

**Destruction of Fiscal Records**  
**2016-2017 Year**  
**10/06/2016**

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, 2013
2	Class 3	Accounts Payable - Invoices, Reconciliations	3 years	June 30, 2013
3	Class 3	Journal Entries	3 years	June 30, 2013
4	Class 3	Accounts Receivable - Invoices, Reconciliations	3 years	June 30, 2013
5	Class 3	Purchase Orders	3 years	June 30, 2013
6	Class 3	Input for Computer/Attendance Information (Student Attendance- Class Rosters)	3 years	June 30, 2013
7	Class 3	Stores Inventory Detail	3 years	June 30, 2013
8	Class a-g	Employee Garnishments (Voldeds)	2 years	June 30, 2013
7	No legal requirement	Site/Dept - <b>Employee</b> Attendance Reports (Individual Copy kept in Personnel file)	n/a	June 30, 2013
8	No legal requirement	Budget Transfers & Worksheets	n/a	June 30, 2013
9	No legal requirement	Working Papers for Auditors	n/a	June 30, 2013
10	No legal requirement	Site/Dept - Position Control Forms & Reports	n/a	June 30, 2013
11	No legal requirement	Site/Dept - Interview Notes	n/a	June 30, 2012