

Records Retention Policy

Admissions Records

Any records obtained during the admissions process for a child who does not matriculate to the school will be retained for one year, after which all such records will be destroyed. Records of students who do enroll at [REDACTED] will become part of the permanent student file in the office.

Enrolled Student Records

When a student graduates or transfers away from [REDACTED], the cumulative academic record (final year-end grades and standardized testing) will be retained for ten years, along with a copy of the birth certificate, immunization records, and any records of educational or psychological testing and/or 504 Plans. Any other documents which may have been retained in the permanent file may be destroyed at the time of graduation or transfer.

Employment Records

Employment records, including I-9 forms or any other documents required by law as a condition of employment shall be retained for a minimum of ten years.

Financial Records

Financial records of accounts payable and receivable as well as bank and investment statements along with official audits or financial reviews will be retained for ten years, at which time such records shall be destroyed.

Legal Records

Legal records regarding employees shall be a part of the permanent employment file. Legal records involving the school as a named party in legal proceedings shall be preserved for at least ten years after the disposition of said proceedings.

Other Records

Any other records or documents which the school may possess as part of its general operations which are not otherwise discussed above or protected under state or federal statute may be destroyed when the school deems they are no longer necessary to ongoing operations.

Permanent Repository

Should [REDACTED] ever cease to exist, [REDACTED], under the direction of the Dean, Wardens, and Vestry, shall serve as the repository for any records which need to be retained for a specified time or in perpetuity.