

BA-CFA will retain records based on guidelines set forth by state and federal agencies. Records will be retained as follows:

Financial records:

Accounts Payable and Account Receivable Records will be kept a minimum of 7 years.

Bank Records and Budget Reports will be kept for a minimum of 7 years.

Audit Reports, and Tax Returns will be kept permanently.

Insurance Records, Contracts and Leases, and Donation/Grant Records will be kept permanently.

Board Records, recorded or written minutes, will be kept permanently.

Student cumulative files will be kept according to state guidelines.

Final Transcripts will be kept permanently.

Every effort will be made to digitize original records before destruction.