

Schedule Number #4303

Contents Budget Records

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Year **

Type Paper

Schedule Number #4303

Contents Budget Records

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Year **

Type Paper

Schedule Number #4303

Contents Budget Records

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Year **

Type Paper

Schedule Number #4303

Contents Budget Records

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Year **

Type Paper

Schedule Number #9403

**Contents Directives, Standards, Laws for
Local, State and Federal Governmental Agencies**

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #9403

**Contents Directives, Standards, Laws for
Local, State and Federal Governmental Agencies**

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #9403

**Contents Directives, Standards, Laws for
Local, State and Federal Governmental Agencies**

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #9403

**Contents Directives, Standards, Laws for
Local, State and Federal Governmental Agencies**

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #9406

Contents Correspondence: Executive (Has Significant administrative value)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #9406

Contents Correspondence: Executive (Has Significant administrative value)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #9406

Contents Correspondence: Executive (Has Significant administrative value)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #9406

Contents Correspondence: Executive (Has Significant administrative value)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #9406

Contents Correspondence: General (Has administrative value)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years

Type Paper

Schedule Number #9406

Contents Correspondence: General (Has administrative value)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years

Type Paper

Schedule Number #9406

Contents Correspondence: General (Has administrative value)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years

Type Paper

Schedule Number #9406

Contents Correspondence: General (Has administrative value)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years

Type Paper

Schedule Number #9406

Contents Correspondence: Routine (Has limited administrative value)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year

Type Paper

Schedule Number #9406

Contents Correspondence: Routine (Has limited administrative value)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year

Type Paper

Schedule Number #9406

Contents Correspondence: Routine (Has limited administrative value)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year

Type Paper

Schedule Number #9406

Contents Correspondence: Routine (Has limited administrative value)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year

Type Paper

Schedule Number #9406

Contents Correspondence: Personal (Has no administrative value)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Delete at will

Type Paper

Schedule Number #9406

Contents Correspondence: Personal (Has no administrative value)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Delete at will

Type Paper

Schedule Number #9406

Contents Correspondence: Personal (Has no administrative value)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Delete at will

Type Paper

Schedule Number #9406

Contents Correspondence: Personal (Has no administrative value)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Delete at will

Type Paper

Schedule Number #9406

Contents Email: Executive messages (ex: has significant administrative value/executive correspondence, departmental polices and procedures)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years or until superceded

Type Disc

Schedule Number #9406

Contents Email: Executive messages (ex: has significant administrative value/executive correspondence, departmental polices and procedures)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years or until superceded

Type Disc

Schedule Number #9406

Contents Email: Executive messages (ex: has significant administrative value/executive correspondence, departmental polices and procedures)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years or until superceded

Type Disc

Schedule Number #9406

Contents Email: Executive messages (ex: has significant administrative value/executive correspondence, departmental polices and procedures)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years or until superceded

Type Disc

Schedule Number #9406

Contents Email: General messages (ex: has administrative value/general correspondence, routine correspondence, monthly and weekly reports)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years

Type Disc

Schedule Number #9406

Contents Email: General messages (ex: has administrative value/general correspondence, routine correspondence, monthly and weekly reports)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years

Type Disc

Schedule Number #9406

Contents Email: General messages (ex: has administrative value/general correspondence, routine correspondence, monthly and weekly reports)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years

Type Disc

Schedule Number #9406

Contents Email: General messages (ex: has administrative value/general correspondence, routine correspondence, monthly and weekly reports)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years

Type Disc

Schedule Number #9406

Contents Email: Routine messages (ex: has limited administrative value - telephone messages, drafts and other limited documents which serve to convey information of temporary importance.)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year

Type Disc

Schedule Number #9406

Contents Email: Routine messages (ex: has limited administrative value - telephone messages, drafts and other limited documents which serve to convey information of temporary importance.)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year

Type Disc

Schedule Number #9406

Contents Email: Routine messages (ex: has limited administrative value - telephone messages, drafts and other limited documents which serve to convey information of temporary importance.)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year

Type Disc

Schedule Number #9406

Contents Email: Routine messages (ex: has limited administrative value - telephone messages, drafts and other limited documents which serve to convey information of temporary importance.)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year

Type Disc

Schedule Number #9406

Contents Email: Non-State Publications (ex: has no administrative value/unsolicited promotional materials)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Delete at Will

Type Disc

Schedule Number #9406

Contents Email: Non-State Publications (ex: has no administrative value/unsolicited promotional materials)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Delete at Will

Type Disc

Schedule Number #9406

Contents Email: Non-State Publications (ex: has no administrative value/unsolicited promotional materials)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Delete at Will

Type Disc

Schedule Number #9406

Contents Email: Non-State Publications (ex: has no administrative value/unsolicited promotional materials)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Delete at Will

Type Disc

Schedule Number #9406
Contents Email: Personal Messages
Whom All Secretaries
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Delete at Will
Type Disc

Schedule Number #9406
Contents Email: Personal Messages
Whom All Secretaries
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Delete at Will
Type Disc

Schedule Number #9406
Contents Email: Personal Messages
Whom All Secretaries
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Delete at Will
Type Disc

Schedule Number #9406
Contents Email: Personal Messages
Whom All Secretaries
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Delete at Will
Type Disc

Schedule Number #9406

Contents Fax (Logs, Messages)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year

Type Paper

Schedule Number #9406

Contents Fax (Logs, Messages)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year

Type Paper

Schedule Number #9406

Contents Fax (Logs, Messages)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year

Type Paper

Schedule Number #9406

Contents Fax (Logs, Messages)

Whom All Secretaries

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year

Type Paper

Schedule Number #1105
Contents Administrative Regulations
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period One Year After
Superceded
Type Paper

Schedule Number #1105
Contents Administrative Regulations
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period One Year After
Superceded
Type Paper

Schedule Number #1105
Contents Administrative Regulations
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period One Year After
Superceded
Type Paper

Schedule Number #1105
Contents Administrative Regulations
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period One Year After
Superceded
Type Paper

Schedule Number #1401

Contents Adopted Courses of Study

**Whom Assistant Superintendent
and Secretary**

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #1401

Contents Adopted Courses of Study

**Whom Assistant Superintendent
and Secretary**

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #1401

Contents Adopted Courses of Study

**Whom Assistant Superintendent
and Secretary**

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #1401

Contents Adopted Courses of Study

**Whom Assistant Superintendent
and Secretary**

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #1403
Contents Adopted Special Programs
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until Superseded
Type Paper

Schedule Number #1403
Contents Adopted Special Programs
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until Superseded
Type Paper

Schedule Number #1403
Contents Adopted Special Programs
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until Superseded
Type Paper

Schedule Number #1403
Contents Adopted Special Programs
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until Superseded
Type Paper

Schedule Number #2302

Contents Professional Conferences
Applications

Whom Assistant Superintendent
and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years **

Type Paper

Schedule Number #2302

Contents Professional Conferences
Applications

Whom Assistant Superintendent
and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years **

Type Paper

Schedule Number #2302

Contents Professional Conferences
Applications

Whom Assistant Superintendent
and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years **

Type Paper

Schedule Number #2302

Contents Professional Conferences
Applications

Whom Assistant Superintendent
and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years **

Type Paper

Schedule Number #5201
Contents School Calendars
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #5201
Contents School Calendars
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #5201
Contents School Calendars
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #5201
Contents School Calendars
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #5404
Contents Textbook/Workbook Inventory
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until Superseded

Type Paper

Schedule Number #5404
Contents Textbook/Workbook Inventory
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until Superseded

Type Paper

Schedule Number #5404
Contents Textbook/Workbook Inventory
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until Superseded

Type Paper

Schedule Number #5404
Contents Textbook/Workbook Inventory
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until Superseded

Type Paper

Schedule Number #8206
Contents Vocation Education (V.E.) Reports
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #8206
Contents Vocation Education (V.E.) Reports
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #8206
Contents Vocation Education (V.E.) Reports
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #8206
Contents Vocation Education (V.E.) Reports
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #8207

**Contents Ohio Common Core Data (OCCD)
Reports**

**Whom Assistant Superintendent
and Secretary**

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8207

**Contents Ohio Common Core Data (OCCD)
Reports**

**Whom Assistant Superintendent
and Secretary**

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8207

**Contents Ohio Common Core Data (OCCD)
Reports**

**Whom Assistant Superintendent
and Secretary**

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8207

**Contents Ohio Common Core Data (OCCD)
Reports**

**Whom Assistant Superintendent
and Secretary**

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8208
Contents Drivers Education Reports
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #8208
Contents Drivers Education Reports
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #8208
Contents Drivers Education Reports
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #8208
Contents Drivers Education Reports
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #8209

Contents Ohio Dept. of Education (O.D.E.)
Reports

Whom Assistant Superintendent
and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8209

Contents Ohio Dept. of Education (O.D.E.)
Reports

Whom Assistant Superintendent
and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8209

Contents Ohio Dept. of Education (O.D.E.)
Reports

Whom Assistant Superintendent
and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8209

Contents Ohio Dept. of Education (O.D.E.)
Reports

Whom Assistant Superintendent
and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8211
Contents OS/Civil Rights Reports
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Permanent
Type Paper

Schedule Number #8211
Contents OS/Civil Rights Reports
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Permanent
Type Paper

Schedule Number #8211
Contents OS/Civil Rights Reports
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Permanent
Type Paper

Schedule Number #8211
Contents OS/Civil Rights Reports
Whom Assistant Superintendent
and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Permanent
Type Paper

Schedule Number #8212

Contents Title IX Reports

**Whom Assistant Superintendent
and Secretary**

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years

Type Paper

Schedule Number #8212

Contents Title IX Reports

**Whom Assistant Superintendent
and Secretary**

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years

Type Paper

Schedule Number #8212

Contents Title IX Reports

**Whom Assistant Superintendent
and Secretary**

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years

Type Paper

Schedule Number #8212

Contents Title IX Reports

**Whom Assistant Superintendent
and Secretary**

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years

Type Paper

Schedule Number #3101

Contents Student Record Folders:

Enrollment/Withdrawal

Grades/Transcripts

Activities Record

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #3101

Contents Student Record Folders:

Enrollment/Withdrawal

Grades/Transcripts

Activities Record

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #3101

Contents Student Record Folders:

Enrollment/Withdrawal

Grades/Transcripts

Activities Record

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #3101

Contents Student Record Folders:

Enrollment/Withdrawal

Grades/Transcripts

Activities Record

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #3102

Contents Office Record Card (K-9)
(each student enrollment)

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #3102

Contents Office Record Card (K-9)
(each student enrollment)

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #3102

Contents Office Record Card (K-9)
(each student enrollment)

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #3102

Contents Office Record Card (K-9)
(each student enrollment)

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #3202

Contents Discipline Records, Letter to Parents, Office Discipline

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year After Graduation

Type Paper

Schedule Number #3202

Contents Discipline Records, Letter to Parents, Office Discipline

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year After Graduation

Type Paper

Schedule Number #3202

Contents Discipline Records, Letter to Parents, Office Discipline

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year After Graduation

Type Paper

Schedule Number #3202

Contents Discipline Records, Letter to Parents, Office Discipline

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year After Graduation

Type Paper

Schedule Number #3203

Contents Psychological-Records (Restricted)

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Through

Graduation

Type Paper

Schedule Number #3203

Contents Psychological-Records (Restricted)

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Through

Graduation

Type Paper

Schedule Number #3203

Contents Psychological-Records (Restricted)

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Through

Graduation

Type Paper

Schedule Number #3203

Contents Psychological-Records (Restricted)

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Through

Graduation

Type Paper

Schedule Number #3204

Contents Child Abuse/Neglect Referral Letters

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Through

Graduation

Type Paper

Schedule Number #3204

Contents Child Abuse/Neglect Referral Letters

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Through

Graduation

Type Paper

Schedule Number #3204

Contents Child Abuse/Neglect Referral Letters

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Through

Graduation

Type Paper

Schedule Number #3204

Contents Child Abuse/Neglect Referral Letters

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Through

Graduation

Type Paper

Schedule Number #3205

Contents Formal Complaints Against Students

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Graduation

Type Paper

Schedule Number #3205

Contents Formal Complaints Against Students

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Graduation

Type Paper

Schedule Number #3205

Contents Formal Complaints Against Students

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Graduation

Type Paper

Schedule Number #3205

Contents Formal Complaints Against Students

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Graduation

Type Paper

Schedule Number #3301
Contents Teacher Grade Book/Records
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Six Years **
Type Paper

Schedule Number #3301
Contents Teacher Grade Book/Records
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Six Years **
Type Paper

Schedule Number #3301
Contents Teacher Grade Book/Records
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Six Years **
Type Paper

Schedule Number #3301
Contents Teacher Grade Book/Records
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Six Years **
Type Paper

Schedule Number #3302
Contents Pre-School Screening Profiles
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Three Years
Type Paper

Schedule Number #3302
Contents Pre-School Screening Profiles
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Three Years
Type Paper

Schedule Number #3302
Contents Pre-School Screening Profiles
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Three Years
Type Paper

Schedule Number #3302
Contents Pre-School Screening Profiles
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Three Years
Type Paper

Schedule Number #3303

Contents Age and Schooling Records (Work Permits)

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Three Years

Type Paper

Schedule Number #3303

Contents Age and Schooling Records (Work Permits)

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Three Years

Type Paper

Schedule Number #3303

Contents Age and Schooling Records (Work Permits)

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Three Years

Type Paper

Schedule Number #3303

Contents Age and Schooling Records (Work Permits)

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Three Years

Type Paper

Schedule Number #3305

Contents Individual Educational Plan (IEP)

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #3305

Contents Individual Educational Plan (IEP)

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #3305

Contents Individual Educational Plan (IEP)

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #3305

Contents Individual Educational Plan (IEP)

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #3306

Contents Free/Reduced Price Lunch Applications

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years

Type Paper

Schedule Number #3306

Contents Free/Reduced Price Lunch Applications

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years

Type Paper

Schedule Number #3306

Contents Free/Reduced Price Lunch Applications

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years

Type Paper

Schedule Number #3306

Contents Free/Reduced Price Lunch Applications

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years

Type Paper

Schedule Number #3401
Contents Emergency Information Card
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until Superseded
Type Paper

Schedule Number #3401
Contents Emergency Information Card
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until Superseded
Type Paper

Schedule Number #3401
Contents Emergency Information Card
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until Superseded
Type Paper

Schedule Number #3401
Contents Emergency Information Card
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until Superseded
Type Paper

Schedule Number #3999
Contents Miscellaneous Student Records
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period One Year
Type Paper

Schedule Number #3999
Contents Miscellaneous Student Records
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period One Year
Type Paper

Schedule Number #3999
Contents Miscellaneous Student Records
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period One Year
Type Paper

Schedule Number #3999
Contents Miscellaneous Student Records
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period One Year
Type Paper

Schedule Number #4202

Contents Tornado and Fire Drill Records

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year *

Type Paper

Schedule Number #4202

Contents Tornado and Fire Drill Records

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year *

Type Paper

Schedule Number #4202

Contents Tornado and Fire Drill Records

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year *

Type Paper

Schedule Number #4202

Contents Tornado and Fire Drill Records

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year *

Type Paper

Schedule Number #4203
Contents Building Health Inspections
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Two Year *
Type Paper

Schedule Number #4203
Contents Building Health Inspections
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Two Year *
Type Paper

Schedule Number #4203
Contents Building Health Inspections
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Two Year *
Type Paper

Schedule Number #4203
Contents Building Health Inspections
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Two Year *
Type Paper

Schedule Number #4301

Contents Student Activity Records:

Pay-In Forms

Pay-Out Forms

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Year **

Type Paper

Schedule Number #4301

Contents Student Activity Records:

Pay-In Forms

Pay-Out Forms

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Year **

Type Paper

Schedule Number #4301

Contents Student Activity Records:

Pay-In Forms

Pay-Out Forms

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Year **

Type Paper

Schedule Number #4301

Contents Student Activity Records:

Pay-In Forms

Pay-Out Forms

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Year **

Type Paper

Schedule Number #4302
Contents Receipts/Deposit Slips
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Year **
Type Paper

Schedule Number #4302
Contents Receipts/Deposit Slips
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Year **
Type Paper

Schedule Number #4302
Contents Receipts/Deposit Slips
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Year **
Type Paper

Schedule Number #4302
Contents Receipts/Deposit Slips
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Year **
Type Paper

Schedule Number #4401
Contents Textbook Inventories
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until Superseded
Type Paper

Schedule Number #4401
Contents Textbook Inventories
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until Superseded
Type Paper

Schedule Number #4401
Contents Textbook Inventories
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until Superseded
Type Paper

Schedule Number #4401
Contents Textbook Inventories
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until Superseded
Type Paper

Schedule Number #4402

Contents Supplies Inventories

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #4402

Contents Supplies Inventories

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #4402

Contents Supplies Inventories

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #4402

Contents Supplies Inventories

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #4403

Contents Student Handbooks

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #4403

Contents Student Handbooks

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #4403

Contents Student Handbooks

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #4403

Contents Student Handbooks

Whom Bldg Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #8210
Contents North Central Reports
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Ten Years
Type Paper

Schedule Number #8210
Contents North Central Reports
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Ten Years
Type Paper

Schedule Number #8210
Contents North Central Reports
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Ten Years
Type Paper

Schedule Number #8210
Contents North Central Reports
Whom Bldg Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Ten Years
Type Paper

Schedule Number #3201

Contents Health/Medical Records:

Visual Screening,
Hearing Screening,
Immunization Records

Whom Bldg Secretary/Nurse

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Seven Years
After Graduation

Type Paper

Schedule Number #3201

Contents Health/Medical Records:

Visual Screening,
Hearing Screening,
Immunization Records

Whom Bldg Secretary/Nurse

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Seven Years
After Graduation

Type Paper

Schedule Number #3201

Contents Health/Medical Records:

Visual Screening,
Hearing Screening,
Immunization Records

Whom Bldg Secretary/Nurse

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Seven Years
After Graduation

Type Paper

Schedule Number #3201

Contents Health/Medical Records:

Visual Screening,
Hearing Screening,
Immunization Records

Whom Bldg Secretary/Nurse

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Seven Years
After Graduation

Type Paper

Schedule Number #3304

**Contents Accident Reports
(Students/Liability/Fleet/Property)**

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Five Years
Provided No Action Pending**

Type Paper

Schedule Number #3304

**Contents Accident Reports
(Students/Liability/Fleet/Property)**

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Five Years
Provided No Action Pending**

Type Paper

Schedule Number #3304

**Contents Accident Reports
(Students/Liability/Fleet/Property)**

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Five Years
Provided No Action Pending**

Type Paper

Schedule Number #3304

**Contents Accident Reports
(Students/Liability/Fleet/Property)**

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Five Years
Provided No Action Pending**

Type Paper

Schedule Number #5303

Contents Rental Information

(Use of Facilities)

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #5303

Contents Rental Information

(Use of Facilities)

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #5303

Contents Rental Information

(Use of Facilities)

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #5303

Contents Rental Information

(Use of Facilities)

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #5305

Contents Environmental Reports and Data
(Asbestos, etc)

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #5305

Contents Environmental Reports and Data
(Asbestos, etc)

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #5305

Contents Environmental Reports and Data
(Asbestos, etc)

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #5305

Contents Environmental Reports and Data
(Asbestos, etc)

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #5306
Contents Vandalism Reports
Whom Business Office
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #5306
Contents Vandalism Reports
Whom Business Office
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #5306
Contents Vandalism Reports
Whom Business Office
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #5306
Contents Vandalism Reports
Whom Business Office
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #5309

**Contents Bids and Specifications
(Unsuccessful)**

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year **

Type Paper

Schedule Number #5309

**Contents Bids and Specifications
(Unsuccessful)**

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year **

Type Paper

Schedule Number #5309

**Contents Bids and Specifications
(Unsuccessful)**

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year **

Type Paper

Schedule Number #5309

**Contents Bids and Specifications
(Unsuccessful)**

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year **

Type Paper

Schedule Number #5310

**Contents Bids and Specifications
(Successful)**

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Four
Years/Completion of Project****

Type Paper

Schedule Number #5310

**Contents Bids and Specifications
(Successful)**

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Four
Years/Completion of Project****

Type Paper

Schedule Number #5310

**Contents Bids and Specifications
(Successful)**

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Four
Years/Completion of Project****

Type Paper

Schedule Number #5310

**Contents Bids and Specifications
(Successful)**

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Four
Years/Completion of Project****

Type Paper

Schedule Number #5311

Contents Contractors Files (Resolutions, Additions, Drawings, etc)

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four

Years/Completion of Project if no

Action Pending**

Type Paper

Schedule Number #5311

Contents Contractors Files (Resolutions, Additions, Drawings, etc)

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four

Years/Completion of Project if no

Action Pending**

Type Paper

Schedule Number #5311

Contents Contractors Files (Resolutions, Additions, Drawings, etc)

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four

Years/Completion of Project if no

Action Pending**

Type Paper

Schedule Number #5311

Contents Contractors Files (Resolutions, Additions, Drawings, etc)

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four

Years/Completion of Project if no

Action Pending**

Type Paper

Schedule Number #5400

Contents Vendor Listing

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until

Superseded**

Type Paper

Schedule Number #5400

Contents Vendor Listing

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until

Superseded**

Type Paper

Schedule Number #5400

Contents Vendor Listing

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until

Superseded**

Type Paper

Schedule Number #5400

Contents Vendor Listing

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until

Superseded**

Type Paper

Schedule Number #5402
Contents Warranty/Guarantee
Whom Business Office
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Life/Warranty of
Equipment
Type Paper

Schedule Number #5402
Contents Warranty/Guarantee
Whom Business Office
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Life/Warranty of
Equipment
Type Paper

Schedule Number #5402
Contents Warranty/Guarantee
Whom Business Office
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Life/Warranty of
Equipment
Type Paper

Schedule Number #5402
Contents Warranty/Guarantee
Whom Business Office
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Life/Warranty of
Equipment
Type Paper

Schedule Number #5403

Contents Plant and Equipment

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superceded

**_____
Type Paper**

Schedule Number #5403

Contents Plant and Equipment

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superceded

**_____
Type Paper**

Schedule Number #5403

Contents Plant and Equipment

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superceded

**_____
Type Paper**

Schedule Number #5403

Contents Plant and Equipment

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superceded

**_____
Type Paper**

Schedule Number #5405
Contents Supplies Inventory
Whom Business Office
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until Superseded

Type Paper

Schedule Number #5405
Contents Supplies Inventory
Whom Business Office
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until Superseded

Type Paper

Schedule Number #5405
Contents Supplies Inventory
Whom Business Office
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until Superseded

Type Paper

Schedule Number #5405
Contents Supplies Inventory
Whom Business Office
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until Superseded

Type Paper

Schedule Number #5442
Contents Vehicle Registration
Whom Business Office
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Life of Vehicle
Type Paper

Schedule Number #5442
Contents Vehicle Registration
Whom Business Office
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Life of Vehicle
Type Paper

Schedule Number #5442
Contents Vehicle Registration
Whom Business Office
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Life of Vehicle
Type Paper

Schedule Number #5442
Contents Vehicle Registration
Whom Business Office
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Life of Vehicle
Type Paper

Schedule Number #5443

Contents Vehicle License

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year After Termination

Type Paper

Schedule Number #5443

Contents Vehicle License

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year After Termination

Type Paper

Schedule Number #5443

Contents Vehicle License

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year After Termination

Type Paper

Schedule Number #5443

Contents Vehicle License

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year After Termination

Type Paper

Schedule Number #6205

Contents Insurance Policies

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Fifteen Years

After Expiration Provided All

Claims Settled

Type Paper

Schedule Number #6205

Contents Insurance Policies

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Fifteen Years

After Expiration Provided All

Claims Settled

Type Paper

Schedule Number #6205

Contents Insurance Policies

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Fifteen Years

After Expiration Provided All

Claims Settled

Type Paper

Schedule Number #6205

Contents Insurance Policies

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Fifteen Years

After Expiration Provided All

Claims Settled

Type Paper

Schedule Number #6218

Contents Employee Bonds, Board Member Bonds

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #6218

Contents Employee Bonds, Board Member Bonds

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #6218

Contents Employee Bonds, Board Member Bonds

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #6218

Contents Employee Bonds, Board Member Bonds

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #6317
Contents Contracts: Service
Whom Business Office
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #6317
Contents Contracts: Service
Whom Business Office
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #6317
Contents Contracts: Service
Whom Business Office
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #6317
Contents Contracts: Service
Whom Business Office
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #9203

Contents Building, Boiler, Maintenance Reports

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years *

Type Paper

Schedule Number #9203

Contents Building, Boiler, Maintenance Reports

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years *

Type Paper

Schedule Number #9203

Contents Building, Boiler, Maintenance Reports

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years *

Type Paper

Schedule Number #9203

Contents Building, Boiler, Maintenance Reports

Whom Business Office

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years *

Type Paper

Schedule Number #1102
Contents Blueprints, Plans, Maps
Whom Business Office
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Permanent
Type Paper

Schedule Number #1102
Contents Blueprints, Plans, Maps
Whom Business Office
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Permanent
Type Paper

Schedule Number #1102
Contents Blueprints, Plans, Maps
Whom Business Office
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Permanent
Type Paper

Schedule Number #1102
Contents Blueprints, Plans, Maps
Whom Business Office
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Permanent
Type Paper

Schedule Number #2101
Contents Certificated Active Employees
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Permanent
Type Paper

Schedule Number #2101
Contents Certificated Active Employees
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Permanent
Type Paper

Schedule Number #2101
Contents Certificated Active Employees
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Permanent
Type Paper

Schedule Number #2101
Contents Certificated Active Employees
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Permanent
Type Paper

Schedule Number #2102
Contents Classified Active Employees
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Permanent
Type Paper

Schedule Number #2102
Contents Classified Active Employees
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Permanent
Type Paper

Schedule Number #2102
Contents Classified Active Employees
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Permanent
Type Paper

Schedule Number #2102
Contents Classified Active Employees
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Permanent
Type Paper

Schedule Number #2103
Contents Certified Inactive Employees
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Permanent
Type Paper

Schedule Number #2103
Contents Certified Inactive Employees
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Permanent
Type Paper

Schedule Number #2103
Contents Certified Inactive Employees
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Permanent
Type Paper

Schedule Number #2103
Contents Certified Inactive Employees
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Permanent
Type Paper

Schedule Number #2104
Contents Classified Inactive Employees
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Permanent
Type Paper

Schedule Number #2104
Contents Classified Inactive Employees
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Permanent
Type Paper

Schedule Number #2104
Contents Classified Inactive Employees
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Permanent
Type Paper

Schedule Number #2104
Contents Classified Inactive Employees
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Permanent
Type Paper

Schedule Number #2105

Contents Civil Rights and Disciplinary Reports

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Permanent
Type Paper**

Schedule Number #2105

Contents Civil Rights and Disciplinary Reports

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Permanent
Type Paper**

Schedule Number #2105

Contents Civil Rights and Disciplinary Reports

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Permanent
Type Paper**

Schedule Number #2105

Contents Civil Rights and Disciplinary Reports

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Permanent
Type Paper**

Schedule Number #2106

Contents Civil Service Reports

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #2106

Contents Civil Service Reports

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #2106

Contents Civil Service Reports

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #2106

Contents Civil Service Reports

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #2107

Contents Retirement Letters

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #2107

Contents Retirement Letters

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #2107

Contents Retirement Letters

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #2107

Contents Retirement Letters

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #2108

Contents Substitute Records

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Twenty-five Years

Type Paper

Schedule Number #2108

Contents Substitute Records

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Twenty-five Years

Type Paper

Schedule Number #2108

Contents Substitute Records

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Twenty-five Years

Type Paper

Schedule Number #2108

Contents Substitute Records

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Twenty-five Years

Type Paper

Schedule Number #2301

Contents Employee Contracts and Salary Notices

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years After Termination from employment

Type Paper

Schedule Number #2301

Contents Employee Contracts and Salary Notices

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years After Termination from employment

Type Paper

Schedule Number #2301

Contents Employee Contracts and Salary Notices

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years After Termination from employment

Type Paper

Schedule Number #2301

Contents Employee Contracts and Salary Notices

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years After Termination from employment

Type Paper

Schedule Number #2303

Contents Irregular Employee Contracts
(Substitutes, etc.)

Whom Director of Personnel and
Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years After
Contract Expires

Type Paper

Schedule Number #2303

Contents Irregular Employee Contracts
(Substitutes, etc.)

Whom Director of Personnel and
Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years After
Contract Expires

Type Paper

Schedule Number #2303

Contents Irregular Employee Contracts
(Substitutes, etc.)

Whom Director of Personnel and
Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years After
Contract Expires

Type Paper

Schedule Number #2303

Contents Irregular Employee Contracts
(Substitutes, etc.)

Whom Director of Personnel and
Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years After
Contract Expires

Type Paper

Schedule Number #2304
Contents Unemployment Claims
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years After
Final Claim Paid
Type Paper

Schedule Number #2304
Contents Unemployment Claims
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years After
Final Claim Paid
Type Paper

Schedule Number #2304
Contents Unemployment Claims
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years After
Final Claim Paid
Type Paper

Schedule Number #2304
Contents Unemployment Claims
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years After
Final Claim Paid
Type Paper

Schedule Number #2305
Contents Unemployment Records
Whom Director of Personnel and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #2305
Contents Unemployment Records
Whom Director of Personnel and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #2305
Contents Unemployment Records
Whom Director of Personnel and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #2305
Contents Unemployment Records
Whom Director of Personnel and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #2306
Contents Applications (not hired)
Whom Director of Personnel and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Two Years **
Type Paper

Schedule Number #2306
Contents Applications (not hired)
Whom Director of Personnel and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Two Years **
Type Paper

Schedule Number #2306
Contents Applications (not hired)
Whom Director of Personnel and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Two Years **
Type Paper

Schedule Number #2306
Contents Applications (not hired)
Whom Director of Personnel and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Two Years **
Type Paper

Schedule Number #2307
Contents Schedule of Employees
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Fiscal Year Plus
Two Years
Type Paper

Schedule Number #2307
Contents Schedule of Employees
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Fiscal Year Plus
Two Years
Type Paper

Schedule Number #2307
Contents Schedule of Employees
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Fiscal Year Plus
Two Years
Type Paper

Schedule Number #2307
Contents Schedule of Employees
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Fiscal Year Plus
Two Years
Type Paper

Schedule Number #2308
Contents Student Helper Applications
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Two Years
Type Paper

Schedule Number #2308
Contents Student Helper Applications
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Two Years
Type Paper

Schedule Number #2308
Contents Student Helper Applications
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Two Years
Type Paper

Schedule Number #2308
Contents Student Helper Applications
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Two Years
Type Paper

Schedule Number #2309

Contents Teacher Personnel Reports
(internal)

Whom Director of Personnel and
Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Fiscal Year Plus
One Year

Type Paper

Schedule Number #2309

Contents Teacher Personnel Reports
(internal)

Whom Director of Personnel and
Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Fiscal Year Plus
One Year

Type Paper

Schedule Number #2309

Contents Teacher Personnel Reports
(internal)

Whom Director of Personnel and
Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Fiscal Year Plus
One Year

Type Paper

Schedule Number #2309

Contents Teacher Personnel Reports
(internal)

Whom Director of Personnel and
Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Fiscal Year Plus
One Year

Type Paper

Schedule Number #2310
Contents I-9 Immigration Verification Forms
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Termination of
Employment Plus One Year
Type Paper

Schedule Number #2310
Contents I-9 Immigration Verification Forms
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Termination of
Employment Plus One Year
Type Paper

Schedule Number #2310
Contents I-9 Immigration Verification Forms
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Termination of
Employment Plus One Year
Type Paper

Schedule Number #2310
Contents I-9 Immigration Verification Forms
Whom Director of Personnel and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Termination of
Employment Plus One Year
Type Paper

Schedule Number #2401

Contents Job Descriptions

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #2401

Contents Job Descriptions

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #2401

Contents Job Descriptions

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #2401

Contents Job Descriptions

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #5302
Contents Prevailing Wage Records
Whom Director of Personnel and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #5302
Contents Prevailing Wage Records
Whom Director of Personnel and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #5302
Contents Prevailing Wage Records
Whom Director of Personnel and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #5302
Contents Prevailing Wage Records
Whom Director of Personnel and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #5340

Contents Driver Physical

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years after termination

Type Paper

Schedule Number #5340

Contents Driver Physical

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years after termination

Type Paper

Schedule Number #5340

Contents Driver Physical

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years after termination

Type Paper

Schedule Number #5340

Contents Driver Physical

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years after termination

Type Paper

Schedule Number #5444
Contents Abstracts
Whom Director of Personnel and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period One Year
Type Paper

Schedule Number #5444
Contents Abstracts
Whom Director of Personnel and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period One Year
Type Paper

Schedule Number #5444
Contents Abstracts
Whom Director of Personnel and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period One Year
Type Paper

Schedule Number #5444
Contents Abstracts
Whom Director of Personnel and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period One Year
Type Paper

Schedule Number #5445

Contents Driver Certification

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year After Termination

Type Paper

Schedule Number #5445

Contents Driver Certification

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year After Termination

Type Paper

Schedule Number #5445

Contents Driver Certification

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year After Termination

Type Paper

Schedule Number #5445

Contents Driver Certification

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year After Termination

Type Paper

Schedule Number #6217
Contents Unemployment Claims
Whom Director of Personnel and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #6217
Contents Unemployment Claims
Whom Director of Personnel and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #6217
Contents Unemployment Claims
Whom Director of Personnel and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #6217
Contents Unemployment Claims
Whom Director of Personnel and Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #8301

Contents Personnel State Reports (Currently SF-1, CS-1)

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #8301

Contents Personnel State Reports (Currently SF-1, CS-1)

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #8301

Contents Personnel State Reports (Currently SF-1, CS-1)

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #8301

Contents Personnel State Reports (Currently SF-1, CS-1)

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #9402

Contents Employee Handbooks

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #9402

Contents Employee Handbooks

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #9402

Contents Employee Handbooks

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #9402

Contents Employee Handbooks

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #9405

Contents Health Reports

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years *

Type Paper

Schedule Number #9405

Contents Health Reports

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years *

Type Paper

Schedule Number #9405

Contents Health Reports

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years *

Type Paper

Schedule Number #9405

Contents Health Reports

Whom Director of Personnel and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years *

Type Paper

Schedule Number #5261

Contents Food Service Records: Menus, Food Production, Milk Sold, Students Served

Whom Food Service Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #5261

Contents Food Service Records: Menus, Food Production, Milk Sold, Students Served

Whom Food Service Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #5261

Contents Food Service Records: Menus, Food Production, Milk Sold, Students Served

Whom Food Service Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #5261

Contents Food Service Records: Menus, Food Production, Milk Sold, Students Served

Whom Food Service Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #5262

Contents Lunchroom Records:

Cash Register Tapes

Cashier's Daily Records

Whom Food Service Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #5262

Contents Lunchroom Records:

Cash Register Tapes

Cashier's Daily Records

Whom Food Service Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #5262

Contents Lunchroom Records:

Cash Register Tapes

Cashier's Daily Records

Whom Food Service Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #5262

Contents Lunchroom Records:

Cash Register Tapes

Cashier's Daily Records

Whom Food Service Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #5263

Contents Lunchroom Reports

(Free and Reduced)

Whom Food Service Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #5263

Contents Lunchroom Reports

(Free and Reduced)

Whom Food Service Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #5263

Contents Lunchroom Reports

(Free and Reduced)

Whom Food Service Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #5263

Contents Lunchroom Reports

(Free and Reduced)

Whom Food Service Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #5461

Contents Lunchroom Lists

(Free and Reduced)

Whom Food Service Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Seven Years

Type Paper

Schedule Number #5461

Contents Lunchroom Lists

(Free and Reduced)

Whom Food Service Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Seven Years

Type Paper

Schedule Number #5461

Contents Lunchroom Lists

(Free and Reduced)

Whom Food Service Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Seven Years

Type Paper

Schedule Number #5461

Contents Lunchroom Lists

(Free and Reduced)

Whom Food Service Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Seven Years

Type Paper

Schedule Number #5462
Contents Inventories
Whom Food Service Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until
Superseded**
Type Paper

Schedule Number #5462
Contents Inventories
Whom Food Service Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until
Superseded**
Type Paper

Schedule Number #5462
Contents Inventories
Whom Food Service Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until
Superseded**
Type Paper

Schedule Number #5462
Contents Inventories
Whom Food Service Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until
Superseded**
Type Paper

Schedule Number #5463
Contents Lunchroom License
Whom Food Service Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period One Year After
Expiration
Type Paper

Schedule Number #5463
Contents Lunchroom License
Whom Food Service Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period One Year After
Expiration
Type Paper

Schedule Number #5463
Contents Lunchroom License
Whom Food Service Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period One Year After
Expiration
Type Paper

Schedule Number #5463
Contents Lunchroom License
Whom Food Service Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period One Year After
Expiration
Type Paper

Schedule Number #5301

Contents Repair, Installation and Maintenance

Whom Maintenance

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #5301

Contents Repair, Installation and Maintenance

Whom Maintenance

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #5301

Contents Repair, Installation and Maintenance

Whom Maintenance

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #5301

Contents Repair, Installation and Maintenance

Whom Maintenance

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #5304
Contents Work Orders
Whom Maintenance
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #5304
Contents Work Orders
Whom Maintenance
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #5304
Contents Work Orders
Whom Maintenance
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #5304
Contents Work Orders
Whom Maintenance
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #5401
Contents Preventive Maintenance
Whom Maintenance
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Fiscal Year Plus
Type Paper

Schedule Number #5401
Contents Preventive Maintenance
Whom Maintenance
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Fiscal Year Plus
Type Paper

Schedule Number #5401
Contents Preventive Maintenance
Whom Maintenance
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Fiscal Year Plus
Type Paper

Schedule Number #5401
Contents Preventive Maintenance
Whom Maintenance
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Fiscal Year Plus
Type Paper

Schedule Number #1402

Contents Adopted Special Education Programs

Whom Pupil Service Director and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Until Superseded
Type Paper**

Schedule Number #1402

Contents Adopted Special Education Programs

Whom Pupil Service Director and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Until Superseded
Type Paper**

Schedule Number #1402

Contents Adopted Special Education Programs

Whom Pupil Service Director and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Until Superseded
Type Paper**

Schedule Number #1402

Contents Adopted Special Education Programs

Whom Pupil Service Director and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Until Superseded
Type Paper**

Schedule Number #5221

Contents Special Education Tutoring Reports

Whom Pupil Service Director and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years

Type Paper

Schedule Number #5221

Contents Special Education Tutoring Reports

Whom Pupil Service Director and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years

Type Paper

Schedule Number #5221

Contents Special Education Tutoring Reports

Whom Pupil Service Director and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years

Type Paper

Schedule Number #5221

Contents Special Education Tutoring Reports

Whom Pupil Service Director and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years

Type Paper

Schedule Number #5222
Contents Individual Educational Plan (IEP)
Whom Pupil Service Director and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Seven Years
Type Paper

Schedule Number #5222
Contents Individual Educational Plan (IEP)
Whom Pupil Service Director and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Seven Years
Type Paper

Schedule Number #5222
Contents Individual Educational Plan (IEP)
Whom Pupil Service Director and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Seven Years
Type Paper

Schedule Number #5222
Contents Individual Educational Plan (IEP)
Whom Pupil Service Director and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Seven Years
Type Paper

Schedule Number #5223

Contents Psychological Records (Restricted)

Whom Pupil Service Director and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #5223

Contents Psychological Records (Restricted)

Whom Pupil Service Director and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #5223

Contents Psychological Records (Restricted)

Whom Pupil Service Director and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #5223

Contents Psychological Records (Restricted)

Whom Pupil Service Director and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #8205
Contents Special Education (S.E.) Reports
Whom Pupil Service Director and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Seven Years
Type Paper

Schedule Number #8205
Contents Special Education (S.E.) Reports
Whom Pupil Service Director and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Seven Years
Type Paper

Schedule Number #8205
Contents Special Education (S.E.) Reports
Whom Pupil Service Director and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Seven Years
Type Paper

Schedule Number #8205
Contents Special Education (S.E.) Reports
Whom Pupil Service Director and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Seven Years
Type Paper

Schedule Number #3203

Contents Psychological Records (Restricted)

Whom Pupil Service Director and Secretary/Nurse

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #3203

Contents Psychological Records (Restricted)

Whom Pupil Service Director and Secretary/Nurse

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #3203

Contents Psychological Records (Restricted)

Whom Pupil Service Director and Secretary/Nurse

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #3203

Contents Psychological Records (Restricted)

Whom Pupil Service Director and Secretary/Nurse

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #1104

Contents Board Policy Books and Other
Adopted Polices

Whom Superintendent and
Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year After
Superceded

Type Paper

Schedule Number #1104

Contents Board Policy Books and Other
Adopted Polices

Whom Superintendent and
Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year After
Superceded

Type Paper

Schedule Number #1104

Contents Board Policy Books and Other
Adopted Polices

Whom Superintendent and
Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year After
Superceded

Type Paper

Schedule Number #1104

Contents Board Policy Books and Other
Adopted Polices

Whom Superintendent and
Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year After
Superceded

Type Paper

Schedule Number #8209

**Contents Ohio Dept. of Education (O.D.E.)
Reports**

**Whom Superintendent and
Secretary**

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8209

**Contents Ohio Dept. of Education (O.D.E.)
Reports**

**Whom Superintendent and
Secretary**

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8209

**Contents Ohio Dept. of Education (O.D.E.)
Reports**

**Whom Superintendent and
Secretary**

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8209

**Contents Ohio Dept. of Education (O.D.E.)
Reports**

**Whom Superintendent and
Secretary**

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8214
Contents State Minimum Standards
Whom Superintendent and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Ten Years
Type Paper

Schedule Number #8214
Contents State Minimum Standards
Whom Superintendent and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Ten Years
Type Paper

Schedule Number #8214
Contents State Minimum Standards
Whom Superintendent and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Ten Years
Type Paper

Schedule Number #8214
Contents State Minimum Standards
Whom Superintendent and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Ten Years
Type Paper

Schedule Number #9101
Contents Personnel Directory
Whom Superintendent and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Ten Years
Type Paper

Schedule Number #9101
Contents Personnel Directory
Whom Superintendent and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Ten Years
Type Paper

Schedule Number #9101
Contents Personnel Directory
Whom Superintendent and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Ten Years
Type Paper

Schedule Number #9101
Contents Personnel Directory
Whom Superintendent and
Secretary
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Ten Years
Type Paper

Schedule Number #9102

**Contents Enrollment Record
(By Grade and Building)**

Whom Superintendent and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Permanent
Type Paper**

Schedule Number #9102

**Contents Enrollment Record
(By Grade and Building)**

Whom Superintendent and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Permanent
Type Paper**

Schedule Number #9102

**Contents Enrollment Record
(By Grade and Building)**

Whom Superintendent and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Permanent
Type Paper**

Schedule Number #9102

**Contents Enrollment Record
(By Grade and Building)**

Whom Superintendent and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Permanent
Type Paper**

Schedule Number #9404

Contents Attendance Area Records

Whom Superintendent and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #9404

Contents Attendance Area Records

Whom Superintendent and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #9404

Contents Attendance Area Records

Whom Superintendent and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #9404

Contents Attendance Area Records

Whom Superintendent and Secretary

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Superseded

Type Paper

Schedule Number #8304
Contents Transportation Reports
Whom Trans Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #8304
Contents Transportation Reports
Whom Trans Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #8304
Contents Transportation Reports
Whom Trans Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #8304
Contents Transportation Reports
Whom Trans Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #5141

Contents Driver Physical

Whom Trans Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years After Termination

Type Paper

Schedule Number #5141

Contents Driver Physical

Whom Trans Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years After Termination

Type Paper

Schedule Number #5141

Contents Driver Physical

Whom Trans Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years After Termination

Type Paper

Schedule Number #5141

Contents Driver Physical

Whom Trans Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years After Termination

Type Paper

Schedule Number #5341
Contents Fuel Consumption Data
Whom Trans Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #5341
Contents Fuel Consumption Data
Whom Trans Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #5341
Contents Fuel Consumption Data
Whom Trans Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #5341
Contents Fuel Consumption Data
Whom Trans Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #5342
Contents Transportation Records
Whom Trans Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #5342
Contents Transportation Records
Whom Trans Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #5342
Contents Transportation Records
Whom Trans Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #5342
Contents Transportation Records
Whom Trans Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #5343

Contents Field Trip Forms and Volunteer Driver Forms

Whom Trans Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Fiscal Year Plus Two Years

Type Paper

Schedule Number #5343

Contents Field Trip Forms and Volunteer Driver Forms

Whom Trans Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Fiscal Year Plus Two Years

Type Paper

Schedule Number #5343

Contents Field Trip Forms and Volunteer Driver Forms

Whom Trans Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Fiscal Year Plus Two Years

Type Paper

Schedule Number #5343

Contents Field Trip Forms and Volunteer Driver Forms

Whom Trans Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Fiscal Year Plus Two Years

Type Paper

Schedule Number #5441
Contents Accident Reports (Bus)
Whom Trans Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Three Years
Type Paper

Schedule Number #5441
Contents Accident Reports (Bus)
Whom Trans Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Three Years
Type Paper

Schedule Number #5441
Contents Accident Reports (Bus)
Whom Trans Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Three Years
Type Paper

Schedule Number #5441
Contents Accident Reports (Bus)
Whom Trans Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Three Years
Type Paper

Schedule Number #5446

Contents Supplies Inventory

Whom Trans Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until

Superseded**

Type Paper

Schedule Number #5446

Contents Supplies Inventory

Whom Trans Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until

Superseded**

Type Paper

Schedule Number #5446

Contents Supplies Inventory

Whom Trans Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until

Superseded**

Type Paper

Schedule Number #5446

Contents Supplies Inventory

Whom Trans Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until

Superseded**

Type Paper

Schedule Number #5447
Contents Vehicle Defect Report
Whom Trans Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Life of Vehicle
Type Paper

Schedule Number #5447
Contents Vehicle Defect Report
Whom Trans Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Life of Vehicle
Type Paper

Schedule Number #5447
Contents Vehicle Defect Report
Whom Trans Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Life of Vehicle
Type Paper

Schedule Number #5447
Contents Vehicle Defect Report
Whom Trans Director
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Life of Vehicle
Type Paper

Schedule Number #6314

Contents Extra Trip Records

Whom Trans Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6314

Contents Extra Trip Records

Whom Trans Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6314

Contents Extra Trip Records

Whom Trans Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6314

Contents Extra Trip Records

Whom Trans Director

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #1101

Contents Minutes

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #1101

Contents Minutes

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #1101

Contents Minutes

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #1101

Contents Minutes

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number

#1101.10000000000001

Contents Audio Tapes

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years*

Type Tape

Schedule Number

#1101.10000000000001

Contents Audio Tapes

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years*

Type Tape

Schedule Number

#1101.10000000000001

Contents Audio Tapes

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years*

Type Tape

Schedule Number

#1101.10000000000001

Contents Audio Tapes

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years*

Type Tape

Schedule Number #1103

Contents Deeds, Easements, Lease, Abstracts

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #1103

Contents Deeds, Easements, Lease, Abstracts

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #1103

Contents Deeds, Easements, Lease, Abstracts

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #1103

Contents Deeds, Easements, Lease, Abstracts

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #1106

Contents Court Decisions

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #1106

Contents Court Decisions

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #1106

Contents Court Decisions

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #1106

Contents Court Decisions

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #1107

Contents Claims and Litigation

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #1107

Contents Claims and Litigation

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #1107

Contents Claims and Litigation

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #1107

Contents Claims and Litigation

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #1201
Contents Elections
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Ten Years
Type Paper

Schedule Number #1201
Contents Elections
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Ten Years
Type Paper

Schedule Number #1201
Contents Elections
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Ten Years
Type Paper

Schedule Number #1201
Contents Elections
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Ten Years
Type Paper

Schedule Number #1202

Contents Records Commission (Records Disposal)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years

Type Paper

Schedule Number #1202

Contents Records Commission (Records Disposal)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years

Type Paper

Schedule Number #1202

Contents Records Commission (Records Disposal)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years

Type Paper

Schedule Number #1202

Contents Records Commission (Records Disposal)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years

Type Paper

Schedule Number #1203

Contents Agreements

(Bargaining and Other)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Ten Years After
Expiration**

Type Paper

Schedule Number #1203

Contents Agreements

(Bargaining and Other)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Ten Years After
Expiration**

Type Paper

Schedule Number #1203

Contents Agreements

(Bargaining and Other)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Ten Years After
Expiration**

Type Paper

Schedule Number #1203

Contents Agreements

(Bargaining and Other)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Ten Years After
Expiration**

Type Paper

Schedule Number #1204

Contents Budget Policy Files

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #1204

Contents Budget Policy Files

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #1204

Contents Budget Policy Files

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #1204

Contents Budget Policy Files

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #1301
Contents Worker's Compensation Claims
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Ten Years After
Financial Payment Made
Type Paper

Schedule Number #1301
Contents Worker's Compensation Claims
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Ten Years After
Financial Payment Made
Type Paper

Schedule Number #1301
Contents Worker's Compensation Claims
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Ten Years After
Financial Payment Made
Type Paper

Schedule Number #1301
Contents Worker's Compensation Claims
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Ten Years After
Financial Payment Made
Type Paper

Schedule Number #1302

Contents Bank Depository Agreements

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years After Completion

Type Paper

Schedule Number #1302

Contents Bank Depository Agreements

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years After Completion

Type Paper

Schedule Number #1302

Contents Bank Depository Agreements

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years After Completion

Type Paper

Schedule Number #1302

Contents Bank Depository Agreements

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years After Completion

Type Paper

Schedule Number #1303

Contents Organization Reports

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years **

Type Paper

Schedule Number #1303

Contents Organization Reports

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years **

Type Paper

Schedule Number #1303

Contents Organization Reports

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years **

Type Paper

Schedule Number #1303

Contents Organization Reports

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Two Years **

Type Paper

Schedule Number #1304
Contents Board Meeting Notices
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period One Year
Type Paper

Schedule Number #1304
Contents Board Meeting Notices
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period One Year
Type Paper

Schedule Number #1304
Contents Board Meeting Notices
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period One Year
Type Paper

Schedule Number #1304
Contents Board Meeting Notices
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period One Year
Type Paper

Schedule Number #1305

Contents Agendas

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period One Calendar
Year****

Type Paper

Schedule Number #1305

Contents Agendas

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period One Calendar
Year****

Type Paper

Schedule Number #1305

Contents Agendas

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period One Calendar
Year****

Type Paper

Schedule Number #1305

Contents Agendas

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period One Calendar
Year****

Type Paper

Schedule Number #6101

Contents Annual Financial Reports:

Appropriation Ledgers

Budget Ledgers

Revenue Journals

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years **

Type Paper

Schedule Number #6101

Contents Annual Financial Reports:

Appropriation Ledgers

Budget Ledgers

Revenue Journals

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years **

Type Paper

Schedule Number #6101

Contents Annual Financial Reports:

Appropriation Ledgers

Budget Ledgers

Revenue Journals

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years **

Type Paper

Schedule Number #6101

Contents Annual Financial Reports:

Appropriation Ledgers

Budget Ledgers

Revenue Journals

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years **

Type Paper

Schedule Number #6102

Contents Activity Fund Cash Journal and Ledger

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years **

Type Paper

Schedule Number #6102

Contents Activity Fund Cash Journal and Ledger

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years **

Type Paper

Schedule Number #6102

Contents Activity Fund Cash Journal and Ledger

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years **

Type Paper

Schedule Number #6102

Contents Activity Fund Cash Journal and Ledger

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years **

Type Paper

Schedule Number #6103
Contents Bond Register
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years **
Type Paper

Schedule Number #6103
Contents Bond Register
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years **
Type Paper

Schedule Number #6103
Contents Bond Register
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years **
Type Paper

Schedule Number #6103
Contents Bond Register
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years **
Type Paper

Schedule Number #6104
Contents Securities
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Twenty Years
After Issue Expires
Type Paper

Schedule Number #6104
Contents Securities
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Twenty Years
After Issue Expires
Type Paper

Schedule Number #6104
Contents Securities
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Twenty Years
After Issue Expires
Type Paper

Schedule Number #6104
Contents Securities
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Twenty Years
After Issue Expires
Type Paper

Schedule Number #6201
Contents Investment Ledger
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years **
Type Paper

Schedule Number #6201
Contents Investment Ledger
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years **
Type Paper

Schedule Number #6201
Contents Investment Ledger
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years **
Type Paper

Schedule Number #6201
Contents Investment Ledger
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years **
Type Paper

Schedule Number #6202

Contents Foundation Distribution (monthly settlement sheet)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years **

Type Paper

Schedule Number #6202

Contents Foundation Distribution (monthly settlement sheet)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years **

Type Paper

Schedule Number #6202

Contents Foundation Distribution (monthly settlement sheet)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years **

Type Paper

Schedule Number #6202

Contents Foundation Distribution (monthly settlement sheet)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years **

Type Paper

Schedule Number #6203

Contents Tax Settlements (Semi-Annual) And Advances

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years **

Type Paper

Schedule Number #6203

Contents Tax Settlements (Semi-Annual) And Advances

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years **

Type Paper

Schedule Number #6203

Contents Tax Settlements (Semi-Annual) And Advances

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years **

Type Paper

Schedule Number #6203

Contents Tax Settlements (Semi-Annual) And Advances

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years **

Type Paper

Schedule Number #6204
Contents Budgets (Annual)
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years **
Type Paper

Schedule Number #6204
Contents Budgets (Annual)
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years **
Type Paper

Schedule Number #6204
Contents Budgets (Annual)
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years **
Type Paper

Schedule Number #6204
Contents Budgets (Annual)
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years **
Type Paper

Schedule Number #6206

Contents Contracts

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Fifteen Years

After Expiration

Type Paper

Schedule Number #6206

Contents Contracts

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Fifteen Years

After Expiration

Type Paper

Schedule Number #6206

Contents Contracts

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Fifteen Years

After Expiration

Type Paper

Schedule Number #6206

Contents Contracts

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Fifteen Years

After Expiration

Type Paper

Schedule Number #6207

Contents Bonds and Coupons

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Bond

Issues Redeemed**

Type Paper

Schedule Number #6207

Contents Bonds and Coupons

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Bond

Issues Redeemed**

Type Paper

Schedule Number #6207

Contents Bonds and Coupons

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Bond

Issues Redeemed**

Type Paper

Schedule Number #6207

Contents Bonds and Coupons

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Until Bond

Issues Redeemed**

Type Paper

Schedule Number #6208
Contents Accounts Payable Ledgers
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years **
Type Paper

Schedule Number #6208
Contents Accounts Payable Ledgers
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years **
Type Paper

Schedule Number #6208
Contents Accounts Payable Ledgers
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years **
Type Paper

Schedule Number #6208
Contents Accounts Payable Ledgers
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years **
Type Paper

Schedule Number #6209
Contents Accounts Receivable Ledgers
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years **
Type Paper

Schedule Number #6209
Contents Accounts Receivable Ledgers
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years **
Type Paper

Schedule Number #6209
Contents Accounts Receivable Ledgers
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years **
Type Paper

Schedule Number #6209
Contents Accounts Receivable Ledgers
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years **
Type Paper

Schedule Number #6210

Contents Budget Work Papers

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years **

Type Paper

Schedule Number #6210

Contents Budget Work Papers

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years **

Type Paper

Schedule Number #6210

Contents Budget Work Papers

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years **

Type Paper

Schedule Number #6210

Contents Budget Work Papers

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years **

Type Paper

Schedule Number #6211

Contents Vouchers, Invoices and Purchase Orders

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years **

Type Paper

Schedule Number #6211

Contents Vouchers, Invoices and Purchase Orders

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years **

Type Paper

Schedule Number #6211

Contents Vouchers, Invoices and Purchase Orders

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years **

Type Paper

Schedule Number #6211

Contents Vouchers, Invoices and Purchase Orders

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years **

Type Paper

Schedule Number #6212

Contents State Program Files:

Auxiliary Services

DPPF

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years **

Type Paper

Schedule Number #6212

Contents State Program Files:

Auxiliary Services

DPPF

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years **

Type Paper

Schedule Number #6212

Contents State Program Files:

Auxiliary Services

DPPF

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years **

Type Paper

Schedule Number #6212

Contents State Program Files:

Auxiliary Services

DPPF

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years **

Type Paper

Schedule Number #6213

Contents Federal Program Files:

Title I, II, II, IV-B, IV-C, and VI-B; Chapter 1, 2;
Drug Free, etc.

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years **

Type Paper

Schedule Number #6213

Contents Federal Program Files:

Title I, II, II, IV-B, IV-C, and VI-B; Chapter 1, 2;
Drug Free, etc.

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years **

Type Paper

Schedule Number #6213

Contents Federal Program Files:

Title I, II, II, IV-B, IV-C, and VI-B; Chapter 1, 2;
Drug Free, etc.

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years **

Type Paper

Schedule Number #6213

Contents Federal Program Files:

Title I, II, II, IV-B, IV-C, and VI-B; Chapter 1, 2;
Drug Free, etc.

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years **

Type Paper

Schedule Number #6214
Contents Travel Expense Vouchers
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Ten Years **
Type Paper

Schedule Number #6214
Contents Travel Expense Vouchers
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Ten Years **
Type Paper

Schedule Number #6214
Contents Travel Expense Vouchers
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Ten Years **
Type Paper

Schedule Number #6214
Contents Travel Expense Vouchers
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Ten Years **
Type Paper

Schedule Number #6215

Contents Tax Anticipation Notes (Records borrowing against future tax collections)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years **

Type Paper

Schedule Number #6215

Contents Tax Anticipation Notes (Records borrowing against future tax collections)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years **

Type Paper

Schedule Number #6215

Contents Tax Anticipation Notes (Records borrowing against future tax collections)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years **

Type Paper

Schedule Number #6215

Contents Tax Anticipation Notes (Records borrowing against future tax collections)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years **

Type Paper

Schedule Number #6216

**Contents State Reimbursement Settlement
Sheets**

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years **

Type Paper

Schedule Number #6216

**Contents State Reimbursement Settlement
Sheets**

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years **

Type Paper

Schedule Number #6216

**Contents State Reimbursement Settlement
Sheets**

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years **

Type Paper

Schedule Number #6216

**Contents State Reimbursement Settlement
Sheets**

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years **

Type Paper

Schedule Number #6219
Contents Certificate of Estimated Resources
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Fifteen Years
After Expiration
Type Paper

Schedule Number #6219
Contents Certificate of Estimated Resources
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Fifteen Years
After Expiration
Type Paper

Schedule Number #6219
Contents Certificate of Estimated Resources
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Fifteen Years
After Expiration
Type Paper

Schedule Number #6219
Contents Certificate of Estimated Resources
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Fifteen Years
After Expiration
Type Paper

Schedule Number #6220
Contents Appropriation Resolutions
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #6220
Contents Appropriation Resolutions
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #6220
Contents Appropriation Resolutions
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #6220
Contents Appropriation Resolutions
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #6222
Contents Tax Apportionments, Semi-Annual
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years**
Type Paper

Schedule Number #6222
Contents Tax Apportionments, Semi-Annual
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years**
Type Paper

Schedule Number #6222
Contents Tax Apportionments, Semi-Annual
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years**
Type Paper

Schedule Number #6222
Contents Tax Apportionments, Semi-Annual
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years**
Type Paper

Schedule Number #6300

Contents Bank Statement

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years**

Type Paper

Schedule Number #6300

Contents Bank Statement

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years**

Type Paper

Schedule Number #6300

Contents Bank Statement

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years**

Type Paper

Schedule Number #6300

Contents Bank Statement

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years**

Type Paper

Schedule Number #6301

Contents Cancelled Checks

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years **

Type CD

Schedule Number #6301

Contents Cancelled Checks

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years **

Type CD

Schedule Number #6301

Contents Cancelled Checks

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years **

Type CD

Schedule Number #6301

Contents Cancelled Checks

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years **

Type CD

Schedule Number #6302

Contents Publication Notice

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6302

Contents Publication Notice

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6302

Contents Publication Notice

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6302

Contents Publication Notice

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6303
Contents Tuition: Fees and Payments
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #6303
Contents Tuition: Fees and Payments
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #6303
Contents Tuition: Fees and Payments
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #6303
Contents Tuition: Fees and Payments
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #6305

Contents Investment Records (May include individual record of investments, bank confirmation, wire transfers, copy of CD etc.)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6305

Contents Investment Records (May include individual record of investments, bank confirmation, wire transfers, copy of CD etc.)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6305

Contents Investment Records (May include individual record of investments, bank confirmation, wire transfers, copy of CD etc.)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6305

Contents Investment Records (May include individual record of investments, bank confirmation, wire transfers, copy of CD etc.)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6306

Contents Travel Expense Reports Board and Employees

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years **

Type Paper

Schedule Number #6306

Contents Travel Expense Reports Board and Employees

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years **

Type Paper

Schedule Number #6306

Contents Travel Expense Reports Board and Employees

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years **

Type Paper

Schedule Number #6306

Contents Travel Expense Reports Board and Employees

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years **

Type Paper

Schedule Number #6307
Contents State Sales Tax Reports
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #6307
Contents State Sales Tax Reports
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #6307
Contents State Sales Tax Reports
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #6307
Contents State Sales Tax Reports
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #6308

Contents Student Activity Fund:

Pay-Ins

Pay-Outs

Receipts/Depos

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years**

Type Paper

Schedule Number #6308

Contents Student Activity Fund:

Pay-Ins

Pay-Outs

Receipts/Depos

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years**

Type Paper

Schedule Number #6308

Contents Student Activity Fund:

Pay-Ins

Pay-Outs

Receipts/Depos

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years**

Type Paper

Schedule Number #6308

Contents Student Activity Fund:

Pay-Ins

Pay-Outs

Receipts/Depos

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years**

Type Paper

Schedule Number #6309

Contents Check Registers

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6309

Contents Check Registers

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6309

Contents Check Registers

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6309

Contents Check Registers

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6310

Contents Deposit Slips/Cash Proofs

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6310

Contents Deposit Slips/Cash Proofs

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6310

Contents Deposit Slips/Cash Proofs

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6310

Contents Deposit Slips/Cash Proofs

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6311

**Contents Bids and Specifications
(Successful)**

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Four Years After
Completion of Project****

Type Paper

Schedule Number #6311

**Contents Bids and Specifications
(Successful)**

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Four Years After
Completion of Project****

Type Paper

Schedule Number #6311

**Contents Bids and Specifications
(Successful)**

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Four Years After
Completion of Project****

Type Paper

Schedule Number #6311

**Contents Bids and Specifications
(Successful)**

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Four Years After
Completion of Project****

Type Paper

Schedule Number #6312

Contents Bids and Specifications
(Unsuccessful)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year **

Type Paper

Schedule Number #6312

Contents Bids and Specifications
(Unsuccessful)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year **

Type Paper

Schedule Number #6312

Contents Bids and Specifications
(Unsuccessful)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year **

Type Paper

Schedule Number #6312

Contents Bids and Specifications
(Unsuccessful)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year **

Type Paper

Schedule Number #6313

Contents Receipt Books

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6313

Contents Receipt Books

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6313

Contents Receipt Books

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6313

Contents Receipt Books

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6315
Contents Monthly Financial Reports
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #6315
Contents Monthly Financial Reports
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #6315
Contents Monthly Financial Reports
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #6315
Contents Monthly Financial Reports
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #6316

Contents Accounting Data

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6316

Contents Accounting Data

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6316

Contents Accounting Data

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6316

Contents Accounting Data

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #6318

Contents State Subsidy Requests, Applications for driver education, pupil transportation, special education, etc.)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Three Years **

Type Paper

Schedule Number #6318

Contents State Subsidy Requests, Applications for driver education, pupil transportation, special education, etc.)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Three Years **

Type Paper

Schedule Number #6318

Contents State Subsidy Requests, Applications for driver education, pupil transportation, special education, etc.)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Three Years **

Type Paper

Schedule Number #6318

Contents State Subsidy Requests, Applications for driver education, pupil transportation, special education, etc.)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Three Years **

Type Paper

Schedule Number #6319
Contents Delivery/Packing Slips
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period One Year **
Type Paper

Schedule Number #6319
Contents Delivery/Packing Slips
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period One Year **
Type Paper

Schedule Number #6319
Contents Delivery/Packing Slips
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period One Year **
Type Paper

Schedule Number #6319
Contents Delivery/Packing Slips
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period One Year **
Type Paper

Schedule Number #6401

Contents Requisitions/Purchase Orders
Summary

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year **

Type Paper

Schedule Number #6401

Contents Requisitions/Purchase Orders
Summary

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year **

Type Paper

Schedule Number #6401

Contents Requisitions/Purchase Orders
Summary

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year **

Type Paper

Schedule Number #6401

Contents Requisitions/Purchase Orders
Summary

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year **

Type Paper

Schedule Number #8201

Contents State Audit Reports

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8201

Contents State Audit Reports

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8201

Contents State Audit Reports

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8201

Contents State Audit Reports

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8202
Contents #59 and #659/#4502 Reports
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #8202
Contents #59 and #659/#4502 Reports
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #8202
Contents #59 and #659/#4502 Reports
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #8202
Contents #59 and #659/#4502 Reports
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #8203

Contents #25 and #625 Reports

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8203

Contents #25 and #625 Reports

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8203

Contents #25 and #625 Reports

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8203

Contents #25 and #625 Reports

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8204
Contents School Finance (S.F.) Reports
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #8204
Contents School Finance (S.F.) Reports
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #8204
Contents School Finance (S.F.) Reports
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #8204
Contents School Finance (S.F.) Reports
Whom Treasurer
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Five Years
Type Paper

Schedule Number #8213

Contents SM-1 & SM-2

(Annual and Quarterly)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years

Type Paper

Schedule Number #8213

Contents SM-1 & SM-2

(Annual and Quarterly)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years

Type Paper

Schedule Number #8213

Contents SM-1 & SM-2

(Annual and Quarterly)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years

Type Paper

Schedule Number #8213

Contents SM-1 & SM-2

(Annual and Quarterly)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Ten Years

Type Paper

Schedule Number #8302

Contents County Auditor: Annual Wages (for W.C.)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8302

Contents County Auditor: Annual Wages (for W.C.)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8302

Contents County Auditor: Annual Wages (for W.C.)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8302

Contents County Auditor: Annual Wages (for W.C.)

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8303

Contents County Auditor: Bank Balance Certification

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8303

Contents County Auditor: Bank Balance Certification

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8303

Contents County Auditor: Bank Balance Certification

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #8303

Contents County Auditor: Bank Balance Certification

Whom Treasurer

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Five Years

Type Paper

Schedule Number #7001

Contents Payroll Ledgers Bi-Weekly Payroll Reports Quarterly Payroll Reports

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #7001

Contents Payroll Ledgers Bi-Weekly Payroll Reports Quarterly Payroll Reports

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #7001

Contents Payroll Ledgers Bi-Weekly Payroll Reports Quarterly Payroll Reports

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #7001

Contents Payroll Ledgers Bi-Weekly Payroll Reports Quarterly Payroll Reports

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #7102

**Contents Earnings Registers By Staff Member
By Calendar Year**

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Permanent
Type CD**

Schedule Number #7102

**Contents Earnings Registers By Staff Member
By Calendar Year**

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Permanent
Type CD**

Schedule Number #7102

**Contents Earnings Registers By Staff Member
By Calendar Year**

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Permanent
Type CD**

Schedule Number #7102

**Contents Earnings Registers By Staff Member
By Calendar Year**

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Permanent
Type CD**

Schedule Number #7103

Contents Monthly Payroll Reports (Leave usage and accumulation, retirement service, etc.)

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #7103

Contents Monthly Payroll Reports (Leave usage and accumulation, retirement service, etc.)

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #7103

Contents Monthly Payroll Reports (Leave usage and accumulation, retirement service, etc.)

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #7103

Contents Monthly Payroll Reports (Leave usage and accumulation, retirement service, etc.)

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #7201
Contents Bureau of Employment Service
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Seven Years
Type Paper

Schedule Number #7201
Contents Bureau of Employment Service
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Seven Years
Type Paper

Schedule Number #7201
Contents Bureau of Employment Service
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Seven Years
Type Paper

Schedule Number #7201
Contents Bureau of Employment Service
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Seven Years
Type Paper

Schedule Number #7301
Contents W-2 (Employer Copy)
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Six Years and
Current**
Type Paper

Schedule Number #7301
Contents W-2 (Employer Copy)
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Six Years and
Current**
Type Paper

Schedule Number #7301
Contents W-2 (Employer Copy)
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Six Years and
Current**
Type Paper

Schedule Number #7301
Contents W-2 (Employer Copy)
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Six Years and
Current**
Type Paper

Schedule Number #7302

**Contents Federal Income Tax
(Quarterly/Annual)**

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Six Years and
Current**

Type CD

Schedule Number #7302

**Contents Federal Income Tax
(Quarterly/Annual)**

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Six Years and
Current**

Type CD

Schedule Number #7302

**Contents Federal Income Tax
(Quarterly/Annual)**

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Six Years and
Current**

Type CD

Schedule Number #7302

**Contents Federal Income Tax
(Quarterly/Annual)**

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Six Years and
Current**

Type CD

Schedule Number #7303

Contents Ohio Income Tax (Monthly/Annual)

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Six Years and
Current****

Type Paper

Schedule Number #7303

Contents Ohio Income Tax (Monthly/Annual)

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Six Years and
Current****

Type Paper

Schedule Number #7303

Contents Ohio Income Tax (Monthly/Annual)

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Six Years and
Current****

Type Paper

Schedule Number #7303

Contents Ohio Income Tax (Monthly/Annual)

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Six Years and
Current****

Type Paper

Schedule Number #7304
Contents City Income Tax (Monthly/Annual)
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Six Years and
Current**
Type Paper

Schedule Number #7304
Contents City Income Tax (Monthly/Annual)
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Six Years and
Current**
Type Paper

Schedule Number #7304
Contents City Income Tax (Monthly/Annual)
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Six Years and
Current**
Type Paper

Schedule Number #7304
Contents City Income Tax (Monthly/Annual)
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Six Years and
Current**
Type Paper

Schedule Number #7305

**Contents School Income Tax
(Monthly/Annual)**

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Six Years and
Current****

Type Paper

Schedule Number #7305

**Contents School Income Tax
(Monthly/Annual)**

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Six Years and
Current****

Type Paper

Schedule Number #7305

**Contents School Income Tax
(Monthly/Annual)**

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Six Years and
Current****

Type Paper

Schedule Number #7305

**Contents School Income Tax
(Monthly/Annual)**

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

**Retention Period Six Years and
Current****

Type Paper

Schedule Number #7306

Contents Payroll Reports (All Reports used for each Payroll-computer generated-except those listed under 7001, and 7102-3 above)

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7306

Contents Payroll Reports (All Reports used for each Payroll-computer generated-except those listed under 7001, and 7102-3 above)

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7306

Contents Payroll Reports (All Reports used for each Payroll-computer generated-except those listed under 7001, and 7102-3 above)

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7306

Contents Payroll Reports (All Reports used for each Payroll-computer generated-except those listed under 7001, and 7102-3 above)

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7307
Contents Payroll Update Listing
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #7307
Contents Payroll Update Listing
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #7307
Contents Payroll Update Listing
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #7307
Contents Payroll Update Listing
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #7308
Contents Payroll Calculations
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #7308
Contents Payroll Calculations
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #7308
Contents Payroll Calculations
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #7308
Contents Payroll Calculations
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #7309

Contents State Teachers System and School Employees Retirement System Waivers

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #7309

Contents State Teachers System and School Employees Retirement System Waivers

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #7309

Contents State Teachers System and School Employees Retirement System Waivers

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #7309

Contents State Teachers System and School Employees Retirement System Waivers

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Permanent

Type Paper

Schedule Number #7310

Contents School Employees Retirement System (SERS)

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7310

Contents School Employees Retirement System (SERS)

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7310

Contents School Employees Retirement System (SERS)

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7310

Contents School Employees Retirement System (SERS)

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7311
Contents State Teachers Retirement (STRS)
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #7311
Contents State Teachers Retirement (STRS)
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #7311
Contents State Teachers Retirement (STRS)
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #7311
Contents State Teachers Retirement (STRS)
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #7312
Contents Annuity Reports
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #7312
Contents Annuity Reports
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #7312
Contents Annuity Reports
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #7312
Contents Annuity Reports
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #7313
Contents Benefit Folder/Report
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #7313
Contents Benefit Folder/Report
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #7313
Contents Benefit Folder/Report
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #7313
Contents Benefit Folder/Report
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #7314

Contents Employee Request and/or Authorization (sick, vacation, personal, or other leave)

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7314

Contents Employee Request and/or Authorization (sick, vacation, personal, or other leave)

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7314

Contents Employee Request and/or Authorization (sick, vacation, personal, or other leave)

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7314

Contents Employee Request and/or Authorization (sick, vacation, personal, or other leave)

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7315

**Contents Deduction Reports, Voluntary
Employment Payroll Deductions**

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7315

**Contents Deduction Reports, Voluntary
Employment Payroll Deductions**

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7315

**Contents Deduction Reports, Voluntary
Employment Payroll Deductions**

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7315

**Contents Deduction Reports, Voluntary
Employment Payroll Deductions**

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7316

**Contents Employee Vacation/Sick Leave
Records**

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7316

**Contents Employee Vacation/Sick Leave
Records**

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7316

**Contents Employee Vacation/Sick Leave
Records**

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7316

**Contents Employee Vacation/Sick Leave
Records**

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7317

Contents Time Sheets

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Six Years**

Type Paper

Schedule Number #7317

Contents Time Sheets

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Six Years**

Type Paper

Schedule Number #7317

Contents Time Sheets

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Six Years**

Type Paper

Schedule Number #7317

Contents Time Sheets

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Six Years**

Type Paper

Schedule Number #7318
Contents Overtime Authorization
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Six Years
Type Paper

Schedule Number #7318
Contents Overtime Authorization
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Six Years
Type Paper

Schedule Number #7318
Contents Overtime Authorization
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Six Years
Type Paper

Schedule Number #7318
Contents Overtime Authorization
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Six Years
Type Paper

Schedule Number #7319

Contents Employee Insurance Bills: Medical, Dental, Life

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7319

Contents Employee Insurance Bills: Medical, Dental, Life

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7319

Contents Employee Insurance Bills: Medical, Dental, Life

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7319

Contents Employee Insurance Bills: Medical, Dental, Life

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7323

Contents Paycheck Register

(Not Ledgers)

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7323

Contents Paycheck Register

(Not Ledgers)

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7323

Contents Paycheck Register

(Not Ledgers)

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7323

Contents Paycheck Register

(Not Ledgers)

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period Four Years **

Type Paper

Schedule Number #7324
Contents Payroll Bank Statement
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #7324
Contents Payroll Bank Statement
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #7324
Contents Payroll Bank Statement
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #7324
Contents Payroll Bank Statement
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Years **
Type Paper

Schedule Number #7325

Contents Cancelled Payroll Checks

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year

Type Paper

Schedule Number #7325

Contents Cancelled Payroll Checks

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year

Type Paper

Schedule Number #7325

Contents Cancelled Payroll Checks

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year

Type Paper

Schedule Number #7325

Contents Cancelled Payroll Checks

Whom Treasurer/Payroll

Beginning Date _____

Ending Date _____

Destroy Date _____

Retention Period One Year

Type Paper

Schedule Number #7401
Contents Deduction Authorization
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until Superseded
or Employee Terminated
Type Paper

Schedule Number #7401
Contents Deduction Authorization
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until Superseded
or Employee Terminated
Type Paper

Schedule Number #7401
Contents Deduction Authorization
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until Superseded
or Employee Terminated
Type Paper

Schedule Number #7401
Contents Deduction Authorization
Whom Treasurer/Payroll
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Until Superseded
or Employee Terminated
Type Paper

Schedule Number #4304
Contents Requisitions/Purchase Orders
Whom All Secretaries
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Year **
Type Paper

Schedule Number #4304
Contents Requisitions/Purchase Orders
Whom All Secretaries
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Year **
Type Paper

Schedule Number #4304
Contents Requisitions/Purchase Orders
Whom All Secretaries
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Year **
Type Paper

Schedule Number #4304
Contents Requisitions/Purchase Orders
Whom All Secretaries
Beginning Date _____
Ending Date _____
Destroy Date _____
Retention Period Four Year **
Type Paper