

Destruction of Fiscal Records
2015-2016 Year
08/18/2015

Item	Class per Retention Manual	Description of Document	Required Years of Retention	Destruction through
1	Class 3	Bank Reconciliation and Cancelled Checks (ASB, Revolving, and Petty Cash)	3 years	June 30, 2012
2	Class 3	Accounts Payable - Invoices, Reconciliations	3 years	June 30, 2012
3	Class 3	Journal Entries	3 years	June 30, 2012
4	Class 3	Accounts Receivable - Invoices, Reconciliations	3 years	June 30, 2012
5	Class 3	Purchase Orders	3 years	June 30, 2012
6	Class 3	Input for Computer/Attendance Information (Student Attendance - Class Rosters)	3 years	June 30, 2012
7	Class 3	Stores Inventory Detail	3 years	June 30, 2012
8	Class a-g	Employee Garnishments (Voldeds)	2 years	June 30, 2012
7	No legal requirement	Site/Dept - Employee Attendance Reports (Individual Copy kept in Personnel file)	n/a	June 30, 2012
8	No legal requirement	Budget Transfers & Worksheets	n/a	June 30, 2012
9	No legal requirement	Working Papers for Auditors	n/a	June 30, 2012
10	No legal requirement	Site/Dept - Position Control Forms & Reports	n/a	June 30, 2012
11	No legal requirement	Site/Dept. - Interview Notes	n/a	June 30, 2012