

RECORD RETENTION



Topics: Timelines for destruction of certain school records, Reproduction of records; School records of pupils; Student Transcripts; FERPA

* These timelines are governed by Kansas law (Kansas Statutes Annotated)

Resource: Office of the Revisor of Statutes | website: <https://www.ksrevisor.gov>

* Timelines for Destruction of Certain School Records	
Type of Record	Can Be Destroyed After
Bookkeeping and accounting records which are original books of entry, claims, vouchers and purchase orders	5 years
Official bonds of surety or indemnity	5 years after the termination of the employment of the covered employee
Insurance Policies	5 years after the expiration of the policy
Formal Audit Reports	5 years
Financial reports relating to programs supported by federal funds	3 years or the time specified in federal law
Financial papers (warrants, checks, receipts, etc.)	6 months after formal audit reports are filed
Bonds or coupons stamped "paid" or "canceled" and returned to the district by the state fiscal agent	6 months after the next formal audit of the district

K.S.A. [72-1629](#). **Destruction of records by school districts and community junior colleges.** The board of education of any school district or the board of trustees of any community junior college may, by resolution, provide for and authorize any officer, official or employee charged with or having custody of the following records, documents or other papers to destroy the same at the time indicated herein, and if more than one time can be made to apply, the longer time shall apply:

- (a) Bookkeeping and accounting records which are original books of entry, claims, vouchers and purchase orders, five (5) years.
- (b) Formal audit reports, five (5) years.
- (c) Financial papers of any type relating to programs supported by federal funds, three (3) years or such longer time as may be required by applicable federal law.
- (d) All financial papers not otherwise specified in this section may be destroyed at any time after formal audit reports have been completed and filed in the appropriate offices for a period of six (6) months, and this provision shall apply to the following: Warrants, warrant checks, receipts, canceled checks, and requisitions.
- (e) Official bonds of surety or indemnity, five (5) years after the termination of the term of employment.
- (f) Insurance policies, five (5) years after the expiration of the term thereof.
- (g) Bonds and coupons stamped paid or canceled and returned by the state fiscal agent, six (6) months after the next following annual formal audit of the school district.

History: L. 1955, ch. 335, § 1; L. 1970, ch. 282, § 1; L. 1975, ch. 372, § 1; July 1. Source or Prior Law: 72-5369

**K.S.A. [72-1631](#). Reproduction of records.**

The governing body of any school district may cause any or all records, documents or papers to be photographed, microphotographed or otherwise reproduced... The device used to reproduce ... shall be one which accurately reproduces the original thereof in all details. The school district may use reproduction methods which include the digital storage and retrieval of official school district records."

K.S.A. [72-1630](#). Application. Nothing in K.S.A. [72-1629](#) shall be deemed to apply to records, documents, or papers not specifically mentioned nor to authorize the destruction of records, documents or papers which in their nature should be preserved permanently, nor to prohibit destruction of records, documents or papers obviously of only temporary value after a reasonable time.

History: L. 1955, ch. 335, § 2; June 30. Source or Prior Law: 72-5370

Laws governing student records:

K.S.A. [72-6310](#). School records of pupils, withholding prohibited; school district property, return or payment for, exception. (excerpt)

- (b) All school district property in the possession of any pupil shall be returned to the proper school district authority or paid for by the pupil upon transfer of the pupil from the school district. The school records of any such pupil shall not be withheld for any reason. A school district authority, upon request, shall provide a fully itemized list of the school district property in the possession of the pupil. In the event that such school district authority receives an affidavit stating that the pupil's parents are unable to return the school district property which is lost or missing, such school district authority shall note in the school records of the pupil that the pupil has complied with the provisions of this section. In the event that a school district authority receives an affidavit from the board of education of another school district or from the governing authority of a nonpublic school stating that a pupil's records are being requested as proof of identity of the pupil pursuant to the provisions of K.S.A. 2017 Supp. [72-9934](#), and amendments thereto, such school district authority shall forward a certified copy of that part of the pupil's records which provides information regarding the identity of the pupil.
- (c) The school records of each pupil are the property of the pupil and shall not be withheld by any school district. Upon request of a pupil or the parent of a pupil, the school records of the pupil shall be given to such pupil or parent, or upon transfer to a nonpublic school, shall be forwarded to another school district or nonpublic school. A pupil's records forwarded to another school district due to transfer will include original copies of all the students records, including transcripts, grade cards, results of tests, assessments or evaluations, and all other personally identifiable records, files and data directly related to the pupil.

History: L. 1963, ch. 378, § 1; L. 1986, ch. 268, § 2; L. 1991, ch. 220, § 3; L. 1999, ch. 116, § 49; July 1. Source or Prior Law: 72-5386

Family Educational Rights and Privacy Act (FERPA)

FERPA also applies to the destruction of any student's personally identifiable information. Schools must destroy personally identifiable student information in a way that prevents disclosure.

For more information (U.S. Department of Education) on Family Educational Rights and Privacy Act (FERPA): <https://studentprivacy.ed.gov/ferpa>



Student Transcripts:

K.S.A. [72-1632](#): Same; deemed original record; evidence; transcript. Such photographs, microphotographs or photographic film shall be deemed to be an original record for all purposes, including introduction in evidence in all courts or administrative agencies. A transcript, exemplification or certified copy thereof shall, for all purposes recited herein, be deemed to be a transcript, exemplification, or certified copy of the original.

History: L. 1955, ch. 335, § 4; June 30. Source or Prior Law: 72-5372

K.A.R. 91-31-34(e) requires accredited schools to permanently maintain records related to each student's academic performance, attendance, and activities.

If you have questions,
call School Finance at (785) 296-3872.

For more information, contact:

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