



Annual Evaluation of Outdated Documents

August 2023

District departments have reviewed records and have identified those ready for destruction due to their age and content. Documents will be destroyed by shredding. These documents include:

- Fiscal Services copies of warrants, invoices and contracts for 2018-19 and older
- Fiscal Services journal entries, budget adjustments and daily cash receipts for 2018-19 and older
- Food Services daily Point of Sale (POS) reports and daily meal production records for the 2018-19 school year and older
- Human Resources employment applications older than three years
- Human Resources interview materials older than three years
- Human Resources non-essential documents older than four years
- Student Services permitted pupil records (Class 3- Disposable Records) following students' withdrawal or graduation prior to 2020