

RECORDS DESTRUCTION DOCUMENT (RM88)

NO.

PAGE 1 OF 5 PAGES

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
		<u>See attached</u>				
		<u>4 pages</u>				

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

All dates are by school year (July-June)

Section I Administration Records Transportation

Item 14 School District Claim for State Reimbursement 5 years; destroy
06-07

Section II Election Records

Item 2 Ballots 1 year; destroy
May 2002

Item 9 Poll and Tally Books 4 years; destroy
May 2002

Section III Finance Records

Item 4b Cooperative Agreements 8 yrs after exp.; destroy
96-97

Item 8 Bank Deposit Receipts 1 yr past audit; destroy
Deposits

69-97

04-08

Deposit Slips

01-08

Item 14 Budget Line Item Transfers 8 years; destroy
Transfer letters
04-08

Item 22 Claims 8 years; destroy
91-00
03-08

Item 28 County Treasurer Monthly Cash Reports 8 years; destroy
Lake County Reports
04-10

Item 32 Copy and/or List of Check/Warrants 8 years; destroy
Warrant Register
96-97 payroll

Item 38 Federal Tax Form 941

8 years; destroy

93

Item 45 Insurance Policies

8 years; destroy

92-93

95-97

98-99

Item 48 Monthly Reports

8 years; destroy

Revenue

00-01

04-05

06-10

Trial Balance

04-05

06-09

Item 54 Purchase Orders

8 years; destroy

97-98

Item 66 Tuition Claim for Non-Residents

8 years; destroy

96-97

Section VIII Payroll

Item 3 Alphabetical Registers

8 years; destroy

99-04

Item 10 Reports

8 years; destroy

Liabilities

97-99

03-10

Item 12 Timesheets

8 years; destroy

98-99

03-06

07-09

Item 13 Vacation/Personal Leave Records

8 years; destroy

98-99

03-06

07-09

Item 15 W-2s Forms

8 years; destroy

87-89

91-92

94-95

97-01

Section IX Personnel Records**Item 2 Applications: Not Hired**

3 years; destroy

99 Superintendent Search

00-01

14-15

Item 18 Individual Teaching Contracts

8 years after termination; destroy

94-01

Item 38 Personnel Files

10 years after termination; destroy

Sub Files

77-91

96-98

Item 49 Unemployment Claims

6 years from date of claim; destroy

07-09

Item 50 Worker's Compensation Claims

1 year after claim/settlement; destroy

92-94

95-09

Section X Pupil and Instruction Records**Item 10 Home Based Education Application**

1 year after graduation; destroy

Letter to offer services to home schooled students

97-02

Section XII Extracurricular Funds**Item 2 Bank Statements**

8 years; destroy

05

Item 8 Ledgers

8 years; destroy

92-93

91-92

Voided Warrants

04-05

Total of 42 cubic feet of material shredded: _____
date