

Market Street

4:30 p.m.

January 7,

2009

On January 7, 2009 the New Richmond Exempted Village Board of Education Records Retention Committee met with the following in attendance:

Kevin Walriven, President Pro Tempore
Thomas Durbin, Superintendent
Teresa Napier, Chief Financial Officer

The committee reviewed RC-1 Application for One-Time Records Disposal

Moved by Mr. Durbin, seconded by Mr. Walriven to dispose of the following:

Location	# Schedule Number	Record and Title #6				Description	#7 Retention Period	#8* Media Type
		From	Date To	Voucher From	Number To			
Row A	6301	4/26/02	6/20/03	99440	99065	Payroll Checks	4 yrs	Paper
Row A	6301	8/18/00	4/27/01	84500	90199	Payroll Checks	4 yrs	Paper
Row A	6301	4/27/01	4/26/02	90200	94399	Payroll Checks	4 yrs	Paper
Row A	6301	12/10/99	6/30/00	79000	83906	Payroll Checks	4 yrs	Paper
Row A	6301	7/9/99	12/10/99	74279	78999	Payroll Checks	4 yrs	Paper
Row A	6301	7/3/03	10/23/04	99066	103991	Payroll Checks	4 yrs	Paper
Row B	6301	3/11/88	6/17/88	24200	26829	Payroll Checks	4 yrs	Paper
Row B	6301	7/1/88	8/26/88	1	1499	Payroll Checks	4 yrs	Paper
Row B	6301	1/28/83	11/30/83	27995	33000	Payroll Checks	4 yrs	Paper
Row B	6301	1/28/83	11/30/83	1	799	Payroll Checks	4 yrs	Paper
Row B	6301	fy 1989	fy1989	5900	9499	Payroll Checks	4 yrs	Paper
Row B	6301	fy 1989	fy1989	1500	5899	Payroll Checks	4 yrs	Paper
Row B	6301	4/16/87	10/9/87	16100	19999	Payroll Checks	4 yrs	Paper
Row B	6301	3/5/99	6/25/99	70700	74278	Payroll Checks	4 yrs	Paper
Row B	6301	7/1/98	10/30/98	63206	66799	Payroll Checks	4 yrs	Paper
Row B	6301	10/30/98	3/5/99	66800	70699	Payroll Checks	4 yrs	Paper
Row B	6301	10/9/87	3/11/88	20000	24199	Payroll Checks	4 yrs	Paper
Row B	6301	4/11/86	10/24/86	77000	12099	Payroll Checks	4 yrs	Paper
Row C	6301	10/15/93	1/7/94	12800	15599	Payroll Checks	4 yrs	Paper
Row C	6301	3/31/95	6/23/95	28000	30457	Payroll Checks	4 yrs	Paper
Row C	6301	7/14/89	1/12/90	9500	13799	Payroll Checks	4 yrs	Paper
Row C	6301	7/1/90	12/30/90	18244	22699	Payroll Checks	4 yrs	Paper
Row C	6301	1/1/90	6/30/90	13800	18243	Payroll Checks	4 yrs	Paper
Row C	6301	7/5/85	4/11/86	7000	7699	Payroll Checks	4 yrs	Paper
Row C	6301	11/27/96	4/4/97	45200	49299	Payroll Checks	4 yrs	Paper
Row C	6301	7/9/93	10/15/93	10209	12799	Payroll Checks	4 yrs	Paper
Row C	6301	2/7/92	7/10/92	33000	37199	Payroll Checks	4 yrs	Paper
Row C	6301	7/12/96	11/27/96	41022	45199	Payroll Checks	4 yrs	Paper

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Row C	6301	2/23/96	5/17/96	36900	39399	Payroll Checks	4 yrs	Paper
Row C	6301	5/19/96	6/28/96	39400	41021	Payroll Checks	4 yrs	Paper
Row C	6301	7/8/94	10/14/94	20344	22999	Payroll Checks	4 yrs	Paper
Row C	6301	11/17/95	2/29/96	34300	36899	Payroll Checks	4 yrs	Paper
Row A	7317	7/1/86	6/30/87	-	-	Payroll Timesheets	6 yrs	Paper
Row A	6301	1/1/93	9/30/86			Petty Checking Statements & canceled checks	4 yrs	Paper
Row A	6316	1999	2000			ACTCHG Reports	4 yrs	Paper
Row A	6101	4/1/86	6/30/86			Daily Audits	5 yrs	Paper
Row A	6301	7/1/01	6/30/02			Bank Statements	4 years	Paper
Row A	6212	1986	1991			Federal Programs	10 years	Paper
Row A	3101	1990	1999			Student Suspensions	5 years	Paper
Row A	6203	1985	1986			Semi-Annual Tax	5 years	Paper
Row A	3101	1988	1988			California Achievement Test	5 years	Paper
Row A	6311	7/1/98	6/30/99			Deposit Tickets, Pay-ins	4 yrs	Paper
Row A	6222	1975	1979			Tax Budgets	5 years	Paper
Row A	6222	1982				Tax Budget	5 years	Paper
Row A	1203	1977				Master Contract - OAPSE	10 yrs	Paper
Row A	1203	1978				Master Contract - NREA	10 yrs	Paper
Row A		1977				Fleet Insurance		Paper
Row A	6222	1969	& 1977			Tax Levies		Paper
Row A		1977				STRS Reports		Paper
Row A	6216	1977	1980			SF6, SF24, SF28		Paper
Row A	6303	1968	1969			Tuition payments		Paper
Row A	6216	1977				State Payments for Foundation & Lunches	5 yrs	Paper
Row A	6213	1992	1995			Utilities & Telephone Invoices	10 yrs	Paper
Row A	6211	1979				Purchase Orders	10 yrs	Paper
Row A	6313	1/14/85	6/30/87			Receipt Books	4 yrs	Paper
Row A	6301	Jun-85	Jun-87			Bank Statements	4 years	Paper
Row A	7102	1967	1968			Payroll Ledger Sheets	Permanent ***	Paper
Row D	6301	7/3/00	6/25/01	51083	54614	A/P Checks	4 yrs	Paper
Row D	6301	7/1/99	6/30/00	41591	51082	A/P Checks	4 yrs	Paper
Row D	6301	7/1/98	6/30/99	43696	49590	A/P Checks	4 yrs	Paper
Row D	6301	7/3/03	10/23/04	62091	66431	A/P Checks	4 yrs	Paper
Row D	6301	2/5/93	6/25/93	5800	10208	Payroll Checks	4 yrs	Paper
Row D	6301	7/1/02	6/24/03	58251	62090	A/P Checks	4 yrs	Paper
Row D	6301	7/6/01	6/21/02	54615	58250	A/P Checks	4 yrs	Paper
Row D	6301	4/4/97	6/27/97	49300	52112	Payroll Checks	4 yrs	Paper

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Row D	6301	7/10/92	2/5/93	5001	5799	Payroll Checks	4 yrs	Paper
Row D	6301	7/7/95	11/17/95	30500	34199	Payroll Checks	4 yrs	Paper
Row D	6301	1/6/95	3/3/95	25400	24900	Payroll Checks	4 yrs	Paper
Row E	6301	6/28/91	2/7/92	27200	32999	Payroll Checks	4 yrs	Paper
Row E	6301	11/30/83	9/20/84	800	6799	Payroll Checks	4 yrs	Paper
Row E	6301	8/30/96	7/2/97	35300	39299	Payroll Checks	4 yrs	Paper
Row E	6301	7/7/95	8/30/96	31134	35299	A/P Checks	4 yrs	Paper
Row E	6301	7/2/97	8/25/98	39300	43694	A/P Checks	4 yrs	Paper
Row E	6301	7/8/94	3/7/95	27349	29999	A/P Checks	4 yrs	Paper
Row E	6301	3/7/95	6/21/95	30000	31133	A/P Checks	4 yrs	Paper
Row E	6211	9/23/94	11/18/94	28161	28900	A/P Vouchers	10 yrs	Paper
Row A	6301	7/1/99	6/30/00			Bank Statements	4 yrs	Paper
Row A	3303	1991				Student Work Permits	3 yrs	Paper
Row A	8301	1983	1988			CSI Reports	4 yrs	Paper
Row A	8204	1978	1979			SF-1 Reports	5 yrs	Paper
Row A	8204	1956	1983			SF-2 Reports	5 yrs	Paper
Row A	8206	1977	1978			Vocation Ed	5 yrs	Paper
Row A	8201	1978	1987			State Audits	5 yrs	Paper
Row A	6204	Jul-87	Jun-88			Tax Budget	5 yrs	Paper
Row A	6305	1983	1985			Investments	4 yrs	Paper
Row A	6212	1987	1988			State Aid Correspon.	10 yrs	Paper
Row A	6212	1986	1987			Homestead & Rollback Taxes	10 yrs	Paper
Row A	6211	5/1/88	6/27/88	11342	11812	A/P Vouchers	10 yrs	Paper
Row A	6210	1980	1981			Receipt List - Computer Printouts	5 yrs	Paper
Row A	7317	Jan-02	Nov-02			Payroll Timesheets	6 yrs	Paper
Row A	7310	1999	2004			SERS Reports	4 yrs	Paper
Row A	7311	1997	2004			STRS Reports	4 yrs	Paper
Row A	7317	2001	2004			Student Workers Timesheets	6 yrs	Paper
Row A	7317	12/6/02	9/26/03			Payroll Timesheets	6 yrs	Paper
Row C	6301	12/28/90	6/28/91	22708	27199	Payroll Checks	4 yrs	Paper
Roc C	6301	FY1998		60200	63205	Payroll Checks	4 yrs	Paper
Row C	6301	FY1998		12100	16097	Payroll Checks	4 yrs	Paper
Row C	6301	FY1998		56100	60199	Payroll Checks	4 yrs	Paper
Row C	6301	9/28/84	4/12/85	68000	11000	Payroll Checks	4 yrs	Paper
Row C	6301	4/12/85	7/5/85	1	1699	Payroll Checks	4 yrs	Paper
Row C	6301	FY1998		52113	56099	Payroll Checks	4 yrs	Paper
Row C	6301	4/16/94	6/24/94	18100	203430	Payroll Checks	4 yrs	Paper
Row C	6301	10/14/94	11/6/95	23000	25399	Payroll Checks	4 yrs	Paper
Row C	6211	1/1/85	12/31/85	70	1082	A/P Vouchers	10 yrs	Paper
Row C	6211	1/1/86	6/30/86	3488	3968	A/P Vouchers	10 yrs	Paper
Row C	6211	10/18/88	1/6/89	953	1803	A/P Vouchers	10 yrs	Paper
Row B	6211	1998	1999	47440	47774	A/P Vouchers	15 yrs	Paper
Row B	6211	1998	1999	47038	47439	A/P Vouchers	15 yrs	Paper
Row B	6211	1998	1999	46084	46534	A/P Vouchers	15 yrs	Paper

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Row B	6211	1998	1999	46535	47037	A/P Vouchers	15 yrs	Paper
Row B	6211	1998	1999	45747	46083	A/P Vouchers	15 yrs	Paper
Row B	7312	1997	1998			Payroll Annuities	4 yrs	Paper
Row B	6211	2004	2006			Utilities Invoices	10 yrs	Paper
Row B	6308	1975				NRE Pay-ins	4 yrs	Paper
Row B	7317	Pre 1989				Payroll Timesheets	6 yrs	Paper
Row B	6101	1978	1980			A/P General Ledgers	5 yrs	Paper
Row B	6101	1986	1987			Appropriations	5 yrs	Paper
Row B	6101	1978	1986			Misc Contracts	5 yrs	Paper
Row B	6101	1976				Revenue Ledger Sheets	5 yrs	Paper
Row B	6211	2004	2005	67002	67514	A/P Vouchers	15 yrs	Paper
Row B	6101	1988				Daily Audits	5 yrs	Paper
Row B	6101	1985				Daily Audits	5 yrs	Paper
Row D	7312	1994	1995			Payroll Annuities	4 yrs	Paper
Row D	7312	1999	2000			Payroll Annuities	4 yrs	Paper
Row D	6101	1994	1995			A/P Annual Financial Reports	5 yrs	Paper
Row D	7312	1996				Payroll Annuities	4 yrs	Paper
Row D	5403	1994				District Inventory	Until superceded +	Paper
Row D	6101	1989	1980			A/P Annual Financial Reports	5 yrs	Paper
Row D	6211	1997	1999			Utilities Invoices	10 yrs	Paper
Row D	7317	May-04	Nov-04			Payroll Timesheets	6 yrs	Paper
Row D	6301	7/1/91	6/30/92			Bank Statements, Investment Information	4 yrs	Paper
Row D	6211	1982	1991			Cancelled Purchase Orders, Student Activities, Invoices	10 yrs	Paper
Row D	6211	1998	1999			Closed Purchase Orders	10 yrs	Paper
Row D	1993	1995				GAAP, 4502	5 yrs	Paper
Row D	6301	Jul-98	Jun-99			Bank Statements	4 yrs	Paper
Row D	6311	1997	1998			Receipts, Deposit Slips & Pay-ins	5 yrs	Paper
Row D	6209	Jul-05	Jun-07			Receipt Ledgers	5 yrs	Paper
Row D	6209	Aug-03	Jun-05			Receipt Ledgers	5 yrs	Paper
Row D	6201	1990	1993			Financial Reports	5 yrs	Paper
Row D	6201	1991	1992			Financial Reports	5 yrs	Paper
Row D	6201	1982	1987			Financial Reports	5 yrs	Paper
Row D	6201	1984				4502 report	5 yrs	Paper
Row D	6212	1986	1987			State Aid Correspon.	10 yrs	Paper
Row D	6311	1994	1995			Receipts, Deposit Slips & Pay-ins	5 yrs	Paper
Row D	6311	1994	1995			Receipts, Deposit Slips & Pay-ins	5 yrs	Paper

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Row D	6311	1995	1996			Receipts, Deposit Slips & Pay-ins	5 yrs	Paper
Row D	6311	1996	1997			Receipts, Deposit Slips & Pay-ins	5 yrs	Paper
Row D	6311	1996	1997			Receipts, Deposit Slips & Pay-ins	5 yrs	Paper
Row D	6311	1997	1998			Receipts, Deposit Slips & Pay-ins	5 yrs	Paper
Row D	6311	1999	2000			Receipts, Deposit Slips & Pay-ins	5 yrs	Paper
Row D	6311	1999	2000			Receipts, Deposit Slips & Pay-ins	5 yrs	Paper
Row D	6311	2001	2002			Receipts, Deposit Slips & Pay-ins	5 yrs	Paper
Row D	6311	2000	2001			Receipts, Deposit Slips & Pay-ins	5 yrs	Paper
Row D	6311	Mar-00	Oct-00			Receipts, Deposit Slips & Pay-ins	5 yrs	Paper
Row D	6311	Jan-01	Dec-01			Receipts, Deposit Slips & Pay-ins	5 yrs	Paper
Row D	6311	Jan-02	Dec-02			Receipts, Deposit Slips & Pay-ins	5 yrs	Paper
Row D	6212	2002	2003			Foundation Information	10 yrs	Paper
Row D	6311	Jul-02	Dec-02			Receipts, Deposit Slips & Pay-ins	5 yrs	Paper
Row D	6311	Jan-02	Jun-02			Receipts, Deposit Slips & Pay-ins	5 yrs	Paper
Row D	6309	Jan-03	May-03			Receipts Ledgers	5 yrs	Paper
Row D	6311	Jan-03	Jun-06			Receipts, Deposit Slips & Pay-ins	5 yrs	Paper
Row D	6101	1800s	1950s			Permanent Improvement Ledgers	5 yrs	Paper
Row D	6304	Nov-99				A/P Month End Reports	5 yrs	Paper
Row D	6315	Jan-00	Mar-00			APPSUM Reports	4 yrs	Paper
Row D	6315	Dec-99				A/P Month End Reports	4 yrs	Paper
Row D	6315	May-00	Jun-00			APPSUM Reports	4 yrs	Paper
Row D	6315	Oct-99				A/P Month End Reports	4 yrs	Paper
Row D	6315	Jun-99				BUDWRK Report	4 yrs	Paper
Row D	6101	Jun-05	1997			FINANC & REVSUM Reports	4 yrs	Paper
Row D	6101	1995	1996			APPWRK Reports	5 yrs	Paper
Row D	6101	1998	1999			A/P Year End Reports	5 years	Paper
Row D	6310	Jan-00	Jun-00			A/P Check Registers	5 yrs	Paper
Row D	6101	2000				Receipt Register	5 yrs	Paper

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Row D	6212	2004				EMIS Report	10 yrs	Paper
Row D	6101	1957	1968			NR Schools Accounts Journal	5 yrs	Paper
Row E	6211	11/22/94	1/18/95	28901	29537	A/P Vouchers	10 yrs	Paper
Row E	6211	1/20/95	3/24/95	29538	30199	A/P Vouchers	10 yrs	Paper
Row E	6301	6/1/94	6/30/95			Bank Statements	4 yrs	Paper
Row E	6313	7/1/94	6/30/95			Receipt Ledgers	4 yrs	Paper
Row E	6211	3/24/95	5/26/95	30200	30799	A/P Vouchers	10 yrs	Paper
Row E	6211	5/26/95	6/21/95	30800	31133	A/P Vouchers	10 yrs	Paper
Row E	6211	7/1/94	9/23/95	27349	28160	A/P Vouchers	10 yrs	Paper
Row E	6212	1994	1995			Bids,	10 yrs	Paper
Row E	6216	1994	1995			StarOhio Investments, Federal Grants, State Grants	10 yrs	Paper
Row E	6312	1982	1992			IBM Contracts, Law Suits	10 yrs	Paper
Row E	6211	1994	1996			Cancelled Purchase Orders	10 yrs	Paper
Row E	6211	1994	1996			Cancelled Purchase Orders	10 yrs	Paper
Row B	5261	1986				Cafeteria Reports	4 yrs	Paper
Row B	5303	1984				Hall Rentals	4 yrs	Paper
Row B	6101	1987	1988			A/P Reports	5 yrs	Paper
Row B	6212	1982	1983			Federal and State Reports	10 yrs	Paper
Row C	6313	1989	1990			Receipts	4 yrs	Paper
Row C	7317	1998	1999			Payroll Time Reports	6 yrs	Paper
Row C	6211	1995	1996			Utilities Invoices	10 yrs	Paper
Row C	6101	1999	2000			A/P Year End Reports	5 yrs	Paper
Row C	6101	1990	1991			A/P Misc Reports	5 yrs	Paper
Row C	6101	1980	1987			A/P Misc Reports	5 yrs	Paper
Row C	5101	1997				A/P Misc Reports	5 yrs	Paper
Row C	6101	1983				Daily Audits	5 yrs	Paper
Row C	6211	1998	1999			Closed Purchase Orders	10 yrs	Paper
Row C	6101	1987				Daily Audits	5 yrs	Paper
Row C	6101	1985				Daily Audits	5 yrs	Paper
Row C	6101	1996	1997			A/P Misc Reports	5 yrs	Paper
Row C	6101	1979	1983			Daily Audits	5 yrs	Paper
Row C	6211	1991	1992	14001	14852	A/P Vouchers	10 yrs	Paper
Row C	7317	1993	1994			Payroll Timesheets	6 yrs	Paper
Row C	7317	1987	1988			Payroll Timesheets	6 yrs	Paper
Row C	7317	1995				Payroll Timesheets	6 yrs	Paper
Row C	7317	2000				Payroll Timesheets	6 yrs	Paper
Row C	2301	1960	1975			Employment Contracts	4 yrs after termination	Paper

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Row C	5403	1998	1999			GAAP & Inventory/ Workers Comp SERS Surcharge	Until superceded +	Paper
Row C	6101	1998	1999			A/P Fiscal Year End Reports	5 yrs	Paper
Row C		1993	2000			Treasurer's Records		Paper
Row C	6101	1996	1997			A/P 4502 Report	6 yrs	Paper
Row C	6101	1997				A/P Year End Reports	6 yrs	Paper
Row C	6101	1994				A/P Vendor Report	6 yrs	Paper
Row C	6101	1995				A/P Vendor Report	6 yrs	Paper
Row A	2103	6/24/05	6/26/05			Inventory	until superseded	Paper
Row B	6211	1/1/85	12/31/85	10117	69	A/P Vouchers	15 yrs	Paper
Row C	6211	1/1/86	6/30/86	2681	3487	A/P Vouchers	10 yrs	Paper
Row F	6315	1990	1995			A/P Financial Statements	4 yrs	Paper
Row F	8201	1988	1992			Fiscal Audit	5 yrs	Paper
Row F	7319	1996				CCHT Insurance for Admin	4 yrs	Paper
Row F	7319	1996				Health Trust Accts	4 yrs	Paper
Row F	7319	1995				Flex Spending Accts	4 yrs	Paper
Row F	6301	1996	1997			Bank Information/ Deposit Agreements	4 yrs	Paper
Row E	6101	1996	1997			Appropriations Register	10 yrs	Paper
Row E	6211	7/1/95	9/15/95	31134	31940	A/P Vouchers	15 yrs	Paper
Row E	2103, 5409	1994	1996			Inventory, GAAP	Until superseded	Paper
Row E	6211	11/9/95	1/22/96	32689	33381	A/P Vouchers	15 yrs	Paper
Row E	6211	9/15/95	11/9/95	31941	32688	A/P Vouchers	15 yrs	Paper
Row E	6211	1/20/96	4/16/96	33382	34109	A/P Vouchers	15 yrs	Paper
Row E	6211	4/16/96	6/30/96	34110	34770	A/P Vouchers	15 yrs	Paper
Row E	6211	5/30/97	6/16/97	38982	39205	A/P Vouchers	15 yrs	Paper
Row E	6211	2000	2001	50801	51082	A/P Vouchers	15 yrs	Paper
Row E	6211	10/18/96	11/30/96	36081	36569	A/P Vouchers	15 yrs	Paper
Row E	6211	1994	1996			Closed Purchase Orders	10 yrs	Paper
Row E	6211	4/25/97	5/30/97	38370	38981	A/P Vouchers	15 yrs	Paper
Row E	6211	8/16/96	9/18/96	35110	35611	A/P Vouchers	15 yrs	Paper
Row E	6211	11/17/97	2/20/97	37135	37718	A/P Vouchers	15 yrs	Paper
Row E	6211	9/20/96	10/18/96	35612	36079	A/P Vouchers	15 yrs	Paper
Row E	6211	11/30/96	1/17/97	36569	37134	A/P Vouchers	15 yrs	Paper
Row E	6211	7/1/96	8/16/96	34771	35109	A/P Vouchers, Memo Checks	15 yrs	Paper

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Row E	6211	2/20/97	4/25/97	37719	38369	A/P Vouchers	15 yrs	Paper
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Row E	6211	7/1/97	8/22/97	39206	39749	A/P Vouchers	15 yrs	Paper
Row E	6211	1997	1998			A/P Memo Checks	15 yrs	Paper
Row E	6211	9/30/97	11/4/97	40331	40893	A/P Vouchers	15 yrs	Paper
Row E	6211	8/22/97	9/30/97	39750	40330	A/P Vouchers	15 yrs	Paper
Row E	6211	11/7/97	12/12/97	40894	41433	A/P Vouchers	15 yrs	Paper
Row E	6211	3/20/98	5/18/98	42647	43147	A/P Vouchers	15 yrs	Paper
Row E	6101	6/19/05	6/20/05			A/P Reports and Check Reports	5 yrs	Paper
Row E	6211	12/12/97	1/30/98	41434	42031	A/P Vouchers	15 yrs	Paper
Row E	6211	1/30/98	3/20/98	42032	42646	A/P Vouchers	15 yrs	Paper
Row E	6211	5/18/98	6/25/98	43148	43695	A/P Vouchers	15 yrs	Paper
Row E	1305	Jan-97	Dec-98			Treasurer's Board Agendas	1 calendar yr	Paper
Row E	1305	Jan-95	Dec-96			Treasurer's Board Agendas	1 calendar yr	Paper
Row E	1305	Jul-00	Dec-01			Treasurer's Board Agendas	1 calendar yr	Paper
Row E	1305	Jan-99	Jun-00			Treasurer's Board Agendas	1 calendar yr	Paper
Row E	1305	Jun-02	Dec-02			Treasurer's Board Agendas	1 calendar yr	Paper
Row F	8201	1992	1998			Audits	5 yrs	Paper
Row F	7319	2003	2004			General Liability Insurance	4 years	Paper
Row F	6101	Jul-90	Jun-93			Financial Reports	5 years	Paper
Row F	6101	Jun-96	Jun-97			Financial Data	5 years	Paper
Row F	6101	2000				Financial Data – Under construction	5 years	Paper
Row F	6101	Jul-88	Jun-99			Financial Reports	5 years	Paper
Row F	6101	Fy1995	Jun-05			Financial Reports 4502 Book 2	5 years	Paper
Row F	6101	Jun-96	Jun-05			Financial Reports	5 years	Paper
Row F	6211	1992	1993			Purchase Orders 3002003-3002919	10 years	Paper
Row F	6211	1992	1993			Purchase Orders 3002003-3002919	10 years	Paper
Row F	6311, 6313	1991	1992			Receipts, Pay-ins/Deposit Slips	4 years	Paper
	6211	Jan-92	Apr-92	13246	14000	AP Vouchers	10 years	Paper
	6211	Oct-92	Dec-92	21304	22103	AP Vouchers	10 years	Paper
	6211	May-94	Jun-94	26936	27348	AP Vouchers	10 years	Paper
	6211	Nov-93	Jan-94	25080	25641	AP Vouchers	10 years	Paper
	6211	Sep-93	Nov-93	24427	25079	AP Vouchers	10 years	Paper
	6211	Jan-93	Apr-93	22300	23040	AP Vouchers	10 years	Paper
	6211	Jan-94	Mar-94	25642	26263	AP Vouchers	10 years	Paper
	6211	Mar-94	May-94	26264	26935	AP Vouchers	10 years	Paper
	6211	Nov-91	Jan-92	12546	13244	AP Vouchers	10 years	Paper
	6211	Jul-91	Sep-91	11124	11783	AP Vouchers	10 years	Paper

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Row F	6205	1985	1988			Didion Insurance forms	15 years	Paper
Row F	8208	1999	2001			Driver Ed	5 years	Paper
Row F	6213	1996	1997			Title I		Paper
Row F	6213		1996			Bus Bids	4 Years	Paper
Row F	1305	1998	2003			Agendas & tapes	1 year	Paper/Audio
Row F	7309	1975	1999			STRS Reports	4 years	Paper
Row F	7310	1986	1989			SERS Reports	4 years	Paper
Row F	7314	1998	1999			Personal Leave	4 years	Paper
Row F	7314	1989	1992			Employee Work Days	4 years	Paper
Row F	7314	1997	1998			Employee Work Days	4 years	Paper
Row F	6211	1974				Phone Bills	10 years	Paper
Row F	5462	1978				Lunchroom Inventory	Until superceded	Paper
Row F	6213	1989	1993			Chapter I DPPF tuition	10 years	Paper
Row F	8204	1981				Reports to Board	5 years	Paper
Row F	8204	1981	1984			Board Reports	5 years	Paper
Row F	6211	1994	1995			Purchase Orders	10 years	Paper
Row F	6310	1992	1993			Check register	4 years	Paper
Row F	6211	1992	1993			Purchase Orders	10 years	Paper
Row F	6101	1992	1993			Receipts	5 years	Paper
Row F	6310	1992	1993			Check Registers by Vendors	4 years	Paper
Row F	6101	1987	1988			Treasurer reports, NKOA reports, Check registers	5 years	Paper
Row F	6101	1987	1988			Reports (cash, investments, revenue, receipt list	5 years	Paper
Row F	6101	1988				Conversion ACE to HCCA	5 years	Paper
Row F	6101	1988				Check Register	5 years	Paper
Row F	6101	1988				Appropriations Analysis	5 years	Paper
Row E		1999	2000			Transportation		Paper
Row E		1999				Transportation Field Trips		Paper
Supply Rm	5342	1989	1990			Bus Records & Field Trips	5 years	Paper
Supply Rm	4304	1990	1991	117001	12208	PO Copies	4 years	Paper
Supply Rm	5342	1984				Transportations Evaluations (Drivers)	4 years	Paper

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Supply Rm	6101	Jan-83	Jan-96	5114	10999	AP Checks	5 years	Paper
Supply Rm	5262					Lunchroom Records, Times Sheets, Bank Deposits	4 years	Paper
Supply Rm	5343	1990				Field Trips	FY + 2 years	Paper
Supply Rm	6211	1993	1994			PO Copies	10 years	Paper
Supply Rm	6211	Jul-86	Jun-87			PO Copies	10 years	Paper
Supply Rm	6211	1993	1994			PO Copies	10 years	Paper
Supply Rm	4301	1988				Daily Audit Sheets	4 years	Paper
Supply Rm	4301	1983				Daily Audit Sheets	4 years	Paper
Supply Rm	6211	1993				PO Copies	4 years	Paper
Supply Rm	6211	1997	1998			Utility Bills, Phone bills, Village Utilities, Ameritech	4 years	Paper
Supply Rm	4302	Jul-92	Jun-93			Receipts, Pay-ins, Deposit Slips	4 years	Paper
Supply Rm	4301	Sep-87	Oct-87			Daily Audit Sheets	2 years	Paper
Supply Rm	4301	1991				Pay-Ins	2 years	Paper
Supply Rm	7307	1982	1983	23000	27005	Payroll cancelled checks	4 years	Paper
Supply Rm	6101	Jan-81	May-82	1759	1954	AP Checks	4 years	Paper
Supply Rm	7307	Aug-81	Dec-81	18159	20667	Payroll cancelled checks	4 years	Paper
Supply Rm	6211	Jan-85	Jul-86			PO Copies	10 years	Paper
Supply Rm	6211	1985				PO Copies	10 years	Paper
Supply Rm	6211	1994				PO Copies	10 years	Paper
Supply Rm	6211	Jun-05	Jun-05			Phone Bills	10 years	Paper
Supply Rm	6101	Jun-05	Jun-05			Cash Position Reports, Check register, Bldg Wrk	5 years	Paper
Supply Rm	6312	1997				Bus Bids	4years	Paper

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Supply Rm	6312	1996				Bus Bids Handicapped	4years	Paper
Supply Rm	6312	1998	1999			Bus Bids	4years	Paper
Supply Rm	6312	1999				Cable Bids	4years	Paper
Supply Rm	6312	1998				Asbestos	4years	Paper
Supply Rm	6312	1998				Electric, Cable, HVAC, Plumbing	4years	Paper
Supply Rm	9312	1997				Fiscal Year End reports	5 years	Paper
Supply Rm	6201	1994	1995			Investments	5 years	Paper
Supply Rm	6309	1994	1995			Student Activity	2 years	Paper
Supply Rm	5303	1992	1994			Building Usage/Rentals	4 years	Paper
Supply Rm	5303	1996	1998			Insurance coverage	4 years	Paper
Supply Rm	7302	1987				Payroll W2s, year end	6 years	Paper
Supply Rm	7302	1988				Payroll W2s, year end	6 years	Paper
Supply Rm	6211	1998	1999			Requisitions/Pos	10 years	Paper
Supply Rm	5343	1997	1998			Trans. Pre-trips, Field trips	FY + 2 years	Paper
Supply Rm	6312	1996	1997			Bids	4 years	Paper
Supply Rm	6301	Jul-93	Feb-94	23735	25999	AP cancelled checks	4 years	Paper
Supply Rm	6301	Jul-92	Jun-93	20451	23734	AP cancelled checks	4 years	Paper
Supply Rm	6301	Feb-94	Jun-95	26000	27348	AP cancelled checks	4 years	Paper
Supply Rm	6301	Jul-91	Mar-92	11200	13499	AP cancelled checks	4 years	Paper
Supply Rm	6301	Mar-92	Jun-92	13500	14852	AP cancelled checks	4 years	Paper
Supply Rm	6301	Jan-92	Apr-94	15600	18099	Payroll cancelled checks	4 years	Paper
Supply Rm	6301	Sep-90	Jun-91	8200	11099	AP cancelled checks	4 years	Paper
Supply Rm	6301	Mar-87	Jan-88	6900	10299	AP cancelled checks	4 years	Paper

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Supply Rm	6301	Sep-91	Nov-91	11784	12545	AP cancelled checks	4 years	Paper
Supply Rm	6101	1992	1993			Year End Print Outs	5 years	Paper
** Supply Rm	6301	1990	1991			Deposit Slips	4 years	Paper
Supply Rm	6211	1991	1992			Purchase Orders	10 years	Paper
Supply Rm	6101	1993	1994			Expense Budget Worksheets Fiscal budgets	5 years	Paper
Supply Rm	6211	1991	1992			Purchase Orders	10 years	Paper
Supply Rm	6301	Jul-92	Oct-92	20451	21303	AP cancelled checks	4 years	Paper
Supply Rm	6301	1992	1993			Purchase Orders	10 years	Paper
Supply Rm	6101	1993	1994			Receipts, Pay-Ins, deposit Slips	5 years	Paper
Supply Rm	6102	1990	1992			Petty Checking Statements & canceled checks	5 years	Paper
District		2008 +Prior				E-mails		

Roll call: Ms. Napier, yea; Mr. Walriven, yea; Mr. Durbin, yea. Motion carried,

The meeting adjourned at 4:55 p.m.

Kimberly Hayden, President

Teresa S. Napier, Chief Financial Officer