

ADMINISTRATIVE PROCEDURE

BOARD OF EDUCATION

Application For Authority To Dispose of Local Records

The following document is the Application for Authority to Dispose of Local Records submitted Local Records Commission and approved July 1, 2008. This document identifies records within the district that must be retained, the length of retention and estimates for current volume of the record and its annual accumulation. Records are divided into ten groups:

Record Type	Item Numbers
Administrative Files	100-113
Cafeteria Records	200
Construction Records	300-302
Election Records	400-402
Fiscal Records	500-517
Insurance Records	600-604
Personnel Files	700-716
Reports	800-821
School Bus Records	900-903
Student Records	1000-1017

An abbreviated retention schedule can be found on 2:250-AP2.

No record may be disposed of after the retention date until a Records Disposal Certificate has been filed and approved by the Local Records Commission (2:250-E5). A copy of approved Records Disposal Certificates must be kept on file at the district office.

ADOPTED: June 29, 2009

REVISED: September 30, 2013