. 1910.1020(c)(5), (6). See 29 CFR Sec. 1910.1020(b) for applicability.

¹⁴ SC 1409 requires that all student health records be confidential and not destroyed for at least 2 years after the student is no longer enrolled. The school may surrender the health records to the parent/guardian if the student will not be enrolling in another school in Pennsylvania. 28 PA Code Sec. 23.55 requires the student's health records be maintained in the school building that the student attends.

¹⁵ 42 U.S.C. Sec. 12112(d)(3)(B), 29 CFR Sec. 1630.14(c)(1) requires that this information be collected on separate forms, kept in separate files and be treated as confidential medical records.

¹⁶ 29 CFR Sec. 1627.3 (b)(1)(v) requires the results of any physical examination to be kept for at least 1 year from the date of the personnel action to which the records relate when the exam results are considered in connection with any personnel action. If an enforcement action is under way, the required records shall be maintained until final disposition.

¹⁷ 29 CFR Sec. 516.5, 516.6, 1620.32 and 1627.3(a) require retention of specified payroll records/information for at least 1-3 years. SC 518 requires retention of financial records for at least 6 years.

¹⁸ 29 CFR Sec. 516.6(c)(1) requires retention of records of additions to or deductions from wages paid for at least 2 years.

¹⁹ 29 CFR Sec. 516.6(a)(1) requires retention of time cards/sheet for at least 2 years when used to determine pay period earnings or wages.

²⁰ 26 CFR 31.6001.1(e)(2) requires the retention of tax records for at least 4 years after the due date of the tax for the return period that the records relate to, or the date the tax is paid, whichever is later.

²¹ 26 CFR 31.6001.1(e)(2) requires the retention of tax records for at least 4 years after the due date of the tax for the return period that the records relate to, or the date the tax is paid, whichever is later.

²² 29 CFR Sec. 1602.14 requires employers to keep any personnel or employment records for at least 1 year from the date of making the record or the personnel action involved, whichever is later. If a claim is filed or action is under way, the relevant records shall be maintained until final disposition.

²³ 29 CFR Sec. 1627.3 (b)(1)(vi) lists records to be kept for 1 year. If an enforcement action is under way, the required records shall be maintained until final disposition.

²⁴ 29 CFR Sec. 1627.3 (b)(1)(i) lists records to be kept for 1 year. If an enforcement action is under way, the required records shall be maintained until final disposition. Statute of limitations under 42 U.S.C. 1981 is 4 years.

²⁵ 29 CFR Sec. 1627.3 (b)(1)(i) lists records to be kept for 1 year. If an enforcement action is under way, the required records shall be maintained until final disposition. Statute of limitations under 42 U.S.C. 1981 is 4 years.

²⁶ 8 U.S.C. Sec. 1324a(b)(3) and 8 CFR Sec. 274a.2(b)(2)(i)(A) requires retention for 3 years after the date of the hire or 1 year after the date the individual's employment is terminated, whichever is later.

²⁷ 29 CFR Sec. 1602.39, 1602.41 requires form EEO-5 and records necessary to complete EEO-5 to be maintained for 3 years. 1602.40 lists personnel records that must be kept for 2 years.

²⁸ SC 1123(f)(3) requires teacher performance ratings of "needs improvement" to be retained for 10 years. 22 PA Code Sec. 19.1 requires school entities to establish a "permanent record system" for ratings

²⁹ 29 CFR Sec. 825.500(g) requires medical records and documents created for FMLA purposes be maintained as confidential medical records in separate files from the usual personnel files.

³⁰ 29 CFR Sec. 825.500(b) requires specified FMLA records to be kept for no less than 3 years.

800-AR-1. RECORDS RETENTION SCHEDULE - Pg. 12

³¹ 43 P.S. Sec. 1321 defines "personnel file" to exclude "letters of reference".

³² 42 Pa. C.S.A. Sec. 5536 states that civil actions regarding construction projects must be commenced within 12 years after completion of the construction.

³³ 47 CFR Sec. 54.516 requires school districts who receive federal Universal Service funding through the E-Rate program to retain asset and inventory records of equipment purchased as part of Category 2 services for 10 years after purchase.

³⁴ 47 CFR Sec. 54.516 requires school districts who receive federal Universal Service funding through the E-Rate program to retain asset and inventory records of equipment purchased as part of Category 2 services for 10 years after purchase.

³⁵ SC 772.2(b)(2) requires each school to maintain detailed records of all chemical pest control treatments for at least 3 years.

³⁶ SC 751 and 807.1 require the retention of written price quotations and written records of telephonic price quotations for 3 years; **for federal purchasing under Uniform Guidance, PA Dept. of Education, Division of Federal Programs monitoring requires 6 years.**

³⁷ 29 CFR Sec. 1904.33(a) requires the retention of the OSHA incident report forms for 5 years following the end of the calendar year that the records cover.

³⁸ Supporting documents would be the materials listed in 22 Pa Code 10.24(g)(1-11.)

³⁹ 35 Pa. C.S.A. Sec. 7701(g) requires plan to be reviewed annually and updated as necessary.

⁴⁰ 29 CFR Sec. 1910.1020(c)(5) defines "employee exposure records" to include material safety data sheets (MSDS) indicating that the material may pose a hazard to human health. See 29 CFR Sec. 1910.1020(d)(1)(ii) for exceptions and alternate records.

⁴¹ Refers to the annual report required by SC 1303-A(b). Historical data is maintained by the state. SC 1307-A also requires school entities to maintain records of all applicable incidents but does not list retention period(s).

⁴² SC 518 requires permanent retention of the "minute book" of each district.

⁴³ 65 Pa. C.S.A. Sec. 1107(9) requires the retention of financial interest statements for 5 years from date of receipt.

⁴⁴ SC 321 requires members to subscribe (in writing) to the oath of office.

⁴⁵ **7 CFR Sec. 210.31 sets forth recordkeeping requirements for school wellness policies.**

⁴⁶ 22 PA Code Sec. 12.32 requires each district to develop a plan for the collection, maintenance and dissemination of student records.

⁴⁷ 49 CFR 382.401 lists applicable retention periods. 49 CFR 382.405 puts limits on release of records.

⁴⁸ **49 CFR Sec. 382.701 requires employers to retain for 3 years a record of each query and all information received in response to each query made in the federal Commercial Driver's License Drug and Alcohol Clearinghouse. As of January 6, 2023, an employer who maintains a valid registration in the Clearinghouse fulfills this requirement.**

⁴⁹ 22 Pa. Code Sec. 23.4 lists records required to be kept by local Boards.

⁵⁰ 22 Pa. Code Sec. 23.32.

⁵¹ 47 CFR Sec. 54.516 requires school districts who receive federal Universal Service funding through the E-Rate program to retain all related documentation for at least 10 years after the last day of service delivered in a particular funding year.