

SUBJECT: Permission to Dispose of Records

Board Policy CNB Managing and Retaining Administrative Records allows the board to grant authority to the superintendent to dispose of the following records:

After five years:

Bank statements, canceled warrants and pay certificates, school board paid bills, bids received either accepted or rejected, for supplies, materials, equipment and construction, depository receipt warrants, school board claim dockets, where claims are recorded on the minutes of the board, original of school board's orders after such orders have been recorded in the minute book, canceled bonds and coupons, tax collector's reports of tax collection to superintendent, transportation records

After three years:

Teacher contracts, computed from the expiration date thereof, bus purchase documents, teachers' registers, principals' reports and other evidence necessary to prepare the reports to the state board of education

No records which are in the process of being audited by the State Department of Audit, or which are the basis of litigation, shall be destroyed until at least twelve months after final completion of said audit and litigation.

Permission is requested to dispose of district records allowable under this policy.
