

SCHOOL RECORDS DISPOSAL REPORTING FORM

SCHOOL NAME: _____

To: Chris Reneau, Chief Financial Officer

From: _____

Date: _____

Re: Disposal of Records

We have disposed of the records marked below for the school year(s) and quantity indicated:

	SCHOOL YEAR(S)	# OF BOXES
<u>ACCOUNTING DEPT/INDIVIDUAL SCHOOL ACCOUNTING</u>		
<input type="checkbox"/> Bank Statements (ISA & SSO)		
<input type="checkbox"/> Cancelled Checks/Images of Checks		
<input type="checkbox"/> Copies of Checks (Parents & Others)		
<input type="checkbox"/> Credit Card Statements		
<input type="checkbox"/> Free/Reduced Lunch List-Student Rosters		
<input type="checkbox"/> Student Fee Waiver Applications		
<input type="checkbox"/> Paid Invoices		
<input type="checkbox"/> Journal Adjustments/Journal Vouchers		
<input type="checkbox"/> Transfer of Funds Forms		
<input type="checkbox"/> Purchase Orders/Supporting Documents		
<input type="checkbox"/> Check Requests/Supporting Documents		
<input type="checkbox"/> Receipts/Receipt Books		
<input type="checkbox"/> Collection Logs		
<input type="checkbox"/> Deposit Slips		
<input type="checkbox"/> Monthly/Quarterly/Year-End Reports		
<input type="checkbox"/> Inventory of School Assets		
<input type="checkbox"/> Munis Claim Vouchers/Supporting Documents		
<input type="checkbox"/> Travel Authorizations		
<input type="checkbox"/> Professional Leave Forms		
<input type="checkbox"/> Correspondence Files (if no SS#)		
<input type="checkbox"/> Transportation Report		
<input type="checkbox"/> School Support Organization Documents		
<input type="checkbox"/> Fundraiser ISO-9001 forms/Documents		
<input type="checkbox"/> Donation Files-Computer Reports & Docs		
<input type="checkbox"/> Ticket Reconciliation Forms		
<input type="checkbox"/> Yearbook Files-Computer Reports		
<input type="checkbox"/> Board Allocation/Budget Reports		
<input type="checkbox"/> General Ledger (ISA Before Closing Reports)	SCHOOL YEAR(S)	# OF BOXES

STUDENT SERVICES, SCHOOLS

	Doctor's excuses for student absences
	Parent/Office communication
	Sign in sheets for visitors
	Classroom split lists
	Emergency closing records
	Bus lists
	Five day absences print-outs

SCHOOL YEAR(S) # OF BOXES

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	Student Emergency Cards
	Faculty/Staff Emergency Information
	Requests for Records
	Hardship Applications

SCHOOL YEAR(S) # OF BOXES

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	Student Discipline Records
	Bus Discipline Reports
	Withdrawal Forms
	Retention Reports
	Grade Verifications

SCHOOL YEAR(S) # OF BOXES

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	Dept. of Children Services sign in sheets
	Attendance Records
	Sign in sheets for students

SCHOOL YEAR(S) # OF BOXES

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SPECIAL EDUCATION/SCHOOLS, GREENWOOD

	Working copies of IEP goal sheets
	Teacher copies of IEP At-A-Glance
	Easy IEP caseload list/re-evaluation lists
	Copies of IEP progress reports

SCHOOL YEAR(S) # OF BOXES

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