

# RECORDS DESTRUCTION DOCUMENT (RM88)

NO.

PAGE 1 OF 2 PAGES

1. AGENCY NAME AND DIVISION/PROGRAM:

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
		see attached				
		1 page				

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 XII Extracurricular Funds Records**

**Item 2 Bank Statements** 8 years; destroy  
2005-2010

**Item 3 Claims** 8 years; destroy  
2005-2010

**Item 8 Ledgers** 8 years; destroy  
2006-2010

**Floppy discs of Student Activities software backups 1989-1999.**

**Floppy discs of inventory lists 1989-1990, 1993-1995, 1997-2000, 2001-2002.**

Total of 5 cubic feet of material shredded: \_\_\_\_\_  
date