Schedule Number # <u>4303</u>	Schedule Number # <u>4303</u>
Contents Budget Records	Contents Budget Records
Whom All Secretaries	Whom All Secretaries
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Year **	Retention Period Four Year **
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #4303	Schedule Number #4303
Contents Budget Records	Contents Budget Records
Whom All Secretaries	Whom All Secretaries
Beginning Date	Beginning Date
Ending Date	Ending Date

**Destroy Date** \_\_\_\_

Type Paper

**Retention Period Four Year \*\*** 

**Destroy Date** \_\_\_

Type Paper

**Retention Period Four Year \*\*** 

Schedule Number #9403	Schedule Number #9403
Contents <u>Directives, Standards, Laws for</u> <u>Local, State and Federal Governmental Agencies</u>	Contents <u>Directives, Standards, Laws for</u> <u>Local, State and Federal Governmental Agencies</u>
Whom All Secretaries	Whom All Secretaries
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Until Superceded</u>	Retention Period <u>Until Superceded</u>
Type Paper	Type Paper
Schedule Number #9403	Schedule Number #9403
Contents Directives, Standards, Laws for	Contents Directives, Standards, Laws for
Local, State and Federal Governmental Agencies	Local, State and Federal Governmental Agencies
Whom All Secretaries	Whom All Secretaries
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Until Superceded</u>	Retention Period <u>Until Superceded</u>
Type Paper	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	Schedule Number #9406 Contents Correspondence: Executive (Has Significant administrative value) Whom All Secretaries Beginning Date
Ending Date	Ending Date
Destroy Date Retention Period <u>Five Years</u> Type <u>Paper</u>	Destroy Date  Retention Period <u>Five Years</u> Type <u>Paper</u>

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	Schedule Number #9406 Contents Correspondence: General (Has administrative value) Whom All Secretaries Beginning Date Ending Date Destroy Date
Retention Period <u>Two Years</u> Type <u>Paper</u>	Retention Period <u>Two Years</u> Type <u>Paper</u>

Schedule Number #9406	Schedule Number # <u>9406</u>
Contents Correspondence: Routine (Has	Contents Correspondence: Routine (Has
limited administrative value)	limited administrative value)
Whom All Secretaries	Whom <u>All Secretaries</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period One Year	Retention Period One Year
Type Paper	Type <u>Paper</u>
Schedule Number #9406	Schedule Number #9406
Contents Correspondence: Routine (Has	Contents Correspondence: Routine (Has
<u>limited administrative value)</u>	limited administrative value)
Whom All Secretaries	Whom All Secretaries
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period One Year	Retention Period One Year
Type Paper	Type <u>Paper</u>

Schedule Number #9406 Contents Correspondence: Personal (Has no administrative value) Whom All Secretaries Beginning Date Ending Date Destroy Date Retention Period Delete at will	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	Type Paper
Schedule Number #9406	Schedule Number #9406
Contents Correspondence: Personal (Has no	Contents Correspondence: Personal (Has no
administrative value)	administrative value)
Whom All Secretaries	Whom All Secretaries
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Delete at will	Retention Period Delete at will
Type Paper	Type Paper

Schedule Number #9406	Schedule Number # <u>9406</u>
Contents Email: Executive messages (ex: has	Contents Email: Executive messages (ex: has
significant administrative value/executive	significant administrative value/executive
correspondence, departmental polices and procedures)	correspondence, departmental polices and procedures)
Whom All Secretaries	Whom All Secretaries
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Five Years or	Retention Period Five Years or
<u>until superceded</u>	<u>until superceded</u>
Type <u>Disc</u>	Type <u>Disc</u>
Schedule Number #9406	Schedule Number # <u>9406</u>
Schedule Number #9406 Contents Email: Executive messages (ex: has	Schedule Number #9406 Contents Email: Executive messages (ex: has
Contents Email: Executive messages (ex: has significant administrative value/executive	Contents Email: Executive messages (ex: has significant administrative value/executive
Contents Email: Executive messages (ex: has significant administrative value/executive correspondence, departmental polices and	Contents Email: Executive messages (ex: has significant administrative value/executive correspondence, departmental polices and
Contents Email: Executive messages (ex: has significant administrative value/executive correspondence, departmental polices and procedures)	Contents Email: Executive messages (ex: has significant administrative value/executive correspondence, departmental polices and procedures)
Contents Email: Executive messages (ex: has significant administrative value/executive correspondence, departmental polices and procedures) Whom All Secretaries	Contents Email: Executive messages (ex: has significant administrative value/executive correspondence, departmental polices and procedures) Whom All Secretaries
Contents Email: Executive messages (ex: has significant administrative value/executive correspondence, departmental polices and procedures) Whom All Secretaries Beginning Date	Contents Email: Executive messages (ex: has significant administrative value/executive correspondence, departmental polices and procedures) Whom All Secretaries Beginning Date
Contents Email: Executive messages (ex: has significant administrative value/executive correspondence, departmental polices and procedures) Whom All Secretaries	Contents Email: Executive messages (ex: has significant administrative value/executive correspondence, departmental polices and procedures) Whom All Secretaries Beginning Date Ending Date
Contents Email: Executive messages (ex: has significant administrative value/executive correspondence, departmental polices and procedures) Whom All Secretaries Beginning Date Ending Date	Contents Email: Executive messages (ex: has significant administrative value/executive correspondence, departmental polices and procedures) Whom All Secretaries Beginning Date
Contents Email: Executive messages (ex: has significant administrative value/executive correspondence, departmental polices and procedures) Whom All Secretaries Beginning Date Ending Date Destroy Date	Contents Email: Executive messages (ex: has significant administrative value/executive correspondence, departmental polices and procedures) Whom All Secretaries Beginning Date Ending Date Destroy Date
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	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

Schedule Number #9406	Schedule Number #9406
Contents Email: General messages (ex: has	Contents Email: General messages (ex: has
administrative value/general correspondence,	administrative value/general correspondence,
routine correspondence, monthly and weekly	routine correspondence, monthly and weekly
reports)	reports)
Whom All Secretaries	Whom All Secretaries
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Two Years</u>	Retention Period Two Years
Type <u>Disc</u>	Type <u>Disc</u>
Schedule Number #9406	Schedule Number #9406
Contents Email: General messages (ex: has	Contents Email: General messages (ex: has
administrative value/general correspondence,	administrative value/general correspondence,
routine correspondence, monthly and weekly	routine correspondence, monthly and weekly
reports)	reports)
Whom All Secretaries	Whom All Secretaries
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Two Years	Retention Period Two Years
Type <u>Disc</u>	Type <u>Disc</u>

Schedule Number #9406	Schedule Number # <u>9406</u>
Contents Email: Routine messages (ex: has limited administrative value - telephone messages, drafts and other limited documents which serve to convey information of temporary importance.)	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  Poginal Date	Whom All Secretaries  Paging Date
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period One Year	Retention Period One Year
Type <u>Disc</u>	Type <u>Disc</u>
Schedule Number #9406	Schedule Number #9406
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.)	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.)
Contents Email: Routine messages (ex: has limited administrative value - telephone messages, drafts and other limited documents which serve to convey information of temporary	Contents Email: Routine messages (ex: has limited administrative value - telephone messages, drafts and other limited documents which serve to convey information of temporary
Contents Email: Routine messages (ex: has limited administrative value - telephone messages, drafts and other limited documents which serve to convey information of temporary importance.)	Contents Email: Routine messages (ex: has limited administrative value - telephone messages, drafts and other limited documents which serve to convey information of temporary importance.)
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	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
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	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
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	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

Schedule Number #9406	Schedule Number #9406
Contents Email: Non-State Publications (ex:	Contents Email: Non-State Publications (ex:
has no administrative value/unsolicited	has no administrative value/unsolicited
promotional materials)	promotional materials)
Whom All Secretaries	Whom <u>All Secretaries</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Delete at Will	Retention Period Delete at Will
Type <u>Disc</u>	Type <u>Disc</u>
Schedule Number #9406	Schedule Number #9406
Contents Email: Non-State Publications (ex:	Contents Email: Non-State Publications (ex:
has no administrative value/unsolicited	has no administrative value/unsolicited
promotional materials)	promotional materials)
Whom All Secretaries	Whom All Secretaries
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Delete at Will	Retention Period Delete at Will
Type Disc	Type Disc

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

Schedule Number #9406	Schedule Number #9406
Contents Email: Personal Messages	Contents Email: Personal Messages
Whom All Secretaries	Whom All Secretaries
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Delete at Will	Retention Period Delete at Will
Type Disc	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	Schedule Number #9406 Contents Fax (Logs, Messages) Whom All Secretaries
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period One Year	Retention Period One Year
Type Paper	Type <u>Paper</u>

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

Schedule Number #1401 Contents Adopted Courses of Study Whom Assistant Superintendent and Secretary Beginning Date Ending Date Destroy Date Retention Period Until 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 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 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 Superceded Type Paper

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

Schedule Number #2302	Schedule Number #2302
Contents Professional Conferences	Contents Professional Conferences
Applications	<u>Applications</u>
Whom <u>Assistant Superintendent</u>	Whom Assistant Superintendent
and Secretary	and Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Two Years **	Retention Period Two Years **
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #2302	Schedule Number #2302
Contents Professional Conferences	Contents Professional Conferences
Applications	<u>Applications</u>
Whom Assistant Superintendent	Whom Assistant Superintendent
and Secretary	and Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Two Years **</u>	Retention Period Two Years **
Type Paper	Type <u>Paper</u>

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

Schedule Number #5404	Schedule Number # <u>5404</u>
Contents Textbook/Workbook Inventory	Contents Textbook/Workbook Inventory
Whom <u>Assistant Superintendent</u>	Whom Assistant Superintendent
and Secretary	and Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Until Superceded</u> **	Retention Period <u>Until Superceded</u> **
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #5404	Schedule Number # <u>5404</u>
Contents Textbook/Workbook Inventory	Contents Textbook/Workbook Inventory
Whom <u>Assistant Superintendent</u>	Whom Assistant Superintendent
and Secretary	and Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Until Superceded</u>	Retention Period <u>Until Superceded</u>
** 	** —
Type Paper	Type <u>Paper</u>

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	Schedule Number #8207
Contents Ohio Common Core Data (OCCD)	Contents Ohio Common Core Data (OCCD)
<u>Reports</u>	<u>Reports</u>
Whom Assistant Superintendent	Whom Assistant Superintendent
and Secretary	and Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
<b>Retention Period Five Years</b>	Retention Period Five Years
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #8207	Schedule Number #8207
Contents Ohio Common Core Data (OCCD)	Contents Ohio Common Core Data (OCCD)
<u>Reports</u>	<u>Reports</u>
Whom Assistant Superintendent	Whom Assistant Superintendent
and Secretary	and Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Five Years	Retention Period Five Years
Type Paper	Type <u>Paper</u>

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

Schedule Number #8209	Schedule Number #8209
Contents Ohio Dept. of Education (O.D.E.)	Contents Ohio Dept. of Education (O.D.E.)
<u>Reports</u>	<u>Reports</u>
Whom <u>Assistant Superintendent</u>	Whom Assistant Superintendent
and Secretary	and Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Five Years	Retention Period Five Years
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #8209	Schedule Number #8209
Contents Ohio Dept. of Education (O.D.E.)	Contents Ohio Dept. of Education (O.D.E.)
Reports	<u>Reports</u>
Whom <u>Assistant Superintendent</u>	Whom Assistant Superintendent
and Secretary	and Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Five Years	Retention Period Five Years
Type Paper	Type <u>Paper</u>

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	Schedule Number #8211 Contents OS/Civil Rights Reports
Whom Assistant Superintendent	Whom Assistant Superintendent
and Secretary	and Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Permanent	Retention Period Permanent
Type Paper	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	Schedule Number #8212 Contents Title IX Reports
Whom Assistant Superintendent	Whom Assistant Superintendent
and Secretary	and Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Ten Years</u>	Retention Period <u>Ten Years</u>
Type Paper	Type <u>Paper</u>

Schedule Number #3101	Schedule Number #3101
Contents Student Record Folders:	Contents Student Record Folders:
Enrollment/Withdrawal	Enrollment/Withdrawal
<u>Grades/Transcripts</u>	Grades/Transcripts
Activities Record	Activities Record
Whom Bldg Secretary	Whom <u>Bldg Secretary</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Permanent	Retention Period Permanent
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #3101 Contents Student Record Folders: Enrollment/Withdrawal Grades/Transcripts Activities Record Whom Bldg Secretary Beginning Date	Schedule Number #3101 Contents Student Record Folders: Enrollment/Withdrawal Grades/Transcripts Activities Record Whom Bldg Secretary Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Permanent	Retention Period Permanent
Type <u>Paper</u>	Type <u>Paper</u>

Schedule Number #3102	Schedule Number #3102
Contents Office Record Card (K-9)	Contents Office Record Card (K-9)
(each student enrollment)	(each student enrollment)
Whom Bldg Secretary	Whom <u>Bldg Secretary</u>
Beginning Date	_ Beginning Date
Ending Date	_ Ending Date
Destroy Date	Destroy Date
Retention Period Permanent	Retention Period Permanent
Type Paper	Type <u>Paper</u>
Schedule Number #3102	Schedule Number #3102
Contents Office Record Card (K-9)	Contents Office Record Card (K-9)
(each student enrollment)	(each student enrollment)
Whom Bldg Secretary	Whom Bldg Secretary
Beginning Date	Beginning Date
Ending Date	_ Ending Date
Destroy Date	Destroy Date
Retention Period Permanent	Retention Period Permanent
Type Paper	Type <u>Paper</u>

Schedule Number #3202	Schedule Number #3202
Contents Discipline Records, Letter to	Contents Discipline Records, Letter to
Parents, Office Discipline	Parents, Office Discipline
Whom Bldg Secretary	Whom Bldg Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period One Year After	Retention Period One Year After
<u>Graduation</u>	<u>Graduation</u>
Type Paper	Type <u>Paper</u>
Schedule Number #3202	Schedule Number #3202
Contents Discipline Records, Letter to	Contents Discipline Records, Letter to
Parents, Office Discipline	Parents, Office Discipline
Whom Bldg Secretary	Whom Bldg Secretary
Beginning Date	Beginning Date
Ending Date	
Ending Date Destroy Date	Ending Date
Destroy Date	Ending Date Destroy Date

Schedule Number #3203	Schedule Number #3203
Contents Psychological-Records (Restricted)	Contents Psychological-Records (Restricted)
Whom Bldg Secretary	Whom Bldg Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Through	Retention Period Through
Graduation	Graduation
Type Paper	Type <u>Paper</u>
Schedule Number #3203	Schedule Number #3203
Contents Psychological-Records (Restricted)	Contents Psychological-Records (Restricted)
Whom Bldg Secretary	Whom Bldg Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Through	Retention Period Through
Graduation	Graduation
Type Paper	Type <u>Paper</u>

Schedule Number #3204 Contents Child Abuse/Neglect Referral Letters Whom Bldg Secretary Beginning Date	Schedule Number #3204 Contents Child Abuse/Neglect Referral Letters Whom Bldg Secretary Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Through	Retention Period Through
<u>Graduation</u>	<u>Graduation</u>
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #3204	Schedule Number #3204
<b>Contents</b> Child Abuse/Neglect Referral Letters	Contents Child Abuse/Neglect Referral Letters
Whom Bldg Secretary	Whom Bldg Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date

Retention Period <u>Through</u>
Graduation
Retention Period <u>Through</u>
Graduation

Type Paper 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	Schedule Number #3205 Contents Formal Complaints Against Students Whom Bldg Secretary Beginning Date
Ending Date	Ending Date
Destroy Date  Retention Period <u>Until Graduation</u> Type Paper	Destroy Date  Retention Period <u>Until Graduation</u> Type Paper

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

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

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

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

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	Schedule Number #3305
Contents Individual Educational Plan (IEP)	Contents Individual Educational Plan (IEP)
Whom Bldg Secretary	Whom Bldg Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Permanent	Retention Period Permanent
Type <u>Paper</u>	Type <u>Paper</u>

Schedule Number #3305	Schedule Number #3305
Contents Individual Educational Plan (IEP)	Contents Individual Educational Plan (IEP)
Whom Bldg Secretary	Whom Bldg Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Permanent	Retention Period Permanent
Type Paper	Type <u>Paper</u>

Schedule Number #3306 Contents Free/Reduced Price Lunch Applications Whom Bldg Secretary Beginning Date Ending Date Destroy Date  Schedule Number #3306 Contents Free/Reduced Price Lunch Applications Whom Bldg Secretary Beginning Date Ending Date Destroy Date	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
Retention Period <u>Four Years</u> Type <u>Paper</u> Retention Period <u>Four Years</u> Type <u>Paper</u>	Contents Free/Reduced Price Lunch Applications Whom Bldg Secretary Beginning Date Ending Date Destroy Date Retention Period Four Years	Contents Free/Reduced Price Lunch Applications Whom Bldg Secretary Beginning Date Ending Date Destroy Date Retention Period Four Years

Schedule Number #3401	Schedule Number #3401
Contents Emergency Information Card	Contents Emergency Information Card
Whom Bldg Secretary	Whom Bldg Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Until Superceded	Retention Period Until Superceded
Type Paper	Type <u>Paper</u>

Schedule Number #3401	Schedule Number # <u>3401</u>
Contents Emergency Information Card	Contents Emergency Information Card
Whom Bldg Secretary	Whom Bldg Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Until Superceded</u>	Retention Period Until Superceded
Type <u>Paper</u>	Type <u>Paper</u>

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

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

Schedule Number #4202	Schedule Number # <u>4202</u>
<b>Contents</b> Tornado and Fire Drill Records	Contents Tornado and Fire Drill Records
Whom Bldg Secretary	Whom Bldg Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period One Year *	Retention Period One Year *
Type Paper	Type <u>Paper</u>

Schedule Number #4202	Schedule Number #4202
<b>Contents</b> Tornado and Fire Drill Records	Contents Tornado and Fire Drill Records
Whom Bldg Secretary	Whom Bldg Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period One Year *	Retention Period One Year *
Type Paper	Type <u>Paper</u>

Schedule Number #4203	Schedule Number # <u>4203</u>
Contents Building Health Inspections	Contents Building Health Inspections
Whom Bldg Secretary	Whom Bldg Secretary
Beginning Date	_ Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Two Year *	Retention Period Two Year *
Type <u>Paper</u>	Type <u>Paper</u>

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

Schedule Number #4301	Schedule Number #4301
Contents Student Activity Records:	Contents Student Activity Records:
Pay-In Forms	Pay-In Forms
Pay-Out Forms Whom Bldg Socretary	Pay-Out Forms Whom Plda Socratary
Whom Bldg Secretary  Position Date	Whom Bldg Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Two Year **	Retention Period Two Year **
Type Paper	Type <u>Paper</u>
Schedule Number #4301	Schedule Number #4301
Contents Student Activity Records:	Contents Student Activity Records:
Pay-In Forms	Pay-In Forms
Pay-Out Forms	Pay-Out Forms
Whom Bldg Secretary	Whom Bldg Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Two Year **	Retention Period Two Year **
Type <u>Paper</u>	Type <u>Paper</u>

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

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

Schedule Number #4401	Schedule Number #4401
Contents Textbook Inventories	Contents Textbook Inventories
Whom Bldg Secretary	Whom Bldg Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Until Superceded</u>	Retention Period Until Superceded
Type <u>Paper</u>	Type <u>Paper</u>

Schedule Number #4401	Schedule Number # <u>4401</u>
Contents Textbook Inventories	Contents Textbook Inventories
Whom Bldg Secretary	Whom Bldg Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Until Superceded</u>	Retention Period Until Superceded
Type <u>Paper</u>	Type <u>Paper</u>

Schedule Number #4402	Schedule Number #4402
Contents Supplies Inventories	Contents Supplies Inventories
Whom Bldg Secretary	Whom Bldg Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Until Superceded	Retention Period Until Superceded
Type Paper	Type <u>Paper</u>

Schedule Number #4402	Schedule Number #4402
Contents Supplies Inventories	Contents Supplies Inventories
Whom Bldg Secretary	Whom Bldg Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Until Superceded</u>	Retention Period Until Superceded
Type <u>Paper</u>	Type <u>Paper</u>

Schedule Number #4403	Schedule Number #4403
Contents Student Handbooks	Contents Student Handbooks
Whom Bldg Secretary	Whom Bldg Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Until Superceded</u>	Retention Period <u>Until Superceded</u>
Type Paper	Type <u>Paper</u>

Schedule Number #4403	Schedule Number #4403
Contents Student Handbooks	Contents Student Handbooks
Whom Bldg Secretary	Whom Bldg Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Until Superceded</u>	Retention Period Until Superceded
Type Paper	Type Paper

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

**Retention Period Ten Years** 

Type Paper

**Retention Period <u>Ten Years</u>** 

Type Paper

Schedule Number #3201	Schedule Number #3201
Contents Health/Medical Records:	Contents Health/Medical Records:
Visual Screening,	<u>Visual Screening,</u>
Hearing Screening,	Hearing Screening,
Immunization Records	Immunization Records
Whom Bldg Secretary/Nurse	Whom Bldg Secretary/Nurse
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Seven Years</u>	Retention Period Seven Years
After Graduation	After Graduation
Type Paper	Type <u>Paper</u>
Schedule Number #3201	Schedule Number #3201
Schedule Number #3201 Contents Health/Medical Records: Visual Screening.	Schedule Number #3201 Contents Health/Medical Records: Visual Screening,
Contents Health/Medical Records: Visual Screening, Hearing Screening,	Contents Health/Medical Records: Visual Screening, Hearing Screening,
Contents Health/Medical Records: Visual Screening, Hearing Screening, Immunization Records	Contents Health/Medical Records: Visual Screening, Hearing Screening, Immunization Records
Contents Health/Medical Records: Visual Screening, Hearing Screening,	Contents Health/Medical Records: Visual Screening, Hearing Screening,
Contents Health/Medical Records: Visual Screening, Hearing Screening, Immunization Records Whom Bldg Secretary/Nurse	Contents Health/Medical Records: Visual Screening, Hearing Screening, Immunization Records
Contents Health/Medical Records: Visual Screening, Hearing Screening, Immunization Records Whom Bldg Secretary/Nurse Beginning Date	Contents Health/Medical Records: Visual Screening, Hearing Screening, Immunization Records Whom Bldg Secretary/Nurse Beginning Date
Contents Health/Medical Records: Visual Screening, Hearing Screening, Immunization Records Whom Bldg Secretary/Nurse	Contents Health/Medical Records: Visual Screening, Hearing Screening, Immunization Records Whom Bldg Secretary/Nurse
Contents Health/Medical Records: Visual Screening, Hearing Screening, Immunization Records Whom Bldg Secretary/Nurse Beginning Date Ending Date Destroy Date	Contents Health/Medical Records:  Visual Screening, Hearing Screening, Immunization Records  Whom Bldg Secretary/Nurse  Beginning Date Ending Date Destroy Date
Contents Health/Medical Records: Visual Screening, Hearing Screening, Immunization Records Whom Bldg Secretary/Nurse Beginning Date Ending Date Destroy Date Retention Period Seven Years	Contents Health/Medical Records:  Visual Screening, Hearing Screening, Immunization Records  Whom Bldg Secretary/Nurse  Beginning Date  Ending Date  Destroy Date  Retention Period Seven Years
Contents Health/Medical Records: Visual Screening, Hearing Screening, Immunization Records Whom Bldg Secretary/Nurse Beginning Date Ending Date Destroy Date	Contents Health/Medical Records:  Visual Screening, Hearing Screening, Immunization Records  Whom Bldg Secretary/Nurse  Beginning Date Ending Date Destroy Date

Schedule Number #3304	Schedule Number #3304
Contents Accident Reports	Contents Accident Reports
(Students/Liability/Fleet/Property)	(Students/Liability/Fleet/Property)
Whom <u>Business Office</u>	Whom <b>Business Office</b>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Five Years	Retention Period Five Years
Provided No Action Pending	Provided No Action Pending
Type Paper	Type Paper
Schedule Number #3304	Schedule Number #3304
Contents Accident Reports	Contents Accident Reports
(Students/Liability/Fleet/Property)	(Students/Liability/Fleet/Property)
Whom Business Office	Whom Business Office
Beginning Date	Da salas as Da ta
	Beginning Date
Ending Date	
Ending Date Destroy Date	Ending Date  Ending Date  Destroy Date
	Ending Date
Destroy Date	Ending Date Destroy Date

Schedule Number #5303 Contents Rental Information (Use of Facilities) Whom Business Office Beginning Date Ending Date Destroy Date Retention Period Four Years **	Schedule Number #5303 Contents Rental Information (Use of Facilities) Whom Business Office Beginning Date Ending Date Destroy Date Retention Period Four Years **
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #5303 Contents Rental Information	Schedule Number #5303 Contents Rental Information
(Use of Facilities)	(Use of Facilities)
Whom Business Office	Whom Business Office
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type <u>Paper</u>	Type <u>Paper</u>

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	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	Ending Date  Destroy Date Retention Period Four Years **  Type Paper

Schedule Number # <u>5306</u>	Schedule Number # <u>5306</u>
Contents Vandalism Reports	Contents Vandalism Reports
Whom <b>Business Office</b>	Whom <b>Business Office</b>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type <u>Paper</u>	Type <u>Paper</u>

Schedule Number #5306	Schedule Number # <u>5306</u>
Contents Vandalism Reports	Contents Vandalism Reports
Whom Business Office	Whom <b>Business Office</b>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type <u>Paper</u>	Type <u>Paper</u>

Schedule Number #5309	Schedule Number # <u>5309</u>
Contents Bids and Specifications	Contents Bids and Specifications
(Unsuccessful)	(Unsuccessful)
Whom <u>Business Office</u>	Whom <u>Business Office</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period One Year **	Retention Period One Year **
Type Paper	Type <u>Paper</u>
Schedule Number #5309	Schedule Number #5309
Contents Bids and Specifications	Contents Bids and Specifications
(Unsuccessful)	(Unsuccessful)
Whom Business Office	Whom Business Office
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period One Year **	Retention Period One Year **
Type <u>Paper</u>	Type <u>Paper</u>

Schedule Number #5310	Schedule Number #5310
Contents Bids and Specifications	Contents Bids and Specifications
(Successful)	(Successful)
Whom <u>Business Office</u>	Whom <u>Business Office</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four	Retention Period Four
Years/Completion of Project**	Years/Completion of Project**
Type Paper	Type <u>Paper</u>
Schedule Number #5310	Schedule Number #5310
Contents Bids and Specifications	Contents Bids and Specifications
(Successful)	(Successful)
Whom Business Office	Whom Business Office
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four	Retention Period Four
Years/Completion of Project**	Years/Completion of Project**

Schedule Number # <u>5311</u>	Schedule Number # <u>5311</u>
Contents Contractors Files (Resolutions,	Contents Contractors Files (Resolutions,
Additions, Drawings, etc)	Additions, Drawings, etc)
Whom <u>Business Office</u>	Whom <u>Business Office</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four	Retention Period Four
Years/Completion of Project if no	Years/Completion of Project if no
Action Pending**	Action Pending**
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #5311	Schedule Number # <u>5311</u>
Schedule Number #5311 Contents Contractors Files (Resolutions,	Contents Contractors Files (Resolutions,
Contents Contractors Files (Resolutions, Additions, Drawings, etc)	Contents Contractors Files (Resolutions, Additions, Drawings, etc)
Contents Contractors Files (Resolutions,	Contents Contractors Files (Resolutions,
Contents Contractors Files (Resolutions, Additions, Drawings, etc)	Contents Contractors Files (Resolutions, Additions, Drawings, etc)
Contents Contractors Files (Resolutions, Additions, Drawings, etc.) Whom Business Office Beginning Date	Contents Contractors Files (Resolutions, Additions, Drawings, etc.) Whom Business Office Beginning Date
Contents Contractors Files (Resolutions, Additions, Drawings, etc.) Whom Business Office Beginning Date Ending Date	Contents Contractors Files (Resolutions, Additions, Drawings, etc) Whom Business Office
Contents Contractors Files (Resolutions, Additions, Drawings, etc.) Whom Business Office Beginning Date	Contents Contractors Files (Resolutions, Additions, Drawings, etc.) Whom Business Office Beginning Date Ending Date
Contents Contractors Files (Resolutions, Additions, Drawings, etc) Whom Business Office Beginning Date Ending Date Destroy Date	Contents Contractors Files (Resolutions, Additions, Drawings, etc.) Whom Business Office Beginning Date Ending Date Destroy Date
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	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
Contents Contractors Files (Resolutions, Additions, Drawings, etc.) Whom Business Office Beginning Date Ending Date Destroy Date Retention Period Four	Contents Contractors Files (Resolutions, Additions, Drawings, etc.) Whom Business Office Beginning Date Ending Date Destroy Date Retention Period Four

Schedule Number #5400 Contents Vendor Listing Whom Business Office Beginning Date Ending Date Destroy Date Retention Period Until Superceded** Type Paper	Schedule Number #5400 Contents Vendor Listing Whom Business Office Beginning Date Ending Date Destroy Date Retention Period Until Superceded** Type Paper
Schedule Number #5400 Contents Vendor Listing Whom Business Office Beginning Date	Schedule Number # <u>5400</u> Contents <u>Vendor Listing</u> Whom <u>Business Office</u> Beginning Date
Ending Date  Destroy Date  Retention Period <u>Until</u>	Ending Date  Destroy Date  Retention Period <u>Until</u>
Superceded**	Superceded**

Type Paper

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

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	Schedule Number #5403
Contents Plant and Equipment	Contents Plant and Equipment
Whom Business Office  Reginning Date	Whom Business Office  Reginal Date
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Until Superceded</u> **	Retention Period <u>Until Superceded</u> **
Type Paper	Type <u>Paper</u>

Schedule Number #5405 Contents Supplies Inventory 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 Superceded ** Type Paper
Schedule Number #5405	Schedule Number #5405
Contents Supplies Inventory Whom Business Office	Contents Supplies Inventory Whom Business Office
Whom <u>Business Office</u> Beginning Date	Whom <u>Business Office</u> Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Until Superceded</u> **	Retention Period <u>Until Superceded</u> **
Type Paper	Type <u>Paper</u>

Schedule Number # <u>5442</u>	Schedule Number # <u>5442</u>
Contents Vehicle Registration	Contents Vehicle Registration
Whom <b>Business Office</b>	Whom <b>Business Office</b>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Life of Vehicle	Retention Period Life of Vehicle
Type Paper	Type Paper
Schedule Number #5442	Schedule Number #5442
Contents Vehicle Registration	Contents Vehicle Registration
Whom <b>Business Office</b>	Whom <b>Business Office</b>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date

**Retention Period Life of Vehicle** 

Type Paper

**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	Schedule Number #5443 Contents Vehicle License Whom Business Office Beginning Date
Ending Date  Destroy Date  Retention Period One Year After  Termination	Ending Date  Destroy Date Retention Period One Year After  Termination  Turne Person
Type Paper	Type <u>Paper</u>

Schedule Number #6205	Schedule Number #6205
<b>Contents</b> Insurance Policies	Contents Insurance Policies
Whom <b>Business Office</b>	Whom <b>Business Office</b>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Fifteen Years	Retention Period Fifteen Years
After Expiration Provided All	After Expiration Provided All
Claims Settled	Claims Settled
Type Paper	Type Paper
Schedule Number #6205	Schedule Number #6205
Schedule Number #6205 Contents Insurance Policies	Schedule Number #6205 Contents Insurance Policies
Contents Insurance Policies	Contents Insurance Policies
Contents Insurance Policies Whom Business Office	Contents Insurance Policies Whom Business Office
Contents Insurance Policies Whom Business Office Beginning Date	Contents Insurance Policies Whom Business Office Beginning Date
Contents Insurance Policies Whom Business Office Beginning Date Ending Date	Contents Insurance Policies Whom Business Office Beginning Date Ending Date
Contents Insurance Policies Whom Business Office Beginning Date Ending Date Destroy Date	Contents Insurance Policies Whom Business Office Beginning Date Ending Date Destroy Date
Contents Insurance Policies Whom Business Office Beginning Date Ending Date Destroy Date Retention Period Fifteen Years	Contents Insurance Policies Whom Business Office Beginning Date Ending Date Destroy Date Retention Period Fifteen Years

Schedule Number #6218 Contents Employee Bonds, Board Member Bonds Whom Business Office Beginning Date Ending Date Destroy Date	Schedule Number #6218 Contents Employee Bonds, Board Member Bonds Whom Business Office Beginning Date Ending Date Destroy Date
Retention Period <u>Five Years</u> Type <u>Paper</u>	Retention Period <u>Five Years</u> Type <u>Paper</u>
Schedule Number #6218 Contents Employee Bonds, Board Member Bonds Whom Business Office Beginning Date	Schedule Number #6218 Contents Employee Bonds, Board Member Bonds Whom Business Office Beginning Date
Ending Date  Destroy Date  Retention Period <u>Five Years</u> Type <u>Paper</u>	Ending Date  Destroy Date Retention Period <u>Five Years</u> Type <u>Paper</u>

Schedule Number #6317	Schedule Number #6317
Contents Contracts: Service	Contents Contracts: Service
Whom <b>Business Office</b>	Whom <b>Business Office</b>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	Type <u>Paper</u>

Schedule Number # <u>6317</u>
Contents Contracts: Service
Whom <b>Business Office</b>
Beginning Date
Ending Date
Destroy Date
Retention Period Four Years **
Type <u>Paper</u>

Schedule Number #9203	Schedule Number #9203
Contents Building, Boiler, Maintenance Reports	Contents Building, Boiler, Maintenance Reports
Whom Business Office	Whom Business Office
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Two Years *</u>	Retention Period Two Years *
Type Paper	Type <u>Paper</u>
Schedule Number #9203	Schedule Number #9203
Contents Building, Boiler, Maintenance	Contents Building, Boiler, Maintenance
Reports	Reports
Whom <u>Business Office</u>	Whom <b>Business Office</b>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Two Years *</u>	Retention Period <u>Two Years *</u>
Type Paper	Type <u>Paper</u>

Schedule Number #1102	Schedule Number #1102
Contents Blueprints, Plans, Maps	Contents Blueprints, Plans, Maps
Whom <b>Business Office</b>	Whom <b>Business Office</b>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Permanent	Retention Period Permanent
Type Paper	Type <u>Paper</u>
Schedule Number #1102	Schedule Number #1102
Contents Blueprints, Plans, Maps	Contents Blueprints, Plans, Maps
Whom Rusiness Office	Whom Rusiness Office

Whom Business Office
Beginning Date
Ending Date
Destroy Date
Retention Period Permanent
Type Paper

Contents Bideprints, Plans, Maps
Whom Business Office
Beginning Date
Ending Date
Ending Date
Destroy Date
Retention Period Permanent
Type Paper

Contents Bideprints, Plans, Maps
Whom Business Office
Beginning Date
Ending Date
Ending Date
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	Schedule Number #2101 Contents Certificated Active Employees Whom Director of Personnel and Secretary Beginning Date Ending Date
Destroy Date Retention Period <u>Permanent</u> Type Paper	Destroy Date Retention Period <u>Permanent</u> Type Paper
I VUE FAUEI	I VUE FAUEI

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	Schedule Number #2102 Contents Classified Active Employees Whom Director of Personnel and Secretary Beginning Date
Ending Date  Destroy Date  Retention Period <u>Permanent</u> Type <u>Paper</u>	Ending 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	Schedule Number #2103 Contents Certified Inactive Employees Whom Director of Personnel and Secretary Beginning Date
Ending Date	Ending Date
Destroy Date Retention Period <u>Permanent</u> Type Paper	Destroy Date Retention Period <u>Permanent</u> 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	Schedule Number #2104 Contents Classified Inactive Employees Whom Director of Personnel and Secretary Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date  Retention Period <u>Permanent</u> Type <u>Paper</u>

Schedule Number #2105	Schedule Number #2105
Contents Civil Rights and Disciplinary	Contents Civil Rights and Disciplinary
Reports	<u>Reports</u>
Whom <u>Director of Personnel and</u>	Whom <u>Director of Personnel and</u>
<u>Secretary</u>	<u>Secretary</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Permanent	Retention Period Permanent
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #2105	Schedule Number #2105
Contents Civil Rights and Disciplinary	Contents Civil Rights and Disciplinary
Reports	<u>Reports</u>
Whom <u>Director of Personnel and</u>	Whom <u>Director of Personnel and</u>
<u>Secretary</u>	<u>Secretary</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Permanent	Retention Period Permanent
Type Paper	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	Schedule Number #2106 Contents Civil Service Reports Whom Director of Personnel and
Secretary Beginning Date	Secretary Beginning Date
Ending Date	Ending Date
Destroy Date Retention Period <u>Permanent</u>	Destroy Date Retention Period <u>Permanent</u>
Type Paper	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 Regional Date	Schedule Number #2107 Contents Retirement Letters Whom Director of Personnel and Secretary Regional Date
Beginning Date Ending Date	Beginning Date Ending Date
Destroy Date  Retention Period Permanent  Type Paper	Destroy Date  Retention Period Permanent  Type Paper

Schedule Number #2108	Schedule Number #2108
Contents Substitute Records	Contents Substitute Records
Whom Director of Personnel and	Whom Director of Personnel and
<u>Secretary</u>	<u>Secretary</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Twenty-five</u>	Retention Period Twenty-five
<u>Years</u>	<u>Years</u>
Type Paper	Type <u>Paper</u>
Schedule Number #2108	Schedule Number #2108
Schedule Number #2108 Contents Substitute Records	Schedule Number #2108 Contents Substitute Records
Contents Substitute Records	Contents Substitute Records
Contents Substitute Records Whom Director of Personnel and	Contents Substitute Records Whom Director of Personnel and
Contents Substitute Records Whom Director of Personnel and Secretary	Contents Substitute Records Whom Director of Personnel and Secretary
Contents Substitute Records Whom Director of Personnel and Secretary Beginning Date	Contents Substitute Records Whom Director of Personnel and Secretary Beginning Date
Contents Substitute Records Whom Director of Personnel and Secretary Beginning Date Ending Date	Contents Substitute Records Whom Director of Personnel and Secretary Beginning Date Ending Date
Contents Substitute Records Whom Director of Personnel and Secretary Beginning Date Ending Date Destroy Date	Contents Substitute Records Whom Director of Personnel and Secretary Beginning Date Ending Date Destroy Date

Schedule Number #2301	Schedule Number #2301
<b>Contents</b> Employee Contracts and Salary	<b>Contents</b> Employee Contracts and Salary
<u>Notices</u>	<u>Notices</u>
Whom <u>Director of Personnel and</u>	Whom <u>Director of Personnel and</u>
Secretary	Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years After	<b>Retention Period Four Years After</b>
Termination from employment	Termination from employment
Type Paper	Type <u>Paper</u>
Schedule Number #2301	Schedule Number #2301
Schedule Number #2301 Contents Employee Contracts and Salary	Schedule Number #2301 Contents Employee Contracts and Salary
Contents Employee Contracts and Salary Notices	Contents Employee Contracts and Salary Notices
Contents Employee Contracts and Salary	Contents Employee Contracts and Salary
Contents Employee Contracts and Salary Notices	Contents Employee Contracts and Salary Notices
Contents Employee Contracts and Salary Notices Whom Director of Personnel and	Contents Employee Contracts and Salary Notices Whom Director of Personnel and
Contents Employee Contracts and Salary Notices Whom Director of Personnel and Secretary	Contents Employee Contracts and Salary Notices Whom Director of Personnel and Secretary Beginning Date
Contents Employee Contracts and Salary Notices Whom Director of Personnel and Secretary Beginning Date Ending Date	Contents Employee Contracts and Salary Notices Whom Director of Personnel and Secretary
Contents Employee Contracts and Salary Notices Whom Director of Personnel and Secretary Beginning Date	Contents Employee Contracts and Salary Notices Whom Director of Personnel and Secretary Beginning Date Ending Date
Contents Employee Contracts and Salary Notices Whom Director of Personnel and Secretary Beginning Date Ending Date Destroy Date	Contents Employee Contracts and Salary Notices Whom Director of Personnel and Secretary Beginning Date Ending Date Destroy Date

Schedule Number #2303	Schedule Number #2303
Contents Irregular Employee Contracts	Contents Irregular Employee Contracts
(Substitutes, etc.)	(Substitutes, etc.)
Whom <u>Director of Personnel and</u>	Whom <u>Director of Personnel and</u>
Secretary	<u>Secretary</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years After	<b>Retention Period Four Years After</b>
Contract Expires	<b>Contract Expires</b>
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #2303	Schedule Number #2303
Contents Irregular Employee Contracts	Contents Irregular Employee Contracts
Contents Irregular Employee Contracts (Substitutes, etc.)	Contents Irregular Employee Contracts (Substitutes, etc.)
Contents Irregular Employee Contracts	Contents Irregular Employee Contracts
Contents Irregular Employee Contracts (Substitutes, etc.)	Contents Irregular Employee Contracts (Substitutes, etc.)
Contents Irregular Employee Contracts (Substitutes, etc.) Whom Director of Personnel and Secretary	Contents Irregular Employee Contracts (Substitutes, etc.) Whom Director of Personnel and Secretary
Contents Irregular Employee Contracts (Substitutes, etc.) Whom Director of Personnel and	Contents Irregular Employee Contracts (Substitutes, etc.) Whom Director of Personnel and
Contents Irregular Employee Contracts (Substitutes, etc.) Whom Director of Personnel and Secretary Beginning Date Ending Date	Contents Irregular Employee Contracts (Substitutes, etc.) Whom Director of Personnel and Secretary Beginning Date
Contents Irregular Employee Contracts (Substitutes, etc.) Whom Director of Personnel and Secretary Beginning Date	Contents Irregular Employee Contracts (Substitutes, etc.) Whom Director of Personnel and Secretary Beginning Date Ending Date
Contents Irregular Employee Contracts (Substitutes, etc.) Whom Director of Personnel and Secretary Beginning Date Ending Date Destroy Date	Contents Irregular Employee Contracts (Substitutes, etc.) Whom Director of Personnel and Secretary Beginning Date Ending Date Destroy Date
Contents Irregular Employee Contracts (Substitutes, etc.) Whom Director of Personnel and Secretary Beginning Date Ending Date Destroy Date Retention Period Four Years After	Contents Irregular Employee Contracts (Substitutes, etc.) Whom Director of Personnel and Secretary Beginning Date Ending Date Destroy Date Retention Period Four Years After

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

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

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

Schedule Number #2307	Schedule Number #2307
Contents Schedule of Employees	Contents Schedule of Employees
Whom <u>Director of Personnel and</u>	Whom Director of Personnel and
<u>Secretary</u>	<u>Secretary</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Fiscal Year Plus	Retention Period Fiscal Year Plus
Two Years	Two Years
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #2307	Schedule Number #2307
Contents Schedule of Employees	Contents Schedule of Employees
Whom <u>Director of Personnel and</u>	Whom <b>Director of Personnel and</b>
Secretary	Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
<b>Retention Period Fiscal Year Plus</b>	Potentian Pariod Fiscal Voor Plus
Neterition reliou <u>i istai reai rius</u>	Retention Period Fiscal Year Plus
Two Years	Two Years

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

Schedule Number #2309	Schedule Number #2309
<b>Contents</b> Teacher Personnel Reports	<b>Contents</b> Teacher Personnel Reports
(internal)	(internal)
Whom <u>Director of Personnel and</u>	Whom <u>Director of Personnel and</u>
Secretary	Secretary
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Fiscal Year Plus	<b>Retention Period Fiscal Year Plus</b>
One Year	One Year
Type Paper	Type <u>Paper</u>
Schedule Number #2309	Schedule Number #2309
Schedule Number #2309 Contents Teacher Personnel Reports	Schedule Number #2309 Contents Teacher Personnel Reports
Contents Teacher Personnel Reports (internal)	Contents <u>Teacher Personnel Reports</u> (internal)
Contents Teacher Personnel Reports	Contents Teacher Personnel Reports
Contents Teacher Personnel Reports (internal)	Contents <u>Teacher Personnel Reports</u> (internal)
Contents <u>Teacher Personnel Reports</u> (internal) Whom <u>Director of Personnel and</u> Secretary	Contents <u>Teacher Personnel Reports</u> (internal) Whom <u>Director of Personnel and</u> Secretary
Contents <u>Teacher Personnel Reports</u> (internal) Whom <u>Director of Personnel and</u>	Contents <u>Teacher Personnel Reports</u> (internal) Whom <u>Director of Personnel and</u> Secretary Beginning Date
Contents Teacher Personnel Reports (internal) Whom Director of Personnel and Secretary Beginning Date	Contents <u>Teacher Personnel Reports</u> (internal) Whom <u>Director of Personnel and</u> Secretary
Contents Teacher Personnel Reports (internal) Whom Director of Personnel and Secretary Beginning Date Ending Date	Contents Teacher Personnel Reports (internal) Whom Director of Personnel and Secretary Beginning Date Ending Date
Contents Teacher Personnel Reports (internal) Whom Director of Personnel and Secretary Beginning Date Ending Date Destroy Date	Contents Teacher Personnel Reports (internal) Whom Director of Personnel and Secretary Beginning Date Ending Date Destroy Date

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

Schedule Number #2401 Contents Job Descriptions Whom Director of Personnel and Secretary Beginning Date Ending Date Destroy Date Retention Period Until Superceded Type Paper	Schedule Number #2401 Contents Job Descriptions Whom Director of Personnel and Secretary Beginning Date Ending Date Destroy Date Retention Period Until Superceded Type Paper
Schedule Number #2401 Contents Job Descriptions	Schedule Number #2401 Contents Job Descriptions
Whom <u>Director of Personnel and</u>	Whom <u>Director of Personnel and</u>
Secretary Beginning Date	Secretary Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Until Superceded</u> Type <u>Paper</u>	Retention Period <u>Until Superceded</u> Type <u>Paper</u>

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

Schedule Number # <u>5340</u>	Schedule Number # <u>5340</u>
Contents Driver Physical	Contents Driver Physical
Whom <u>Director of Personnel and</u>	Whom Director of Personnel and
<u>Secretary</u>	<u>Secretary</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Two Years after</u>	Retention Period Two Years after
<u>termination</u>	<u>termination</u>
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number # <u>5340</u>	Schedule Number # <u>5340</u>
Contents Driver Physical	Contents Driver Physical
Whom <u>Director of Personnel and</u>	Whom Director of Personnel and
<u>Secretary</u>	<u>Secretary</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Two Years after	Retention Period Two Years after
<u>termination</u>	<u>termination</u>

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

Schedule Number #5445	Schedule Number # <u>5445</u>
Contents Driver Certification	Contents Driver Certification
Whom Director of Personnel and	Whom Director of Personnel and
<u>Secretary</u>	<u>Secretary</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period One Year After	Retention Period One Year After
<u>Termination</u>	<u>Termination</u>
Type <u>Paper</u>	Type <u>Paper</u>
Schodulo Number #5445	Schodulo Number #5445
Schedule Number # <u>5445</u>	Schedule Number #5445
Contents Driver Certification	Contents Driver Certification
Contents <u>Driver Certification</u> Whom <u>Director of Personnel and</u>	Contents <u>Driver Certification</u> Whom <u>Director of Personnel and</u>
Contents Driver Certification Whom Director of Personnel and Secretary	Contents <u>Driver Certification</u> Whom <u>Director of Personnel and</u> <u>Secretary</u>
Contents Driver Certification Whom Director of Personnel and Secretary Beginning Date	Contents Driver Certification Whom Director of Personnel and Secretary Beginning Date
Contents Driver Certification Whom Director of Personnel and Secretary	Contents <u>Driver Certification</u> Whom <u>Director of Personnel and</u> <u>Secretary</u>
Contents Driver Certification Whom Director of Personnel and Secretary Beginning Date	Contents Driver Certification Whom Director of Personnel and Secretary Beginning Date
Contents Driver Certification Whom Director of Personnel and Secretary Beginning Date Ending Date	Contents Driver Certification Whom Director of Personnel and Secretary Beginning Date Ending Date
Contents Driver Certification Whom Director of Personnel and Secretary Beginning Date Ending Date Destroy Date	Contents Driver Certification Whom Director of Personnel and Secretary Beginning Date Ending Date Destroy Date

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

Schedule Number #8301	Schedule Number # <u>8301</u>
Contents Personnel State Reports (Currently	Contents Personnel State Reports (Currently
<u>SF-1, CS-1)</u>	<u>SF-1, CS-1)</u>
Whom <u>Director of Personnel and</u>	Whom Director of Personnel and
<u>Secretary</u>	<u>Secretary</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #8301	Schedule Number #8301
Contents Personnel State Reports (Currently	Contents Personnel State Reports (Currently
SF-1, CS-1)	SF-1, CS-1)
Whom <u>Director of Personnel and</u>	Whom Director of Personnel and
<u>Secretary</u>	<u>Secretary</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	Type <u>Paper</u>

Schedule Number #9402 Contents Employee Handbooks Whom Director of Personnel and Secretary Beginning Date Ending Date Destroy Date Retention Period Until Superceded Type Paper	Schedule Number #9402 Contents Employee Handbooks Whom Director of Personnel and Secretary Beginning Date Ending Date Destroy Date Retention Period Until Superceded Type Paper
Schedule Number #9402 Contents Employee Handbooks Whom Director of Personnel and Secretary Beginning Date	Schedule Number #9402 Contents Employee Handbooks Whom Director of Personnel and Secretary Beginning Date
Ending Date Destroy Date Retention Period <u>Until Superceded</u> Type <u>Paper</u>	Ending Date  Destroy Date Retention Period <u>Until Superceded</u> Type <u>Paper</u>

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	Schedule Number #9405 Contents Health Reports Whom Director of Personnel and Secretary Beginning Date
Ending Date	Ending Date
Destroy Date Retention Period <u>Two Years *</u> Type <u>Paper</u>	Destroy Date Retention Period <u>Two Years *</u> Type <u>Paper</u>

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 # <u>5261</u>	Schedule Number # <u>5261</u>
Contents Food Service Records: Menus, Food	Contents Food Service Records: Menus, Food
Production, Milk Sold, Students Served Whom Food Service Director	Production, Milk Sold, Students Served Whom Food Sorvice Director
	Whom Food Service Director  Reginning Date
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date

Retention Period Four Years \*\*

Type Paper

**Retention Period Four Years \*\*** 

Type Paper

Schedule Number #5262	Schedule Number # <u>5262</u>
Contents Lunchroom Records:	Contents Lunchroom Records:
Cash Register Tapes	Cash Register Tapes
Cashier's Daily Records	Cashier's Daily Records
Whom Food Service Director	Whom Food Service Director
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	Type <u>Paper</u>
Schedule Number #5262	Schedule Number #5262
Contents Lunchroom Records:	Contents Lunchroom Records:
Cash Register Tapes Cashier's Daily Records	Cash Register Tapes Cashier's Daily Records
Whom Food Service Director	Whom Food Service Director
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	Type <u>Paper</u>

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	Schedule Number # <u>5263</u> Contents Lunchroom Reports (Free and Reduced) Whom Food Service Director Beginning Date
Ending Date  Destroy Date  Retention Period Four Years **  Type Paper	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	Schedule Number #5461 Contents Lunchroom Lists (Free and Reduced) Whom Food Service Director Beginning Date
Ending Date Destroy Date	Ending Date Destroy Date
Retention Period <u>Seven Years</u> Type <u>Paper</u>	Retention Period <u>Seven Years</u> Type <u>Paper</u>

Schedule Number #5462 Contents Inventories Whom Food Service Director Beginning Date Ending Date Destroy Date Retention Period Until Superceded** Type Paper	Schedule Number #5462 Contents Inventories Whom Food Service Director Beginning Date Ending Date Destroy Date Retention Period Until Superceded** Type Paper
Schedule Number #5462 Contents Inventories Whom Food Service Director Beginning Date	Schedule Number #5462 Contents Inventories Whom Food Service Director Beginning Date
Ending Date  Ending Date  Destroy Date  Retention Period Until  Superceded**  Type Paper	Ending Date  Ending Date  Destroy Date  Retention Period Until  Superceded**  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	Schedule Number # <u>5463</u> Contents Lunchroom License Whom <u>Food Service Director</u> Beginning Date
Ending Date	Ending Date
Destroy Date  Retention Period One Year After  Expiration  Type Paper	Destroy Date  Retention Period One Year After  Expiration  Type Paper

Schedule Number #5301	Schedule Number #5301
Contents Repair, Installation and Maintenance	Contents Repair, Installation and Maintenance
Whom Maintenance	Whom <u>Maintenance</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	Type Paper

Schedule Number # <u>5301</u>	Schedule Number # <u>5301</u>
Contents Repair, Installation and Maintenance	Contents Repair, Installation and Maintenance
Whom <u>Maintenance</u>	Whom <u>Maintenance</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	Type <u>Paper</u>

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

**Retention Period Four Years \*\*** 

Type Paper

**Retention Period Four Years \*\*** 

Type Paper

Schedule Number #5401	Schedule Number #5401
Contents Preventive Maintenance	Contents Preventive Maintenance
Whom <u>Maintenance</u>	Whom <u>Maintenance</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Fiscal Year Plus	Retention Period Fiscal Year Plus
Type Paper	Type Paper

Schedule Number # <u>5401</u>	Schedule Number # <u>5401</u>
Contents Preventive Maintenance	Contents Preventive Maintenance
Whom <u>Maintenance</u>	Whom <u>Maintenance</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
<b>Retention Period Fiscal Year Plus</b>	Retention Period Fiscal Year Plus
Type Paper	Type <u>Paper</u>

Schedule Number #1402	Schedule Number #1402
Contents Adopted Special Education	Contents Adopted Special Education
<u>Programs</u>	<u>Programs</u>
Whom Pupil Service Director and	Whom Pupil Service Director and
<u>Secretary</u>	<u>Secretary</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Until Superceded</u>	Retention Period Until Superceded
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #1402	Schedule Number #1402
Contents Adopted Special Education	Contents Adopted Special Education
Programs	Programs
Whom Pupil Service Director and	Whom Pupil Service Director and
<u>Secretary</u>	<u>Secretary</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Until Superceded</u>	Retention Period Until Superceded
Type Paper	Type <u>Paper</u>

Schedule Number #5221 Contents Special Education Tutoring Reports Whom Pupil Service Director and Secretary Beginning Date	Schedule Number #5221 Contents Special Education Tutoring Reports Whom Pupil Service Director and Secretary Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
<b>Retention Period <u>Ten Years</u></b>	Retention Period Ten Years
Type Paper	Type <u>Paper</u>
Schedule Number # <u>5221</u>	Schedule Number # <u>5221</u>
Contents Special Education Tutoring Reports	Contents Special Education Tutoring Reports
Whom Pupil Service Director and	Whom Pupil Service Director and
<u>Secretary</u>	<u>Secretary</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Ten Years</u>	Retention Period Ten Years
Type Paper	Type Paper

Schedule Number #5222 Contents Individual Educational Plan (IEP) Whom Pupil Service Director and Secretary Beginning Date Ending Date	Schedule Number #5222 Contents Individual Educational Plan (IEP) Whom Pupil Service Director and Secretary Beginning Date Ending Date
Destroy Date	Destroy Date
Retention Period <u>Seven Years</u> Type <u>Paper</u>	Retention Period <u>Seven Years</u> Type <u>Paper</u>
Schedule Number #5222	Schedule Number #5222
Contents Individual Educational Plan (IEP)	Contents Individual Educational Plan (IEP)
Whom Pupil Service Director and	Whom Pupil Service Director and
<u>Secretary</u>	<u>Secretary</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Seven Years	Retention Period Seven Years
Type Paper	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	Schedule Number #8205 Contents Special Education (S.E.) Reports Whom Pupil Service Director and Secretary Beginning Date
Ending Date	Ending Date
Destroy Date  Retention Period Seven Years  Type Paper	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 # <u>1104</u>	Schedule Number #1104
Contents Board Policy Books and Other	Contents Board Policy Books and Other
Adopted Polices	Adopted Polices
Whom Superintendent and	Whom Superintendent and
Secretary	<u>Secretary</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period One Year After	Retention Period One Year After
<u>Superceded</u>	<u>Superceded</u>
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #1104	Schedule Number #1104
Schedule Number #1104 Contents Board Policy Books and Other	Schedule Number #1104 Contents Board Policy Books and Other
Contents Board Policy Books and Other Adopted Polices	Contents Board Policy Books and Other Adopted Polices
Contents Board Policy Books and Other	Contents Board Policy Books and Other
Contents Board Policy Books and Other Adopted Polices	Contents Board Policy Books and Other Adopted Polices
Contents Board Policy Books and Other Adopted Polices Whom Superintendent and Secretary	Contents Board Policy Books and Other Adopted Polices Whom Superintendent and Secretary
Contents Board Policy Books and Other Adopted Polices Whom Superintendent and Secretary Beginning Date	Contents Board Policy Books and Other Adopted Polices Whom Superintendent and Secretary Beginning Date
Contents Board Policy Books and Other Adopted Polices Whom Superintendent and Secretary	Contents Board Policy Books and Other Adopted Polices Whom Superintendent and Secretary
Contents Board Policy Books and Other Adopted Polices Whom Superintendent and Secretary Beginning Date Ending Date	Contents Board Policy Books and Other Adopted Polices Whom Superintendent and Secretary Beginning Date Ending Date
Contents Board Policy Books and Other Adopted Polices Whom Superintendent and Secretary Beginning Date Ending Date Destroy Date	Contents Board Policy Books and Other Adopted Polices Whom Superintendent and Secretary Beginning Date Ending Date Destroy Date

Schedule Number #8209	Schedule Number #8209
Contents Ohio Dept. of Education (O.D.E.)	Contents Ohio Dept. of Education (O.D.E.)
Reports	<u>Reports</u>
Whom Superintendent and	Whom Superintendent and
<u>Secretary</u>	<u>Secretary</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
<b>Retention Period Five Years</b>	Retention Period Five Years
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #8209	Schedule Number #8209
Schedule Number #8209 Contents Ohio Dept. of Education (O.D.E.)	Schedule Number #8209 Contents Ohio Dept. of Education (O.D.E.)
Schedule Number #8209 Contents Ohio Dept. of Education (O.D.E.) Reports	Contents Ohio Dept. of Education (O.D.E.)
Contents Ohio Dept. of Education (O.D.E.)	
Contents Ohio Dept. of Education (O.D.E.) Reports	Contents Ohio Dept. of Education (O.D.E.) Reports
Contents Ohio Dept. of Education (O.D.E.) Reports Whom Superintendent and Secretary	Contents Ohio Dept. of Education (O.D.E.) Reports Whom Superintendent and Secretary
Contents Ohio Dept. of Education (O.D.E.) Reports Whom Superintendent and Secretary Beginning Date	Contents Ohio Dept. of Education (O.D.E.) Reports Whom Superintendent and Secretary Beginning Date
Contents Ohio Dept. of Education (O.D.E.) Reports Whom Superintendent and Secretary Beginning Date Ending Date	Contents Ohio Dept. of Education (O.D.E.) Reports Whom Superintendent and Secretary
Contents Ohio Dept. of Education (O.D.E.) Reports Whom Superintendent and Secretary Beginning Date	Contents Ohio Dept. of Education (O.D.E.) Reports Whom Superintendent and Secretary Beginning Date Ending Date

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

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

Schedule Number #9102	Schedule Number #9102
Contents Enrollment Record	Contents Enrollment Record
(By Grade and Building)	(By Grade and Building)
Whom Superintendent and	Whom Superintendent and
<u>Secretary</u>	<u>Secretary</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Permanent	Retention Period Permanent
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #9102 Contents Enrollment Record	Schedule Number #9102
(By Grade and Building)	Contents Enrollment Record (By Grade and Building)
(By Grade and Building) Whom Superintendent and	(By Grade and Building) Whom Superintendent and
(By Grade and Building) Whom Superintendent and Secretary	(By Grade and Building)
(By Grade and Building) Whom Superintendent and Secretary	(By Grade and Building) Whom Superintendent and Secretary
(By Grade and Building) Whom Superintendent and Secretary Beginning Date	(By Grade and Building) Whom Superintendent and Secretary Beginning Date
(By Grade and Building) Whom Superintendent and Secretary	(By Grade and Building) Whom Superintendent and Secretary
(By Grade and Building) Whom Superintendent and Secretary Beginning Date Ending Date	(By Grade and Building) Whom Superintendent and Secretary Beginning Date Ending Date

Schedule Number #9404 Contents Attendance Area Records Whom Superintendent and Secretary Beginning Date Ending Date Destroy Date Retention Period Until Superceded Type Paper	Schedule Number #9404 Contents Attendance Area Records Whom Superintendent and Secretary Beginning Date Ending Date Destroy Date Retention Period Until Superceded Type Paper
Schedule Number #9404 Contents Attendance Area Records Whom Superintendent and Secretary Decimals Date	Schedule Number #9404 Contents Attendance Area Records Whom Superintendent and Secretary
Beginning Date  Ending Date  Destroy Date  Retention Period Until Superceded  Type Paper	Beginning Date  Ending Date  Destroy Date  Retention Period Until Superceded  Type Paper

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

Schedule Number #8304	Schedule Number #8304
Contents Transportation Reports	Contents Transportation Reports
Whom Trans Director	Whom Trans Director
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	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	Schedule Number #5141
Contents <u>Driver Physical</u> Whom <u>Trans Director</u>	Contents <u>Driver Physical</u> Whom <u>Trans Director</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
<b>Retention Period Two Years After</b>	Retention Period <u>Two Years After</u>
<u>Termination</u>	<u>Termination</u>
Type Paper	Type <u>Paper</u>

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

Schedule Number #5341	Schedule Number # <u>5341</u>
<b>Contents</b> Fuel Consumption Data	<b>Contents</b> Fuel Consumption Data
Whom <u>Trans Director</u>	Whom Trans Director
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	Type <u>Paper</u>

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

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

Schedule Number # <u>5343</u>	Schedule Number # <u>5343</u>
<b>Contents</b> Field Trip Forms and Volunteer	Contents Field Trip Forms and Volunteer
<u>Driver Forms</u>	<u>Driver Forms</u>
Whom <u>Trans Director</u>	Whom <u>Trans Director</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
<b>Retention Period Fiscal Year Plus</b>	Retention Period Fiscal Year Plus
Two Years	Two Years
Type Paper	Type <u>Paper</u>
Schedule Number #5343	Schedule Number #5343
Schedule Number #5343 Contents Field Trip Forms and Volunteer	Schedule Number #5343 Contents Field Trip Forms and Volunteer
Contents Field Trip Forms and Volunteer	Contents Field Trip Forms and Volunteer
Contents Field Trip Forms and Volunteer Driver Forms	Contents Field Trip Forms and Volunteer Driver Forms
Contents Field Trip Forms and Volunteer Driver Forms Whom Trans Director Beginning Date	Contents Field Trip Forms and Volunteer Driver Forms Whom Trans Director Beginning Date
Contents Field Trip Forms and Volunteer Driver Forms Whom Trans Director	Contents Field Trip Forms and Volunteer Driver Forms Whom Trans Director
Contents Field Trip Forms and Volunteer  Driver Forms Whom Trans Director Beginning Date Ending Date	Contents Field Trip Forms and Volunteer Driver Forms Whom Trans Director Beginning Date Ending Date
Contents Field Trip Forms and Volunteer  Driver Forms Whom Trans Director Beginning Date Ending Date Destroy Date	Contents Field Trip Forms and Volunteer  Driver Forms Whom Trans Director Beginning Date Ending Date Destroy Date

Schedule Number #5441	Schedule Number #5441
Contents Accident Reports (Bus)	Contents Accident Reports (Bus)
Whom <u>Trans Director</u>	Whom Trans Director
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
<b>Retention Period Three Years</b>	Retention Period Three Years
Type Paper	Type Paper
Schedule Number #5441	Schedule Number #5441
Contents Accident Reports (Bus)	Contents Accident Reports (Bus)
Whom Trans Director	Whom Trans Director
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
<b>Retention Period Three Years</b>	Retention Period Three Years
Type <u>Paper</u>	Type <u>Paper</u>

Schedule Number #5446 Contents Supplies Inventory Whom Trans Director Beginning Date Ending Date Destroy Date Retention Period Until Superceded** Type Paper	Schedule Number #5446 Contents Supplies Inventory Whom Trans Director Beginning Date Ending Date Destroy Date Retention Period Until Superceded** Type Paper
Schedule Number #5446 Contents Supplies Inventory Whom Trans Director Beginning Date	Schedule Number #5446 Contents Supplies Inventory Whom Trans Director Beginning Date
Ending Date  Destroy Date Retention Period Until Superceded**	Ending Date  Destroy Date Retention Period Until Superceded**

Type Paper

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

Schedule Number #6314	Schedule Number #6314
Contents Extra Trip Records	Contents Extra Trip Records
Whom <u>Trans Director</u>	Whom Trans Director
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	Type <u>Paper</u>
Schodula Number #6214	Schodula Number #621/

Schedule Number # <u>6314</u>	Schedule Number # <u>6314</u>
Contents Extra Trip Records	Contents Extra Trip Records
Whom Trans Director	Whom Trans Director
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type <u>Paper</u>	Type <u>Paper</u>

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	Schedule Number #1101 Contents Minutes Whom Treasurer
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Permanent</u> Type <u>Paper</u>	Retention Period <u>Permanent</u> Type <u>Paper</u>

Schedule Number	Schedule Number
# <u>1101.100000000001</u>	# <u>1101.1000000000</u>
Contents Audio Tapes	Contents Audio Tapes
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	_ Beginning Date
Ending Date	_ Ending Date
Destroy Date	Destroy Date
Retention Period <u>Two Years*</u>	Retention Period Two Years*
Type <u>Tape</u>	Type <u>Tape</u>
Schedule Number	Schedule Number
# <u>1101.10000000001</u>	# <u>1101.10000000001</u>
Contents Audio Tapes	Contents <u>Audio Tapes</u>
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	_ Beginning Date
Ending Date	_ Ending Date
Destroy Date	Destroy Date
Retention Period <u>Two Years*</u>	Retention Period Two Years*
Type Tape	Type <u>Tape</u>

Schedule Number #1103	Schedule Number #1103
Contents Deeds, Easements, Lease, Abstracts	Contents Deeds, Easements, Lease, Abstracts
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Permanent	Retention Period Permanent
Type Paper	Type <u>Paper</u>

Schedule Number #1103	Schedule Number #1103
<b>Contents</b> Deeds, Easements, Lease, Abstracts	Contents Deeds, Easements, Lease, Abstracts
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Permanent	Retention Period Permanent
Type Paper	Type <u>Paper</u>

Schedule Number #1106	Schedule Number #1106
Contents Court Decisions	Contents Court Decisions
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Permanent	Retention Period Permanent
Type Paper	Type <u>Paper</u>
Schedule Number #1106	Schedule Number #1106
Contents Court Decisions	Contents Court Decisions
Whom Treasurer	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Permanent	Retention Period Permanent

Type Paper

Schedule Number #1107	Schedule Number #1107
Contents Claims and Litigation	Contents Claims and Litigation
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Permanent	Retention Period Permanent
Type Paper	Type Paper
Schedule Number #1107	Schedule Number #1107
Contents Claims and Litigation	Contents Claims and Litigation
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Permanent	Retention Period Permanent
Type Paper	Type <u>Paper</u>

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	Schedule Number #1201 Contents Elections Whom Treasurer Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Ten Years</u> Type <u>Paper</u>	Retention Period <u>Ten Years</u> Type <u>Paper</u>

Schedule Number #1202 Contents Records Commission (Records Disposal) Whom Treasurer Beginning Date	Schedule Number #1202 Contents Records Commission (Records Disposal) Whom Treasurer Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
<b>Retention Period <u>Ten Years</u></b>	Retention Period <u>Ten Years</u>
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #1202	Schedule Number #1202
Contents Records Commission (Records Disposal)	Contents Records Commission (Records Disposal)
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Ten Years</u>	Retention Period Ten Years
Type Paper	Type Paper

Schedule Number #1203	Schedule Number #1203
Contents Agreements	Contents Agreements
(Bargaining and Other)	(Bargaining and Other)
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
<b>Retention Period <u>Ten Years After</u></b>	Retention Period Ten Years After
<b>Expiration</b>	<b>Expiration</b>
Type Paper	Type <u>Paper</u>
Schedule Number #1203	Schedule Number # <u>1203</u>
Contents Agreements	Contents Agreements
(Bargaining and Other)	(Bargaining and Other)
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Data	
Litting Date	Ending Date
Ending Date Destroy Date	Ending Date Destroy Date
Destroy Date	Destroy Date

Schedule Number # <u>1204</u>	Schedule Number # <u>1204</u>
Contents Budget Policy Files	Contents Budget Policy Files
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
<b>Retention Period Five Years</b>	Retention Period Five Years
Type <u>Paper</u>	Type Paper
Schedule Number #1204	Schedule Number #1204
Contents Budget Policy Files	Contents Budget Policy Files
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>

**Retention Period Five Years** 

Type Paper

**Retention Period Five Years** 

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

Schedule Number #1302	Schedule Number # <u>1302</u>
<b>Contents</b> Bank Depository Agreements	Contents Bank Depository Agreements
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years After	Retention Period Four Years After
Completion	Completion
Type Paper	Type <u>Paper</u>
Schodule Number #1202	
Schedule Number #1302	Schedule Number #1302
Schedule Number #1302 Contents Bank Depository Agreements	Schedule Number #1302 Contents Bank Depository Agreements
Contents Bank Depository Agreements	Contents Bank Depository Agreements
Contents Bank Depository Agreements Whom Treasurer	Contents Bank Depository Agreements Whom Treasurer
Contents Bank Depository Agreements Whom Treasurer Beginning Date	Contents Bank Depository Agreements
Contents Bank Depository Agreements Whom Treasurer	Contents Bank Depository Agreements Whom Treasurer Beginning Date
Contents Bank Depository Agreements Whom Treasurer Beginning Date Ending Date	Contents Bank Depository Agreements Whom Treasurer Beginning Date Ending Date
Contents Bank Depository Agreements Whom Treasurer Beginning Date Ending Date Destroy Date	Contents Bank Depository Agreements Whom Treasurer Beginning Date Ending Date Destroy Date

Schedule Number #1303	Schedule Number #1303
Contents Organization Reports	Contents Organization Reports
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Two Years **</u>	Retention Period Two Years **
Type Paper	Type Paper
Schedule Number #1303	Schedule Number #1303
Contents Organization Reports	Contents Organization Reports
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Two Years **</u>	Retention Period Two Years **
Type Paper	Type <u>Paper</u>

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

Schedule Number #1305 Contents Agendas	Schedule Number #1305 Contents Agendas
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period One Calendar	Retention Period One Calendar
Year**	Year**
Type Paper	Type <u>Paper</u>
Schedule Number #1305	Schedule Number #1305
Contents Agendas	Contents Agendas
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period One Calendar	Retention Period One Calendar
Year**	Year**
Type Paper	Type Paper

Schedule Number #6101	Schedule Number #6101
Contents Annual Financial Reports:	Contents Annual Financial Reports:
Appropriation Ledgers	Appropriation Ledgers
Budget Ledgers	Budget Ledgers
Revenue Journals	Revenue Journals
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Five Years **	Retention Period Five Years **
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #6101	Schedule Number #6101
Contents Annual Financial Reports:	Contents Annual Financial Reports:
Appropriation Ledgers	Appropriation Ledgers
Budget Ledgers	Budget Ledgers
Revenue Journals	Revenue Journals
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Five Years **	Retention Period Five Years **
Type Paper	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 **	Schedule Number #6102 Contents Activity Fund Cash Journal and Ledger Whom Treasurer Beginning Date Ending Date Destroy Date Retention Period Five Years **
Type Paper	Type <u>Paper</u>

Schedule Number #6103	Schedule Number #6103
Contents Bond Register	Contents Bond Register
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Five Years **	Retention Period Five Years **
Type Paper	Type Paper
Schedule Number #6103	Schedule Number #6103
Contents Bond Register	Contents Bond Register
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Five Years **	Retention Period Five Years **
Type Paper	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
Destroy Date Retention Period <u>Twenty Years</u> <u>After Issue Expires</u>
Contents Securities Whom Treasurer Beginning Date Ending Date Destroy Date Retention Period Twenty Years

Schedule Number #6201	Schedule Number #6201
Contents Investment Ledger	Contents Investment Ledger
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Five Years **	Retention Period Five Years **
Type Paper	Type <u>Paper</u>
Schedule Number #6201	Schedule Number #6201
Contents Investment Ledger	Contents Investment Ledger
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Five Years **	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	Schedule Number #6202 Contents Foundation Distribution (monthly settlement sheet) Whom Treasurer Beginning Date
Ending Date  Destroy Date  Retention Period <u>Five Years **</u> Type <u>Paper</u>	Ending Date  Destroy Date  Retention Period <u>Five Years **</u> Type <u>Paper</u>

Schedule Number #6203	Schedule Number #6203
Contents Tax Settlements (Semi-Annual) And	Contents Tax Settlements (Semi-Annual) And
Advances	Advances
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Five Years **	Retention Period Five Years **
Type Paper	Type Paper
Schedule Number #6203	Schedule Number #6203
Contents Tax Settlements (Semi-Annual) And	Contents Tax Settlements (Semi-Annual) And
Advances	Advances
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Five Years **	Retention Period Five Years **
Type Paper	Type Paper

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

Schedule Number #6206	Schedule Number #6206
Contents Contracts	Contents Contracts
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Fifteen Years	Retention Period Fifteen Years
After Expiration	After Expiration
Type Paper	Type <u>Paper</u>
Schedule Number #6206	Schedule Number #6206
Contents Contracts	Contents Contracts
Whom Treasurer	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Fifteen Years</u>	Retention Period Fifteen Years
After Expiration	After Expiration
Type Paper	Type Paper

Schedule Number #6207	Schedule Number #6207
Contents Bonds and Coupons	Contents Bonds and Coupons
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Until Bond</u>	Retention Period <u>Until Bond</u>
Issues Redeemed**	Issues Redeemed**
Type Paper	Type Paper
Schedule Number #6207	Schedule Number #6207
Contents Bonds and Coupons	Contents Bonds and Coupons
Whom Treasurer	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Until Bond</u>	Retention Period <u>Until Bond</u>
Issues Redeemed**	Issues Redeemed**
Type Paper	Type Paper

Schedule Number #6208	Schedule Number # <u>6208</u>
Contents Accounts Payable Ledgers	Contents Accounts Payable Ledgers
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Five Years **	Retention Period Five Years **
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #6208	Schedule Number #6208
Contents Accounts Payable Ledgers	Contents Accounts Payable Ledgers
Whom Tracourer	Whom Trocourer

Whom Treasurer
Beginning Date \_\_\_\_\_\_ Beginning Date \_\_\_\_\_ Beginning Begin

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

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

Schedule Number #6210	Schedule Number #6210
Contents Budget Work Papers	Contents Budget Work Papers
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Five Years **	Retention Period Five Years **
Type Paper	Type Paper
Schedule Number #6210	Schedule Number #6210
Contents Budget Work Papers	Contents Budget Work Papers
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Five Years **	Retention Period Five Years **
Type Paper	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	Schedule Number #6211 Contents Vouchers, Invoices and Purchase Orders Whom Treasurer Beginning Date
Ending Date  Ending Date  Destroy Date  Retention Period <u>Ten Years **</u> Type <u>Paper</u>	Ending Date  Destroy Date Retention Period <u>Ten Years **</u> Type <u>Paper</u>

Schedule Number #6212	Schedule Number #6212
Contents State Program Files:	Contents State Program Files:
Auxiliary Services	Auxiliary Services
<b>Whom Treasurer</b>	DPPF Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Ten Years **	Retention Period Ten Years **
Type Paper	Type <u>Paper</u>
Schedule Number #6212	Schedule Number #6212
Contents State Program Files:	Contents State Program Files:
Auxiliary Services DPPF	Auxiliary Services DPPF
Whom <u>Treasurer</u>	Whom Treasurer
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Ten Years **	Retention Period Ten Years **
Type Paper	Type <u>Paper</u>

Schedule Number #6213	Schedule Number #6213
<b>Contents</b> Federal Program Files:	Contents Federal Program Files:
Title I, II, II, IV-B, IV-C, and VI-B; Chapter 1, 2;	Title I, II, II, IV-B, IV-C, and VI-B; Chapter 1, 2;
Drug Free, etc.	Drug Free, etc.
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Ten Years **	Retention Period Ten Years **
Type Paper	Type <u>Paper</u>
Schodule Number #6212	
Schedule Number #6213	Schedule Number #6213
Contents Federal Program Files: Title I, II, IV-B, IV-C, and VI-B; Chapter 1, 2;	Contents Federal Program Files: Title I, II, IV-B, IV-C, and VI-B; Chapter 1, 2;
Contents Federal Program Files: Title I, II, II, IV-B, IV-C, and VI-B; Chapter 1, 2; Drug Free, etc.	Contents Federal Program Files: Title I, II, IV-B, IV-C, and VI-B; Chapter 1, 2; Drug Free, etc.
Contents Federal Program Files: Title I, II, II, IV-B, IV-C, and VI-B; Chapter 1, 2; Drug Free, etc. Whom Treasurer	Contents Federal Program Files: Title I, II, II, IV-B, IV-C, and VI-B; Chapter 1, 2; Drug Free, etc. Whom Treasurer
Contents Federal Program Files: Title I, II, II, IV-B, IV-C, and VI-B; Chapter 1, 2; Drug Free, etc.	Contents Federal Program Files: Title I, II, IV-B, IV-C, and VI-B; Chapter 1, 2; Drug Free, etc.
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	Contents Federal Program Files: Title I, II, II, IV-B, IV-C, and VI-B; Chapter 1, 2; Drug Free, etc. Whom Treasurer
Contents Federal Program Files: Title I, II, II, IV-B, IV-C, and VI-B; Chapter 1, 2; Drug Free, etc. Whom Treasurer	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
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	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

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

**Retention Period <u>Ten Years \*\*</u>** 

Type Paper

**Retention Period <u>Ten Years \*\*</u>** 

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	Schedule Number #6215 Contents Tax Anticipation Notes (Records borrowing against future tax collections) Whom Treasurer Beginning Date
Ending Date	Ending Date
Destroy Date Retention Period <u>Ten Years **</u> Type <u>Paper</u>	Destroy Date  Retention Period <u>Ten Years **</u> Type <u>Paper</u>

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	Schedule Number #6216 Contents State Reimbursement Settlement Sheets Whom Treasurer Beginning Date
Ending Date	Ending Date
Destroy Date Retention Period <u>Five Years **</u> Type <u>Paper</u>	Destroy Date Retention Period <u>Five Years **</u> Type <u>Paper</u>

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

Schedule Number #6220	Schedule Number # <u>6220</u>
Contents Appropriation Resolutions	Contents Appropriation Resolutions
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Five Years	Retention Period Five Years
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #6220	Schedule Number #6220
Contents Appropriation Resolutions	Contents Appropriation Resolutions
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	_ Beginning Date

Ending Date \_\_\_\_\_

Destroy Date \_\_\_\_\_

Type Paper

**Retention Period Five Years** 

Ending Date \_\_\_\_\_

Destroy Date \_\_\_\_\_

Type Paper

**Retention Period Five Years** 

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

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

Schedule Number #6300	Schedule Number # <u>6300</u>
Contents Bank Statement	Contents Bank Statement
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years**	Retention Period Four Years**
Type Paper	Type <u>Paper</u>
Schedule Number #6300	Schedule Number #6300
Contents Bank Statement	Contents Bank Statement
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	_ Beginning Date
Ending Date	Ending Date
<b>Destroy Date</b>	Destroy Date

**Retention Period Four Years\*\*** 

Type Paper

**Retention Period Four Years\*\*** 

Schedule Number #6301	Schedule Number #6301
Contents Cancelled Checks	Contents Cancelled Checks
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Ten Years **	Retention Period Ten Years **
Type <u>CD</u>	Type <u>CD</u>

Schedule Number # <u>6301</u>	Schedule Number # <u>6301</u>
Contents Cancelled Checks	Contents Cancelled Checks
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	_ Beginning Date
Ending Date	_ Ending Date
Destroy Date	Destroy Date
Retention Period Ten Years **	Retention Period Ten Years **
Type <u>CD</u>	Type <u>CD</u>

Schedule Number #6302	Schedule Number #6302
Contents Publication Notice	Contents Publication Notice
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	Type <u>Paper</u>

Schedule Number #6302	Schedule Number # <u>6302</u>
Contents Publication Notice	Contents Publication Notice
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type <u>Paper</u>	Type <u>Paper</u>

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
Type Paper  Schodulo Number #6303	Schodulo Number #6303

Schedule Mullibel #0303	Schedule Mullibel #0303
Contents Tuition: Fees and Payments	Contents Tuition: Fees and Payments
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	Type <u>Paper</u>

Schedule Number #6305	Schedule Number # <u>6305</u>
Contents Investment Records (May include	Contents Investment Records (May include
individual record of investments, bank	individual record of investments, bank
confirmation, wire transfers, copy of CD etc.)	confirmation, wire transfers, copy of CD etc.)
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #6305	Schedule Number #6305
Contents Investment Records (May include	Contents Investment Records (May include
individual record of investments, bank	individual record of investments, bank
confirmation, wire transfers, copy of CD etc.)	confirmation, wire transfers, copy of CD etc.)
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	Type <u>Paper</u>

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

**Retention Period Four Years \*\*** 

Type Paper

**Retention Period Four Years \*\*** 

Schedule Number #6308	Schedule Number #6308
Contents Student Activity Fund:	Contents Student Activity Fund:
Pay-Ins	Pay-Ins
Pay-Outs (	Pay-Outs
Receipts/Depos	Receipts/Depos
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years**	Retention Period Four Years**
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #6308	Schedule Number #6308
Contents Student Activity Fund:	Contents Student Activity Fund:
Pay-Ins	Pay-Ins
Pay-Outs	Pay-Outs
Receipts/Depos	Receipts/Depos
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years**	Retention Period Four Years**
Type Paper	Type <u>Paper</u>

Schedule Number #6309	Schedule Number #6309
Contents Check Registers	Contents Check Registers
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	Type <u>Paper</u>

Schedule Number #6309	Schedule Number #6309
Contents Check Registers	Contents Check Registers
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	Type <u>Paper</u>

Schedule Number #6310	Schedule Number #6310
Contents Deposit Slips/Cash Proofs	Contents Deposit Slips/Cash Proofs
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	Type <u>Paper</u>

Schedule Number #6310	Schedule Number #6310
Contents Deposit Slips/Cash Proofs	Contents Deposit Slips/Cash Proofs
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	Type <u>Paper</u>

Schedule Number #6311	Schedule Number #6311
Contents Bids and Specifications	<b>Contents</b> Bids and Specifications
(Successful)	(Successful)
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
<b>Retention Period Four Years After</b>	Retention Period Four Years After
Completion of Project**	Completion of Project**
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #6311	Schedule Number #6311
Schedule Number #6311 Contents Bids and Specifications (Successful)	Schedule Number #6311 Contents Bids and Specifications (Successful)
Contents Bids and Specifications	Contents Bids and Specifications
Contents Bids and Specifications (Successful)	Contents Bids and Specifications (Successful)
Contents Bids and Specifications (Successful) Whom Treasurer Beginning Date	Contents Bids and Specifications (Successful) Whom Treasurer Beginning Date
Contents Bids and Specifications (Successful) Whom Treasurer	Contents Bids and Specifications (Successful) Whom Treasurer
Contents Bids and Specifications (Successful) Whom Treasurer Beginning Date Ending Date	Contents Bids and Specifications (Successful) Whom Treasurer Beginning Date Ending Date
Contents Bids and Specifications (Successful) Whom Treasurer Beginning Date Ending Date Destroy Date	Contents Bids and Specifications (Successful) Whom Treasurer Beginning Date Ending Date Destroy Date

Schedule Number #6312	Schedule Number #6312
Contents Bids and Specifications	Contents Bids and Specifications
(Unsuccessful)	(Unsuccessful)
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period One Year **	Retention Period One Year **
Type Paper	Type <u>Paper</u>
Schedule Number #6312	Schedule Number #6312
Contents Bids and Specifications	Contents Bids and Specifications
(Unsuccessful)	(Unsuccessful)
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period One Year **	Retention Period One Year **
Type Paper	Type <u>Paper</u>

Schedule Number #6313	Schedule Number #6313
Contents Receipt Books	Contents Receipt Books
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	Type Paper
Schedule Number #6313	Schedule Number #6313
Contents Receipt Books	Contents Receipt Books
Whom <u>Treasurer</u>	Whom Treasurer
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	Type <u>Paper</u>

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

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

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	Schedule Number #6316

Contents Accounting Data
Whom Treasurer
Beginning Date \_\_\_\_\_\_ Beginning Date \_\_\_\_\_ Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_ Destroy Date \_\_\_\_\_ Destroy Date \_\_\_\_ Retention Period Four Years \*\*

Type Paper Contents Accounting Data
Whom Treasurer
Beginning Date \_\_\_\_\_ Beginning Date \_\_\_\_\_ Beginning Date \_\_\_\_\_ Paper Contents Accounting Data
Whom Treasurer
Beginning Date \_\_\_\_\_ Beginning Date \_\_\_\_\_ Beginning Date \_\_\_\_\_ Paper Contents Accounting Data
Whom Treasurer
Beginning Date \_\_\_\_\_ Beginning Date \_\_\_\_\_ Beginning Date \_\_\_\_\_ Paper Contents Accounting Data
Whom Treasurer
Beginning Date \_\_\_\_\_ Beginning Date \_\_\_\_\_ Beginning Date \_\_\_\_\_ Paper Contents Accounting Data
Whom Treasurer
Beginning Date \_\_\_\_\_ Beginning Date \_\_\_\_\_ Paper Contents Accounting Data
Whom Treasurer
Beginning Date \_\_\_\_\_ Beginning Date \_\_\_\_\_ Paper Contents Accounting Data
Whom Treasurer
Beginning Date \_\_\_\_\_ Beginning Date \_\_\_\_\_ Paper Contents Accounting Data
Whom Treasurer
Beginning Date \_\_\_\_\_ Beginning Date \_\_\_\_\_ Paper Contents Accounting Data
Whom Treasurer
Beginning Date \_\_\_\_\_ Beginning Date \_\_\_\_\_ Paper Contents Accounting Data
Beginning Date \_\_\_\_\_ Beginning Date \_\_\_\_\_ Paper Contents Accounting Data
Beginning Date \_\_\_\_\_ Beginning Date \_\_\_\_\_ Paper Contents Accounting Data

Schedule Number #6318	Schedule Number #6318
Contents State Subsidy Requests,	Contents State Subsidy Requests,
Applications for driver education, pupil	Applications for driver education, pupil
transportation, special education, etc.)	transportation, special education, etc.)
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Three Years **	Retention Period Three Years **
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #6318	Schedule Number #6318
Contents State Subsidy Requests,	Contents State Subsidy Requests,
Applications for driver education, pupil	Applications for driver education, pupil
transportation, special education, etc.)	transportation, special education, etc.)
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Three Years **	Retention Period Three Years **
Type Paper	Type <u>Paper</u>

Schedule Number #6319	Schedule Number #6319
Contents Delivery/Packing Slips	Contents Delivery/Packing Slips
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period One Year **	Retention Period One Year **
Type Paper	Type Paper
Schedule Number #6319	Schedule Number #6319
Contents Delivery/Packing Slips	Contents Delivery/Packing Slips
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period One Year **	Retention Period One Year **
Type Paper	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	Schedule Number #6401 Contents Requisitions/Purchase Orders Summary Whom Treasurer Beginning Date
Ending Date	Ending Date
Destroy Date Retention Period One Year ** Type Paper	Destroy Date  Retention Period One Year **  Type Paper

Schedule Number #8201	Schedule Number # <u>8201</u>
Contents State Audit Reports	Contents State Audit Reports
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Five Years	Retention Period Five Years
Type Paper	Type <u>Paper</u>
Schedule Number #8201	Schedule Number #8201
Contents State Audit Reports	Contents State Audit Reports
Whom Treasurer	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Five Years	Retention Period Five Years

Type Paper

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

Whom Treasurer
Beginning Date Beginning Date
Ending Date Ending Date
Destroy Date Destroy Date
Retention Period Five Years
Type Paper

Whom Treasurer
Beginning Date
Ending Date
Destroy Date
Type Paper

Whom Treasurer
Beginning Date
Type Paper

Ending Date
Type Paper

Schedule Number #8203	Schedule Number #8203
Contents #25 and #625 Reports	Contents #25 and #625 Reports
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Five Years	Retention Period Five Years
Type Paper	Type Paper
Schedule Number #8203	Schedule Number #8203
Contents #25 and #625 Reports	Contents #25 and #625 Reports
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Five Years	Retention Period Five Years
Type Paper	Type <u>Paper</u>

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

Contents School Finance (S.F.) Reports	Contents School Finance (S.F.) Reports
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Five Years	Retention Period Five Years
Type Paper	Type Paper

Schedule Number #8213 Contents SM-1 & SM-2 (Annual and Quarterly) Whom Treasurer Beginning Date Ending Date	Schedule Number #8213 Contents SM-1 & SM-2 (Annual and Quarterly) Whom Treasurer Beginning Date Ending Date
Destroy Date	Destroy Date
<b>Retention Period <u>Ten Years</u></b>	Retention Period Ten Years
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #8213	Schedule Number #8213
Contents SM-1 & SM-2	Contents SM-1 & SM-2
(Annual and Quarterly)	(Annual and Quarterly)
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
<b>Retention Period <u>Ten Years</u></b>	Retention Period Ten Years
Type Paper	Type Paper

Schedule Number #8302 Contents County Auditor: Annual Wages (for W.C.) Whom Treasurer Beginning Date Ending Date	Schedule Number #8302 Contents County Auditor: Annual Wages (for W.C.) Whom Treasurer Beginning Date Ending Date
Destroy Date	Destroy Date
Retention Period Five Years	Retention Period Five Years
Schedule Number #8302	Schedule Number #8302
Contents County Auditor: Annual Wages (for W.C.)	Contents County Auditor: Annual Wages (for W.C.)
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
<b>Retention Period Five Years</b>	Retention Period Five Years
Type Paper	Type Paper

Schedule Number #8303	Schedule Number #8303
Contents County Auditor: Bank Balance Certification	Contents County Auditor: Bank Balance Certification
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Five Years	Retention Period Five Years
Type Paper	Type <u>Paper</u>
Schedule Number #8303	Schedule Number #8303
Contents County Auditor: Bank Balance	Contents County Auditor: Bank Balance
<u>Certification</u>	<u>Certification</u>
Whom <u>Treasurer</u>	Whom <u>Treasurer</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Five Years	Retention Period Five Years
Type Paper	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	Schedule Number #7001 Contents Payroll Ledgers Bi-Weekly Payroll Reports Quarterly Payroll Reports Whom Treasurer/Payroll Beginning Date
Ending Date Destroy Date Retention Period <u>Permanent</u> Type <u>Paper</u>	Ending Date Destroy Date Retention Period <u>Permanent</u> Type <u>Paper</u>

Schedule Number #7102	Schedule Number # <u>7102</u>
<b>Contents</b> Earnings Registers By Staff Member	Contents Earnings Registers By Staff Member
By Calendar Year	By Calendar Year
Whom <u>Treasurer/Payroll</u>	Whom <u>Treasurer/Payroll</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Permanent	Retention Period Permanent
Type <u>CD</u>	Type <u>CD</u>
Schedule Number #7102	Schedule Number #7102
Contents Earnings Registers By Staff Member	Contents Earnings Registers By Staff Member
By Calendar Year	By Calendar Year
Whom Treasurer/Payroll	Whom <u>Treasurer/Payroll</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Permanent	Retention Period Permanent
Type <u>CD</u>	Type <u>CD</u>

Schedule Number #7103	Schedule Number #7103
Contents Monthly Payroll Reports (Leave usage and accumulation, retirement service, etc.)	Contents Monthly Payroll Reports (Leave usage and accumulation, retirement service, etc.)
Whom <u>Treasurer/Payroll</u>	Whom <u>Treasurer/Payroll</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Permanent	Retention Period Permanent
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #7103	Schedule Number #7103
Contents Monthly Payroll Reports (Leave	Contents Monthly Payroll Reports (Leave
usage and accumulation, retirement service, etc.)	usage and accumulation, retirement service, etc.)
Whom <u>Treasurer/Payroll</u>	Whom <u>Treasurer/Payroll</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Permanent	Retention Period Permanent
Type Paper	Type <u>Paper</u>

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	Schedule Number #7201

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Contents Bureau of Employment Service	Contents Bureau of Employment Service
Whom <u>Treasurer/Payroll</u>	Whom <u>Treasurer/Payroll</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Seven Years	Retention Period Seven Years
Type Paper	Type <u>Paper</u>

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

Schedule Number #7302	Schedule Number #7302
Contents Federal Income Tax	Contents Federal Income Tax
(Quarterly/Annual)	(Quarterly/Annual)
Whom <u>Treasurer/Payroll</u>	Whom <u>Treasurer/Payroll</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Six Years and	Retention Period Six Years and
Current	<u>Current</u>
Type <u>CD</u>	Type <u>CD</u>
Schedule Number #7302	Schedule Number #7302
Contents Federal Income Tax	Contents Federal Income Tax
(Quarterly/Annual)	(Quarterly/Annual)
Whom <u>Treasurer/Payroll</u>	Whom <u>Treasurer/Payroll</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Six Years and	Retention Period Six Years and
Current	<u>Current</u>
Type <u>CD</u>	Type <u>CD</u>

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

Schedule Number #7305	Schedule Number #7305
Contents School Income Tax	Contents School Income Tax
(Monthly/Annual)	(Monthly/Annual)
Whom <u>Treasurer/Payroll</u>	Whom <u>Treasurer/Payroll</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Six Years and	Retention Period Six Years and
Current**	Current**
Type Paper	Type Paper
Schedule Number #7305	Schedule Number #7305
Schedule Number #7305 Contents School Income Tax	Schedule Number #7305 Contents School Income Tax
Contents School Income Tax	Contents School Income Tax
Contents School Income Tax (Monthly/Annual)	Contents School Income Tax (Monthly/Annual)
Contents School Income Tax (Monthly/Annual) Whom Treasurer/Payroll Beginning Date	Contents School Income Tax (Monthly/Annual) Whom Treasurer/Payroll Beginning Date
Contents School Income Tax (Monthly/Annual) Whom Treasurer/Payroll	Contents School Income Tax (Monthly/Annual) Whom Treasurer/Payroll
Contents School Income Tax (Monthly/Annual) Whom Treasurer/Payroll Beginning Date Ending Date	Contents School Income Tax (Monthly/Annual) Whom Treasurer/Payroll Beginning Date Ending Date
Contents School Income Tax (Monthly/Annual) Whom Treasurer/Payroll Beginning Date Ending Date Destroy Date	Contents School Income Tax (Monthly/Annual) Whom Treasurer/Payroll Beginning Date Ending Date Destroy Date

Schedule Number #7306	Schedule Number # <u>7306</u>
Contents Payroll Reports (All Reports used	Contents Payroll Reports (All Reports used
for each Payroll-computer generated-except	for each Payroll-computer generated-except
those listed under 7001, and 7102-3 above)	those listed under 7001, and 7102-3 above)
Whom <u>Treasurer/Payroll</u>	Whom <u>Treasurer/Payroll</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #7306	Schedule Number #7306
Contents Payroll Reports (All Reports used	Contents Payroll Reports (All Reports used
for each Payroll-computer generated-except those listed under 7001, and 7102-3 above)	for each Payroll-computer generated-except those listed under 7001, and 7102-3 above)
Whom <u>Treasurer/Payroll</u>	Whom Treasurer/Payroll
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	Type <u>Paper</u>

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 # <u>7307</u>	Schedule Number # <u>7307</u>

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

ochedule Mullibel #1500	ochedule Mullibel #1500
Contents Payroll Calculations	Contents Payroll Calculations
Whom <u>Treasurer/Payroll</u>	Whom <u>Treasurer/Payroll</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	Type <u>Paper</u>

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	Schedule Number #7309
Contents State Teachers System and School	Contents State Teachers System and School
Employees Retirement System Waivers Whom Treasurer/Payroll	Employees Retirement System Waivers Whom Treasurer/Payroll
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Permanent	Retention Period Permanent
Type Paper	Type Paper

Schedule Number #7310	Schedule Number #7310
Contents School Employees Retirement System (SERS)	Contents School Employees Retirement System (SERS)
Whom <u>Treasurer/Payroll</u>	Whom <u>Treasurer/Payroll</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	Type Paper
Schedule Number #7310	Schedule Number #7310
Contents School Employees Retirement	Contents School Employees Retirement
System (SERS)	System (SERS)
Whom <u>Treasurer/Payroll</u>	Whom Treasurer/Payroll
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	Type Paper

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

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

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

**Destroy Date** 

Type Paper

**Retention Period Four Years \*\*** 

**Destroy Date** \_\_\_

Type Paper

**Retention Period Four Years \*\*** 

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

Destroy Date \_\_\_\_\_ Destroy Date \_\_\_\_\_ Retention Period Four Years \*\*

Type Paper Type Paper

Schedule Number #7314	Schedule Number # <u>7314</u>
Contents Employee Request and/or	Contents Employee Request and/or
Authorization (sick, vacation, personal, or other	Authorization (sick, vacation, personal, or other
<u>leave)</u>	<u>leave)</u>
Whom <u>Treasurer/Payroll</u>	Whom <u>Treasurer/Payroll</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #7314	Schedule Number #7314
Contents Employee Request and/or	Contents Employee Request and/or
Authorization (sick, vacation, personal, or other	Authorization (sick, vacation, personal, or other
leave)	leave)
Whom <u>Treasurer/Payroll</u>	Whom <u>Treasurer/Payroll</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	Type Paper

Schedule Number #7315	Schedule Number #7315
Contents Deduction Reports, Voluntary	Contents Deduction Reports, Voluntary
Employment Payroll Deductions	Employment Payroll Deductions
Whom <u>Treasurer/Payroll</u>	Whom <u>Treasurer/Payroll</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type <u>Paper</u>	Type <u>Paper</u>
Schedule Number #7315	Schedule Number #7315
Contents Deduction Reports, Voluntary	Contents Deduction Reports, Voluntary
Employment Payroll Deductions	Employment Payroll Deductions
Whom <u>Treasurer/Payroll</u>	Whom <u>Treasurer/Payroll</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	Type <u>Paper</u>

Schedule Number #7316	Schedule Number #7316
Contents Employee Vacation/Sick Leave Records	Contents Employee Vacation/Sick Leave Records
Whom <u>Treasurer/Payroll</u>	Whom <u>Treasurer/Payroll</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	Type Paper
Schedule Number #7316	Schedule Number #7316
Contents Employee Vacation/Sick Leave	Contents Employee Vacation/Sick Leave
Records	Records
Whom <u>Treasurer/Payroll</u>	Whom <u>Treasurer/Payroll</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	Type <u>Paper</u>

Schedule Number #7317	Schedule Number # <u>7317</u>
Contents Time Sheets	Contents Time Sheets
Whom <u>Treasurer/Payroll</u>	Whom <u>Treasurer/Payroll</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Six Years**	Retention Period Six Years**
Type Paper	Type <u>Paper</u>
Schedule Number #7317	Schedule Number #7317
Contents <u>Time Sheets</u>	Contents <u>Time Sheets</u>
Whom <u>Treasurer/Payroll</u>	Whom <u>Treasurer/Payroll</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Six Years**	Retention Period Six Years**
Type Paper	Type <u>Paper</u>

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

Schedule Number #7319	Schedule Number #7319
Contents Employee Insurance Bills: Medical,	Contents Employee Insurance Bills: Medical,
Dental, Life Whom Traccurer/Powrell	Dental, Life Whom Traccurer/Powrell
Whom <u>Treasurer/Payroll</u>	Whom <u>Treasurer/Payroll</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	Type <u>Paper</u>
Schedule Number #7319	Schedule Number #7319
Contents Employee Insurance Bills: Medical,	Contents Employee Insurance Bills: Medical,
Dental, Life	Dental, Life
Whom <u>Treasurer/Payroll</u>	Whom <u>Treasurer/Payroll</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type Paper	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	Schedule Number #7323 Contents Paycheck Register (Not Ledgers) Whom Treasurer/Payroll Beginning Date
Ending Date	Ending Date
Destroy Date Retention Period Four Years ** Type Paper	Destroy Date  Retention Period Four Years **  Type Paper

Schedule Number #7324	Schedule Number #7324
Contents Payroll Bank Statement	Contents Payroll Bank Statement
Whom <u>Treasurer/Payroll</u>	Whom <u>Treasurer/Payroll</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Years **	Retention Period Four Years **
Type <u>Paper</u>	Type <u>Paper</u>
Schodule Number #7324	Schodula Number #7324

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

Schedule Number #7325	Schedule Number #7325
Contents Cancelled Payroll Checks	Contents Cancelled Payroll Checks
Whom <u>Treasurer/Payroll</u>	Whom <u>Treasurer/Payroll</u>
Beginning Date	Beginning Date
Ending Date	_ Ending Date
Destroy Date	Destroy Date
Retention Period One Year	Retention Period One Year
Type Paper	Type <u>Paper</u>

Schedule Number #7325	Schedule Number #7325
Contents Cancelled Payroll Checks	Contents Cancelled Payroll Checks
Whom <u>Treasurer/Payroll</u>	Whom <u>Treasurer/Payroll</u>
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period One Year	Retention Period One Year
Type <u>Paper</u>	Type <u>Paper</u>

Schedule Number #7401 Contents Deduction Authorization Whom Treasurer/Payroll Beginning Date Ending Date Destroy Date Retention Period Until Superceded or Employee Terminated Type Paper	Schedule Number #7401 Contents Deduction Authorization Whom Treasurer/Payroll Beginning Date Ending Date Destroy Date Retention Period Until Superceded or Employee Terminated Type Paper
Schedule Number #7401 Contents Deduction Authorization Whom Treasurer/Payroll	Schedule Number #7401 Contents Deduction Authorization Whom Treasurer/Payroll
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period <u>Until Superceded</u>	Retention Period <u>Until Superceded</u>
or Employee Terminated	or Employee Terminated
Type Paper	Type <u>Paper</u>

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

Schedule Number #4304	Schedule Number #4304
<b>Contents</b> Requisitions/Purchase Orders	Contents Requisitions/Purchase Orders
Whom All Secretaries	Whom All Secretaries
Beginning Date	Beginning Date
Ending Date	Ending Date
Destroy Date	Destroy Date
Retention Period Four Year **	Retention Period FourYear **
Type Paper	Type <u>Paper</u>