

Retain 30 years

RECORDS DESTRUCTION DOCUMENT (RM88)		NO. 9				
		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).						
<input type="checkbox"/> Delete <input type="checkbox"/> Incinerate <input checked="" type="checkbox"/> Shred as Classified <input type="checkbox"/> Toss without Restriction						
<input type="checkbox"/> 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. <u>Documentation attached from Historical Society.</u>						
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.			7. DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown in column g.			
Custodian/Records Manager			Name and Title:			
Name: Date:			Signature:			
Signature:						

School District Records Schedule Number 7

Dates are by school year (July-June)

Section III Finance Records

Item 22 Claims

8 years; destroy

July 2012 – June 2013

Items 28, 29, 31 County Treasurer Monthly Cash Reports, Reconcilements, Balance Sheets

July 2011 – June 2013

8 years; destroy

Section IX Personnel Records

Item 2 Applications: Not Hired

3 years; destroy

July 2017 – June 2018

Items 22 Immigration and Nationalization Services Form

All employees terminated at least a year ago, hired before July 2018

3 years from date of hire or 1 year after termination; destroy

Total of 4 cubic feet of material shredded/disposed: _____

date