

**RECORDS DESTRUCTION DOCUMENT (RM88)**

NO.

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**1. AGENCY NAME AND DIVISION/PROGRAM:**  
Bigfork School District Office

**2. AGENCY CONTACT:**  
NAME: Amber Yoder  
  
PHONE #: 406-837-7400 EMAIL: ayoder@bigfork.k12.mt.us

**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: Amber Yoder, Accounts Payable  
 DATE: 8/5/19

**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 list				

**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

Dates are by school year (July-June)

### Section II Election Records

**Item 1 Absentee Ballot Logs**

4 years; destroy

1999

2009

**Item 2 Ballots**

1 year; destroy

1999

2015

2017

2018

**Item 9 Poll and Tally Books**

4 years; destroy

1992

1999

2009

2014

2015

2017

2018

### Section III Finance Records

**Item 4 Agreements**

8 years; destroy

Attendance Agreements

1992-1994

**Item 8 Bank Deposit Receipts**

1 yr past audit; destroy

Deposits

2013-2017

Deposit Slips

Feb 1998 – March 2001

**Item 22 Claims**

8 years; destroy

2010-2011

**Item 59 School District Receipts**

8 years; destroy

May 1996-Aug 2011

**Section IX Personnel Records**

**Item 2 Applications: Not Hired**

2013-2014

2015-2016

3 years; destroy

Total of 27 cubic feet of material shredded: \_\_\_\_\_

date