

## **Annual Evaluation of Outdated Documents**

August 2022

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 2017-18 and older
- Fiscal Services journal entries, budget adjustments and daily cash receipts for 2017-18 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 2019