



DJUSD

DAVIS JOINT UNIFIED
SCHOOL DISTRICT

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Superintendent

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Destruction of Personnel Records

November 19, 2020

Item	Class per Retention Manual	Description of Document	Required Years of Retention	Destruction through
1	Class 3	Inactive Personnel	4 years hard copy, permanently imaged	June 2016
2	Class 3	Recruitment Files	3 years	June 2017