

## **Annual Evaluation of Outdated Documents**

June, 2019

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 2014/15
- Fiscal Services journal entries, budget adjustments and daily cash receipts for 2014/15
- Fiscal Services timesheets for 2014/15
- Food Services daily POS (point of sale) reports and daily meal production records for the 2015/16 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 2016