**Record Retention**

According to guidance, keep what is used for CTA reporting. Best practice is to create a folder shared by the CTE team. Due to personal teacher and student information, it should not be accessible to all.

* **General Settings** – this will need to be reviewed and entered each year.
	+ For unique circumstances, consider screen shots of your school general settings for reference
* **Instructional Costs**
	+ Instructor salaries
		- Save payroll reports and instructor contract information (electronic contract report or salary step information. This can be uploaded to CTE Gateway and/or saved in the shared folder either as bookmarked PDF’s or multiple tabs in an Excel file.
	+ Course loads and enrollment
		- Save instructor master schedules, notes, and transcripts used to determine CTE, non-CTE, course loads, and course credits.
		- Save student rosters or an enrollment report pulled on the last full day of class to include seniors.
	+ Absence reports used for substitute sick/annual leave
	+ Absence reports and support for reported CTE-related substitute days
	+ Re-performable rationale for CTE percentages, time spent on CTE duties
		- Timesheets with 100% time
		- Calendars that track CTE and non-CTE time
		- Job descriptions the details percentages
		- Class schedule with CTE and non-CTE classes for the paraprofessional
* **Books, Supplies, and Equipment Costs**
	+ General ledger support for all reported purchases
	+ Purchase orders, invoices and CTE purpose for all reported purchases
* **Contract Revenues and Contract Costs**
	+ Invoices and proof invoices were paid/received
	+ Student rosters
	+ Teacher schedules