



Destruction of Fiscal Records  
For Fiscal Years 2019-2020 and 2020-2021  
11/19/2020

Item	Class Record per Retention Manual	Description of Document	Required Years of Retention	Destruction Through Date
1	Class 3	Bank Reconciliations and Cancelled Checks— ASB, Revolving, and Petty Cash	3 years	June 30, 2017
2	Class 3	Accounts Payable— Invoices, Reconciliations	3 years	June 30, 2017
3	Class 3	Journal Entries	3 years	June 30, 2017
4	Class 3	Accounts Receivable— Invoices, Reconciliations	3 years	June 30, 2017
5	Class 3	Purchase Orders	3 years	June 30, 2017
6	Class 3	Input for Computer/Attendance Information—Student Attendance Class Rosters	3 years	June 30, 2017
7	Class 3	Stores Inventory Detail	3 years	June 30, 2017
8	Class 3	Budget Transfers & Worksheets	3 years	June 30, 2017
9	Class a-g	Employee Garnishments—Voluntary Deductions	2 years	June 30, 2017
10	No retention requirement	Working Papers for Auditors	n/a	June 30, 2017
11	No retention requirement	Site/Dept. - Employee Attendance Reports (Copy kept in Permanent Personnel file)	n/a	June 30, 2017
12	No retention requirement	Site/Dept. - Position Control Forms & Reports	n/a	June 30, 2017
13	No retention requirement	Site/Dept. - Interview Notes	n/a	June 30, 2016