



RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Phone: 608-588-2551

(NEW)_____

Records Retention Policy

In September 2023, we adopted 10 records retention schedules (those categories other than the “Wisconsin School District Records Schedule”). Since the rules provide that the 2010 records schedule for school districts, if adopted (which we did), is automatically replaced by a new 2023 schedule unique to school districts, the Board approved the adoption of all the other records schedule categories except the school district records schedule.

The signed adoption forms for these 10 other categories were sent to the Wisconsin Historical Society and the signed forms were received back from the Historical Society/Public Records Board.

As listed on the district website (<https://www.rvschools.org/district/recordsretentionschedules.cfm>), here are the records retention schedules adopted by and in use by the River Valley School District:

- Records Retention Schedule for “Wisconsin Public School District and Related Records”
- Records Retention Schedules for 10 Categories OTHER THAN “Wisconsin Public School District and Related Records”
 - Administrative Records
 - Budget Records
 - Facilities Records
 - Fiscal and Accounting Records
 - Fleet and Aircraft Management Records
 - Human Resources Records
 - Information Technology Records
 - Payroll and Benefits Records
 - Purchasing and Procurement Records
 - Risk Management Records