LIST OF RECORDS BY SUBJECT MATTER
UPDATED July 28, 2020

AUDIT
1. Audits
   a. Fiscal
   b. Non-fiscal
2. Annual report of audit by independent public accountant
3. Financial disclosure

BOARD OF TRUSTEES
1. Agenda
2. Minutes of board meetings
3. Notices of annual meetings
4. Policies
5. Recordings, public meetings
6. Resolutions

BUDGET
1. Budget
   a. Annual
   b. Preliminary
   c. Proposed

BUILDINGS & GROUNDS
1. Annual fire inspection reports of school facilities
2. Applications for school facilities use
3. Architectural drawings
4. Arson reports
5. Asbestos reports
6. Construction
7. Fire safety report
8. Insurance
   a. Appraisals
   b. Claims
   c. Fire
   d. Health
   e. Liability
   f. Policies
   g. Property
   h. Theft
   i. Title
9. Logs
   a. Accidents and illnesses
   b. Equipment maintenance
   c. Facility maintenance and repair

d. Legal
e. Telephone
10. Long-range plan for educational facilities
11. Property damage report
12. Safety drill
13. Safety inspection
14. School safety, plans and records
15. Security
16. Vandalism reports
17. Videotapes
18. Visitor's register
19. Work orders

COMMUNICATION
1. Bulletins
2. Calendars
3. Code of Conduct
4. Code of Ethics
5. Correspondence
6. Homepage or Website Publications
7. Internet
    a. Services and use
8. Lists
    a. Mailing lists
    b. Special Education services
    c. Students
    d. Subject Matter Lists of Records
    e. Vendors
9. Manuals
    a. Policies
    b. Procedures
10. Newsletters
11. Photographs
12. Press Releases
13. Proofs of Publication

CURRICULUM
1. Adult Education
    a. Curriculum
    b. Program
    c. Student records
2. After-school activities
3. Detention notices
4. ESL programs
5. Extra-curricular activities

  a. Athletics
  b. Clubs (parent-sponsored)
  c. Field trips
  d. Student organizations
6. Home Instruction
7. Individualized Education Program (IEP)
8. Lesson plans
9. Literacy programs
10. Parent-Teacher organizations
11. Physical Education program
12. Program admission applications
13. Program files
14. Program plans
15. Progress reports
16. Special Education services

EDUCATIONAL DATA
1. Basic Educational Data System (BEDS)
2. Data Administration
3. Data Documentation
4. School Report Card
5. Student Information Systems

EQUIPMENT/INVENTORY
1. Report of fixed assets inventory
2. Chemicals, toxic substance inventory
3. Fuel, equipment use
4. Maintenance and repair
5. Property
6. Records
7. Warranties/specifications

FINANCE
1. Accounting records
2. Annual financial and statistical reports
3. Applications for federal grants and claims for reimbursements when such applications are granted
4. Appropriation and expenditure reports
5. Assessment (tax)
   a. Exemption records
   b. Grievances
6. Banking and Investment
   a. Checking
   b. Deposits books and slips

c. Direct deposit records
d. Statements
e. Warrants
7. Bids
   a. Canceled
   b. Capital construction
   c. Public property sale or discard
   d. Purchasing
8. Billing records
9. Bonds and Notes
   a. Proof of posting
   b. Surety bonds, public officials
10. Checks
    a. Canceled
    b. Copies and check stub
    c. Payroll
    d. Pre-consolidation
    e. Registers
    f. Voided
11. Capital Facilities Plan
12. Cash disbursements ledger
13. Cash receipts
14. Cash transactions
15. Check register
16. Encumbrances
17. Expenditure ledger
18. General journal
19. General ledger and revenue ledger
20. Paid bills, including invoices or claims, purchase order copies, receiving information, requisitions, packing slips, and other pertinent data appropriate for payment
21. Past-due accounts
22. Purchase orders
23. Purchase requisitions
24. Real property
    a. Acquisition or sale
    b. Transfers
25. Receipts issued by Treasurer
26. Reimbursements, claims
27. State aid reimbursement/reports
28. Transfer of funds register
29. Treasurer's monthly report
30. Warranties and guaranties

FUNDING

1. Awards, grants and gifts
2. Fundraising
3. Gifts and prizes awarded to students
4. Scholarships and awards
5. State Aid funding

INSURANCE
1. Policies
2. Liability

LEGAL
1. Americans with Disabilities Act
   a. Compliance Records
2. Child abuse and maltreatment reports
3. Claims, notice of
4. Claims and warrants
5. Contracts
   a. Capital Construction
   b. Collective bargaining
   c. Public Employees
6. Court Orders
7. Freedom of Information Law requests
8. Hearings
   a. Audits
   b. Budget
   c. Employee grievance
   d. Public
   e. Referendum
   f. Student disciplinary
9. Internal Investigations
10. Legal Actions
    a. Briefs
    b. Insurance cases
    c. Subpoena
11. Legal notices

PAYROLL AND PERSONNEL
1. Administrative organizational chart
2. Affirmative action investigations
3. Employees
   a. Contract negotiations
   b. Disciplinary proceedings
   c. Earnings (in-service) credit records
   d. Employee Assistance Program
   e. Financial disclosures
   f. Grievance
   g. Health insurance
   h. Injury and illness records
   i. Personnel records
   j. Timesheets

    k.   Health Insurance, employees
4. Insurance
    a.   Unemployment
    b.   Workers' Compensation
5. Organization chart
6. Payroll
    a.   Assignments and garnishments of salary
    b.   Checks
    c.   Direct deposit records
    d.   Individual earnings records
    e.   Payroll register (computer print-out)
    f.   Wages
7. Records of names, business addresses, titles, and salaries of all officers and employees
8. Professional Development Plan
9. Professional Performance Review Plan
10. Resignations
11. Substitute teacher registry
12. Termination of employment
13. Work schedules
14. Workers' Compensation
15. Working Papers

RECORDS
1. Academic records
2. Archival records
    a.   Administration
    b.   Retention and destruction of Records
3. Attendance plans
4. Attendance records
5. Disciplinary records
    a.   Employees
    b.   Students
6. First aid records
7. Grade reports
8. Guidance records
9. Health records
    a.   Employee
    b.   Students
10. Hiring records, employees
11. ID cards
12. Immunization records
13. Instructor's grade records, test scores and marking sheets
14. Interns and volunteers, personnel records
15. Interview records, employee
16. Job classification records

17. Job postings
18. Meeting files
19. Memoranda
20. Microfilmed records
21. Permanent record cards
22. Public access to records
23. Pupil Personnel cumulative record
24. Records disposition & retention schedule
25. Records management
26. Reports
    a. Accident
    b. Administrative
    c. Annual
    d. Budget
    e. Fire safety inspection
    f. Fiscal
    g. Health
    h. Property damage
    i. Safety
    j. Special Education
    k. Statistical
    l. Student data
    m. Teacher resource and computer training center
    n. Theft
    o. Vandalism
27. Telephone logs

TESTING
1. Achievement tests
2. Aptitude tests
3. Examinations
    a. Regents
    b. Student

TRAINING
1. Defibrillator
2. Teacher Resource and Computer Training Centers
    a. Certification records
    b. Course records
    c. Earnings credit records
    d. Grade and test records
    e. Reports
    f. Workshops

TRANSPORTATION
1. Carriers
2. Contracts
3. Correspondence
4. Maps
   a. Bus Routes

MISCELLANEOUS
1. Correspondence
2. Missing children
3. Planning studies
4. Registers
   a. Accounting
   b. Archives users
   c. Bond and Note issue and cancellation
   d. Invoice
   e. Students with disabilities
   f. Visitor
5. Registration
   a. School
6. Regulations
7. Travel
   a. Expense verifications
   b. Schedules

PLEASE NOTE: Records will be made available for public inspection and/or copying, except that we may deny access to records or portions thereof that:
- are specifically exempted from disclosure by state or federal statute;
- if disclosed, would constitute an unwarranted invasion of personal privacy;
- if disclosed, would impair present or imminent contract awards or other negotiations;
- are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which, if disclosed, would cause substantial injury to the competitive position of the subject enterprise;
- are compiled for law enforcement purposes and which, if disclosed, would:
  o interfere with law enforcement investigations or judicial proceedings;
  o deprive a person of a right to a fair trial or impartial adjudication;
  o identify a confidential source or disclose confidential information relating to a criminal investigation; or
  o reveal criminal investigative techniques or procedures, except routine techniques and procedures;
- if disclosed, could endanger the life or safety of any person;
- are inter-agency or intra-agency materials which are not:
  o statistical or factual tabulations or data;
  o instructions to staff that affect the public;
  o final agency policy or determinations;

- external audits, including but not limited to audits performed by the comptroller and the federal government; or
- are examination questions or answers which are requested prior to the final administration of such questions;
- if disclosed, would jeopardize an agency's capacity to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures.