Cecilia A. Massetti, Ed.D.
Superintendent of Schools

Agenda Item 8.3

Board of Education Action Item
July 9, 2019

Topic:
Annual disposal of Class 3 Records

Background:
Under the provisions contained in Title V, California Administrative Code Sections 16020 through 16028, this office may destroy class 3 – Disposable Records after July 1, succeeding the completion of the audit required under EC 41020 or after the retention period otherwise required but no later than the following January 1.

Each year the Board is requested to authorize destruction of such records as are listed in the Addendum attached hereto.

Financial Impact:
None.

Resource:
Steve Carney
Deputy Superintendent
Business & Administrative Services

Recommendation:
Approval

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CLASS 3 RECORDS
2015-2016 Fiscal Period

ACCOUNTING & BUDGET RECORDS

Accounts Payable Reconciliation
Accounts Receivable Reconciliation
Appropriation Ledger
Bank Reconciliation and Canceled Checks
Cash Collection Reports
Census Reports
Fuel Tax – Claim for Refund
Investment Records
Invoices, District – Outgoing
Invoices Vendor's
Journal Vouchers
Journals – All Funds
Ledgers – All Funds
Receipts – District Collections
State, Local Sales and Use Tax Return
Stores Inventory Detail
User Use Fuel Tax Report
Vendor Use Fuel Tax Return
Warrant Cancellation Request to County

CONTRACTS

Insurance Policies and Endorsements (Closed or Terminated)

PERSONNEL RECORDS

Employment Applications
Employment Eligibility Lists
Recruitment Files
Returned Letters – Inactive Recruitment

PURCHASING RECORDS

Air Travel Reservations
Purchase Orders (Numerical, Alpha, Blanket, Etc.)
Purchasing Bids
Requisitions
Standard School Supplies Agreements