

Kingdom Christian Academy
~ Internal Policy ~

TITLE: Retention of Documents
EFFECTIVE DATE: December 18, 2007 Policy # : 2007-005
RELATED POLICIES & FORMS: Complaint/Grievance Form; Complaint/Grievance Acknowledgement Form; Disciplinary Review and Appeal Form; Grievance Policy #2007-003.

Purpose: To create a standardized method for the proper retention of documents at Kingdom Christian Academy.

1. Retention & Destruction

a. **Complaint/ Grievance Forms & Files**

Complaint / Grievance Forms filed under authority of this policy in the affected employee (or volunteer) personnel file, as well as the records of investigation and/or discipline shall be shredded, except as follows:

- i) Exonerated Employees – All forms and records related to an exonerated complaint / grievance shall be filed and retained for period of (3) months. After three months, such documents shall be shredded.

- ii) Unsubstantiated or False Complaints or Grievances - All forms and records related to an unsubstantiated or false complaint / grievance shall be filed in the employee’s personnel file and retained for period of (3) months. After three months, such documents shall be shredded.

- iii) Substantiated Complaints or Grievance which Require Discipline or Training - Complaints / Grievances that are substantiated and involve a ruling of corrective action, disciplinary measures or training shall be placed in the affected employee’s file, along with all documents related to the complaint / grievance and shall

be retained for one (1) year from the date the complaint was originally filed. After one year, all documents related to the complaint / grievance shall be shredded; however documents relating to the employee’s training may be retained. If an employee or volunteer receives an unrelated action of discipline during the one (1) year time frame for retention of a previous discipline, then such new action shall reinstate document retention for all documents (related or unrelated) within the file with a new start date beginning with the last and newest disciplinary action.

AUTHORITY _____
(KCA School Board)

Date Approved By Board: _____