

## **Annual Evaluation of Outdated Documents**

August, 2017

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 2012/13
- Fiscal Services journal entries, budget adjustments and daily cash receipts for 2012/13
- Fiscal Services timesheets for 2012/13
- Food Services daily POS (point of sale) reports and daily meal production records for the 2013/14 school year.
- Personnel employment applications older than three years
- Personnel interview materials older than three years
- Personnel non-essential documents older than four years
- Workers' Compensation claims, compensation information, report only injuries, and logs for the years between 1982-2009.

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