

RECORDS DESTRUCTION DOCUMENT (RM88)

NO.

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1. AGENCY NAME AND DIVISION/PROGRAM:

*Bigfork School
District Office*

2. AGENCY CONTACT:

NAME:

PHONE #:

EMAIL:

3. NOTICE OF INTENTION: The schedule records listed in Item 5 are to be disposed of in the manner checked below (specify only one).

Delete Incinerate Shred as Classified Toss without Restriction

Other: Explain

4. SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements or **Offer to the State Historical Society Archives** has been fully justified, and that further retention is not required for any litigation pending or imminent. Documentation attached from Historical Society.

SIGNATURE:

NAME AND TITLE:

DATE:

5. LIST OF RECORD SERIES

NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.

| a. Retention Schedule Number | b. Item number listed on Retention Schedule | c. Record Series Title | d. Retention in months/years | e. Inclusive Dates | f. Volume in Cubic Feet | g. Disposition Action and Date completed after Authorization |
|---------------------------------------|--|---------------------------|------------------------------------|--------------------------|-------------------------------|--|
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6. DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated.

Custodian/Records Manager

Name: Date:

Signature:

7. DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown in column g.

Name and Title:

Signature:

School District Records Schedule Number 7

Section III Finance Records

All dates are by school year (July-June)

Item 8 Bank Deposit Receipts

1 yr past audit; destroy

Deposits

92-96

97-04

Deposit Slips

08-09

Item 14 Budget Line Item Transfers

8 years; destroy

Transfer letters

92-96

97-00

01-04

Item 19 Canceled General Voucher Checks/Warrants

8 years; destroy

(Also Section VIII Payroll, Item 5 Canceled Payroll Warrants, 8 years; destroy)

91-93

95-97

98-03

Item 22 Claims

8 years; destroy

90-91

95-99

00-07

08-10

Item 28 County Treasurer Monthly Cash Reports

8 years; destroy

Lake County Reports

96-97

99-02

Item 30 County Treasurer Reconciliation – Outstanding Warrant Reports

8 years; destroy

96-98

6/10 payroll

Item 32 Copy and/or List of Check/Warrants

8 years; destroy

Warrant Register

92-93 claims

94-99

00-01

99-03 claims

| | |
|--|------------------|
| <u>Item 36 Duplicate Warrants</u> | 8 years; destroy |
| 96-98 | |
| <u>Item 41 Food Service Records</u> | |
| c. Program sales records | 8 years; destroy |
| Food Service Deposits | |
| 98-99 | |
| <u>Item 43 General Ledger/General Journal/All Funds</u> | 8 years; destroy |
| Journal Vouchers | |
| 92-93 | |
| 94-97 | |
| <u>Item 48 Monthly Reports</u> | 8 years; destroy |
| Revenue | |
| 93-95 | |
| 97-04 | |
| 05-06 | |
| Trial Balance | |
| 92-93 | |
| 94-95 | |
| 96-04 | |
| 05-06 | |
| 09-10 | |
| Claims Report | |
| 96-97 | |
| 99-00 | |
| Revenue Report | |
| 92-93 | |
| 95 | |
| Expenditure/Encumbrance Report | |
| 92-93 | |
| 96-97 | |
| 98-99 | |
| Cash Balance | |
| 92-93 | |
| 00-01 | |
| Summary Ledger Balance Report | |
| 94-95 | |
| Warrant Status Reports | |
| 2000 | |

Item 49 Outstanding Long-Term Indebtedness Statements

d. Refunding Bonds

1993

8 years, destroy

Item 53 Pupil Instruction Related Days

93-34

8 years; destroy

Item 54 Purchase Orders

92-94

99-00

8 years; destroy

Item 66 Tuition Claim for Non-Residents

90-91

8 years; destroy

Section VIII Payroll

Item 13 Vacation/Personal Leave Records

99-01

8 years; destroy

Section IX Personnel Records

Item 2 Applications: Not Hired

96-97

99-00

3 years; destroy

Voided Warrants

02-04

Total of 61 cubic feet of material shredded: _____

date