

# EVA Records Retention Policy

From EVA Finance Policies:

## 5. Record Retention and Access

- 5.1 Subject to state and federal laws, the local board of education, the SBE, its agents, and the State Auditor shall have the right to examine and copy all records, reports, documents, and files relating to any activity, program, or student of the Public Charter School.
- 5.2 EVA is subject to Public Records Law, Chapter 132 of General Statutes. This provision is effective upon the SBE's approval of the Charter Application.
- 5.3 EVA is subject to all provisions of Article 29 Chapter 115C, entitled "Protective Provisions and Maintenance of Student Records."
- 5.4 EVA shall ensure compliance with the Family Educational Right to Privacy Act (FERPA).
- 5.5 The record retention policy is as follows:
  - A. Permanent
    - Corporate Articles of Incorporation
    - By-Laws
    - Minutes
    - Personnel Files - Including Employee Contracts, Etc.
    - Legal Matters
    - Contracts
    - Audit Reports
    - Public Inspection of Records
    - Correspondence with Internal Revenue Service
    - Correspondence with District of Columbia
    - Donor Funding Records
    - Tax Filings (990s, 990Ts, 5500, 941, DCDOES, DC Withholding, Etc.)
    - Annual General Ledger and Financial Statements
  - B. Five Years
    - Timesheets, Leave Requests and Personnel Activity Files
    - Bank Deposit Slips and Support
    - Procurement and Purchasing Data
    - Budgets
    - Accounting Records
    - Accounts Payable Invoices
    - Accounts Receivable Records, Vouchers and Payroll Checks
    - Bank Statements
    - Payroll Earnings Records
    - Travel Expense Reports and Records
    - Journal Entries
    - Communications - Postage Reports or Logs, Telephone Allocation Reports and Photocopier
    - Magnetic Backups
    - Logs
    - Grant and Contract Files
    - Any records that pertain to property acquisition with more than a one-year life must be maintained until 5 years after the property has been disposed.