

Retain 30 years

**RECORDS DESTRUCTION DOCUMENT (RM88)**

NO. 7

PAGE 1 OF 2 PAGES

**1. AGENCY NAME AND DIVISION/PROGRAM:**

Bigfork School District  
Office

**2. AGENCY CONTACT:**

NAME: Amber Yoder

837-7400

PHONE #:

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:

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

**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**

<b><u>Item 1 Absentee Ballot Logs</u></b>	4 years; destroy
2013	
<b><u>Item 2 Ballots (Undeliverables, signature envelopes)</u></b>	1 year; destroy
1984	
2013	
2015	
<b><u>Item 9 Poll and Tally Books</u></b>	4 years; destroy
2013	
2015	
<b><u>Item 10 Precinct Registers</u></b>	4 years; destroy
2013 - 2015	

**Section III Finance Records**

<b><u>Item 32 Copy and/or List of Checks/Warrants</u></b>	8 years; destroy
April 2003 – October 2005	

**Section IX Personnel Records**

<b><u>Item 23 Labor Union Contracts</u></b>	8 yrs after exp
1984-1987	

Total of 1 cubic feet of material shredded/disposed: \_\_\_\_\_  
date