

Annual Evaluation of Outdated Documents

June, 2018

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

- Fiscal Services copies of warrants, invoices, and contracts for 2013/14
- Fiscal Services journal entries, budget adjustments and daily cash receipts for 2013/14
- Fiscal Services timesheets for 2013/14
- Food Services daily POS (point of sale) reports and daily meal production records for the 2014/15 school year.
- Personnel employment applications older than three years
- Personnel interview materials older than three years
- Personnel non-essential documents older than four years
- Student Services permitted pupil records (Class 3-Disposable Records) following students withdrawal or graduation prior to 2015.