

RECORDS RETENTION AND DISPOSAL SCHEDULE

BOARD OF EDUCATION OF BALTIMORE COUNTY	Administration Division
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AGENCY	DIVISION
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Item No.	Description	Retention
<p>The attached Records Retention and Disposal Schedule for the Board of Education of Baltimore County is hereby approved.</p> <p>Updating or amendment of the schedule may be accomplished by submission of Form RM-1, or equivalent, to the Records Management Division of the Hall of Records Commission, Department of General Services.</p> <p style="text-align: center; font-style: italic; font-size: 1.5em;">See county agency file</p>		

Schedule approved by Department, Agency or Division Representative

<p><i>BA [Signature]</i></p> <hr/> <p>Signature</p>	<p>Associate Superintendent</p> <hr/> <p>Title</p>	<p>March 30, 1976</p> <hr/> <p>Date</p>
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Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

<p>4-26-76</p> <hr/> <p>Date</p>	<p><i>Shirley [Signature]</i></p> <hr/> <p>Archivist</p>
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<hr/> <p>Date</p>	<hr/> <p>Secretary</p>
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RECORDS RETENTION AND DISPOSAL SCHEDULE

BOARD OF EDUCATION OF BALTIMORE COUNTY

Administration Division

AGENCY

DIVISION

Item No.	Description	Retention
	<p>The attached Records Retention and Disposal Schedule for the Board of Education of Baltimore County is hereby approved.</p> <p>Updating or amendment of the schedule may be accomplished by submission of Form RM-1, or equivalent, to the Records Management Division of the Hall of Records Commission, Department of General Services.</p> <p><i>see county agency file</i></p>	

Schedule approved by Department, Agency or Division Representative

[Signature] Associate Superintendent March 30, 1976
 Signature Title Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

4-26-76 Edward C. Papenfuss 5/21/76 *[Signature]*
 Date Archivist Date Secretary

Schedule C 421 GA Board of Education 4-12-76

no information on dates + quantity

series that possibly should be considered for P

- 1) p. 10 item 1 Research Project File
Research Office
- 2) p. 21 item 3 Curriculum Reports + Studies
Curriculum + Institutional Services
- 3) p. 33 item 2 Research Reports + Surveys
Psychological Services
- 4) p. 38 item 2 Administrative Reports + Records
Special Education
- 5) p. 61 items 1 + 2 Boundary; Project File
Capital Planning Program

in this part of all papers

p. 40 item 2 are the recommendations for
Frequency Distributions + Statistical
Analysis inconsistent? NO.

4-23-76

#5 These are planning records. Record copy
filed in Engineering Office.

Ed: even though some questions are unanswered
I thought you might want to look over
the schedule anyway

RECORDS RETENTION AND DISPOSITION SCHEDULE

BOARD OF EDUCATION OF BALTIMORE COUNTY

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SPEEDREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

RECORDS RETENTION AND DISPOSITION SCHEDULE

BOARD OF EDUCATION OF BALTIMORE COUNTY

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PATENT PENDING
 SPEEDIREAD WITH EYE TRACK
 MOORE BUSINESS FORMS, INC. HQ FORM 1488T
 PRINTED IN U.S.A. 17"

RECORDS RETENTION AND DISPOSITION SCHEDULE
BOARD OF EDUCATION OF BALTIMORE COUNTY

RECORD RETENTION CODES

COMP = COMPLETION OF PROJECT OR PROGRAM
DA = DURATION OF ACTIVITY
DC = DURATION OF CONTRACT
DE = DURATION OF EMPLOYMENT
L+X = LIFE OF EQUIPMENT + X YEARS
NR = NON-RECORD
P = PERMANENT
US = UNTIL SUPERSEDED
UA = UNTIL ALL FEDERAL, STATE AND OTHER AUDIT REQUIREMENTS ARE MET
X/EVENT = X YEARS OR UNTIL EVENT OCCURS, WHICHEVER PERIOD IS LONGER
Y/Z = RETENTION PERIOD Y OR RETENTION PERIOD Z, WHICHEVER IS LONGER

NOTES

1. RECORDS WHICH DOCUMENT THE USE OF FEDERAL FUNDS MUST BE RETAINED UNTIL FEDERAL AUDIT OR RELEASE OF AUDIT REQUIREMENTS BY THE FEDERAL GOVERNMENT TO THE CONCERNED AGENCY.
2. NO STATEMENT IN THIS SCHEDULE SHALL BE CONSTRUED TO AUTHORIZE THE DESTRUCTION OF RECORDS THAT HAVE BEEN IN CUSTODY FOR LESS THAN THREE (3) YEARS.
3. THE BEGINNING DATE OF A RETENTION PERIOD SHOULD ALWAYS BE THE END OF THE SCHOOL, FISCAL OR THE CALENDAR YEAR, WHICHEVER IS PERTINENT, OR THE CLOSING DATE OF ALL FINANCIAL AND ACCOUNTING ACTIVITY UPON THE COMPLETION OF THE PROGRAM OR PROJECT.

RECORDS RETENTION AND DISPOSITION SCHEDULE

BOARD OF EDUCATION OF BALTIMORE COUNTY

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DIVISION - ADMINISTRATION

OFFICE - BOARD OF EDUCATION

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	OFFICIAL MINUTES OF PROCEEDINGS OF BOARD OF EDUCATION	P	SUPT OFFICE		
2	MICROFILM OF MINUTES OF PROCEEDINGS OF BOARD OF EDUCATION - SECURITY COPY	P	CHILD ACCT OFF		
3	MINUTES OF PROCEEDINGS OF SPECIAL COMMITTEES AND COMMISSIONS OF BOARD OF EDUCATION	P	SUPT OFFICE		
4	ANNUAL REPORT OF THE BOARD	P	SUPT OFFICE		
5	CORRESPONDENCE FILE	5	SUPT OFFICE		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17

RECORDS RETENTION AND DISPOSITION SCHEDULE

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BOARD OF EDUCATION OF BALTIMORE COUNTY

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DIVISION - ADMINISTRATION

OFFICE - SUPERINTENDENT

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	LEGAL FILES OF BOARD ATTORNEY	P	SUPT OFFICE	YES	
2	POLICIES AND REGULATIONS	P	SUPT OFFICE		
3	ADMINISTRATIVE FILES ON PROPERTIES, GROUNDS AND BUILDINGS (BASIC RECORDS IN PHYSICAL FACILITIES)	5	SUPT OFFICE		
4	ADMINISTRATIVE RECORD FILE MANAGEMENT AND INSTRUCTIONAL REPORTS TASK FORCE AND COMMITTEE REPORTS PLANS	5	SUPT OFFICE		
5	CORRESPONDENCE FILE	5	SUPT OFFICE		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

R E C O R D S R E T E N T I O N A N D D I S P O S I T I O N S C H E D U L E

BOARD OF EDUCATION OF BALTIMORE COUNTY

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DIVISION - ADMINISTRATION

OFFICE - DEPUTY SUPERINTENDENT

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	SUPPORTING LEGAL FILES	P	DEPUTY SUPT OFF	YES	
	LEGAL OPINIONS FROM STATE DEPT OF EDUCATION				
	LEGAL OPINIONS FROM OTHER STATES				
	SUPPORTING DOCUMENTATION ON SPECIFIC CASES				
	CORRESPONDENCE				
2	NEGOTIATIONS FILES - PROFESSIONAL AND CLASSIFIED STAFFS		DEPUTY SUPT OFF		
	AGREEMENTS	P			
	ARBITRATION AWARDS	P			
	PROPOSALS	20			
	FEDERAL NEGOTIATIONS	20			
	STATE NEGOTIATIONS	20			
	IMPASSE MEDIATION	20			
	ASSOCIATIONS	20			
	ELECTIONS	20			
3	GRIEVANCE FILES	P	DEPUTY SUPT OFF	YES	
4	EQUAL EMPLOYMENT OPPORTUNITY(EEO) FILES	P	DEPUTY SUPT OFF	YES	
	COMPLAINTS				
	CASES				
	GENERAL CORRESPONDENCE				

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17

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DIVISION - ADMINISTRATION

OFFICE - ASSOCIATE SUPERINTENDENT - ADMINISTRATION

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	MIDDLE STATES HIGH SCHOOL EVALUATION RPTS PROGRESS REPORTS	10	ASSOC SUPT OFF		
2	DIRECTIVES TO SCHOOL ADMINISTRATORS IMPLEMENTING POLICIES AND REGULATIONS	3	ASSOC SUPT OFF		
3	ADMINISTRATIVE REVIEWS OF SCHOOL ACTIVITIES	3	ASSOC SUPT OFF		
4	COMMITTEE STUDIES, MINUTES AND REPORTS	3	ASSOC SUPT OFF		
5	PRINCIPALS SUPERVISORY REPORTS	3	ASSOC SUPT OFF		
6	ANNUAL CALENDARS AND SCHEDULES FOR SCHOOL ACTIVITIES	3	ASSOC SUPT OFF		
7	SCHOOL ADMINISTRATIVE REPORTS REPORT ON MONTHLY FIRE DRILLS ORGANIZATION REPORT STAFF ORGANIZATION ESTIMATED ENROLLMENT CLASS SIZE REPORTS DECLARATION OF TEACHING INTENTION STAFF ALLOCATIONS	3	ASSOC SUPT OFF		
8	AWARDS, GIFTS, HONORS AND SCHOLARSHIPS (NOTICES OF AVAILABILITY)	3	ASSOC SUPT OFF		
9	CORRESPONDENCE FILE	3	ASSOC SUPT OFF		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

RECORDS RETENTION AND DISPOSITION SCHEDULE

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DIVISION - ADMINISTRATION

OFFICE - ADMINISTRATIVE ASSISTANT - ADMINISTRATION

LOCAL RECORDS

ITEM NO.

RECORD TITLE

RETENTION PERIOD (YEARS)

LOCATION OF RECORD COPY

CONFIDENTIAL

UPDATE

1 MINUTES OF ADMINISTRATIVE STAFF MEETINGS

3

ADMIN ASST OFF

2 CORRESPONDENCE FILE

3

ADMIN ASST OFF

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17'

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DIVISION - ADMINISTRATION

OFFICE - ADMINISTRATIVE ASSISTANT - FINANCE

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	DEBT SERVICE SCHEDULES AND RELATED FILES	P	FINAN ASST OFF		
2	FIXED ASSET FUND AND RELATED INFORMATION	P	FINAN ASST OFF		
3	ANNUAL FINANCIAL REPORTS	P	FINAN ASST OFF		
4	ANNUAL AUDITS	P	FINAN ASST OFF		
5	CERTAIN CONTRACTS AND LEGAL DOCUMENTS	P	FINAN ASST OFF		
	HEALTH AND LIFE CONTRACTS				
	WAREHOUSE LEASES				
6	CONSTRUCTION FUNDS LEDGER	P	FINAN ASST OFF		
7	CONDENSED RECORD OF SCHOOLS UNDER CONSTRUCTION (SUMMARY OF CONTENTS OF FILE ON SCHOOLS UNDER CONSTRUCTION)	P	FINAN ASST OFF		
	ARCHITECTS PAYMENTS				
	BID EXPLANATIONS				
	CONTRACT BREAKDOWN				
	PROJECT BREAKDOWN				
	PROJECT HISTORY				
	REQUISITION PAYMENTS				
8	VOUCHERS WITH RESPECT TO CONSTRUCTION FUND	5/UA	FINAN ASST OFF		
9	CORRESPONDENCE FILE	3	FINAN ASST OFF		

PATENT PENDING

SPEEDREAD WITH EYE TRACK

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - ADMINISTRATION

OFFICE - PERSONNEL

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	PROFESSIONAL STAFF PERSONNEL FILE (MAY CONTAIN ALL OR SOME OF FOLLOWING RECS) APPLICATIONS FOR EMPLOYMENT RECOMMENDATIONS TRANSCRIPTS OF RECORD CREDENTIALS EVALUATION AND INTERVIEW SHEET CONTRACT VERIFICATION OF FORMER EMPLOYMENT VERIFICATION OF UNUSED SICK LEAVE APPLICATIONS FOR CERTIFICATION STATE CERTIFICATION RECORD OF ASSIGNMENTS COURSE APPROVAL FORMS(REIMBURSEMENT) EVALUATIONS LETTERS OF COMMENDATION CORRESPONDENCE RESIGNATIONS	P	GREENWOOD ADMIN	YES	
2	CLASSIFIED STAFF PERSONNEL FILE (MAY CONTAIN ALL OR SOME OF FOLLOWING RECS) APPLICATIONS FOR EMPLOYMENT RECOMMENDATIONS HEALTH CERTIFICATES AND EXAMINATION REPORTS PERSONNEL ACTION FORMS CHANGE OF STATUS SHEETS EVALUATIONS LETTERS OF COMMENDATION CORRESPONDENCE	P	AIGBRTH COTTAGE	YES	

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17

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DIVISION - ADMINISTRATION

OFFICE - PERSONNEL

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
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RESIGNATIONS

3	SUBSTITUTE TEACHERS PERSONNEL FILE (MAY CONTAIN ALL OR SOME OF FOLLOWING RECS) APPLICATION FOR EMPLOYMENT TRANSCRIPTS OF RECORD CORRESPONDENCE	P	GREENWOOD ADMIN	YES	
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4	PARA-PROFESSIONAL STAFF PERSONNEL FILE (MAY CONTAIN ALL OR SOME OF FOLLOWING RECS) APPLICATIONS FOR EMPLOYMENT RECOMMENDATIONS PERSONNEL ACTION FORMS EVALUATIONS CORRESPONDENCE RESIGNATIONS	P	GREENWOOD FINAN	YES	
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5	SALARY SCHEDULES BY YEAR	P	GREENWOOD ADMIN		
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6	FILE OF EXAMINATIONS FOR TEACHING CERTIFICATES AND SCHOLARSHIPS PRIOR TO 1916	P	GREENWOOD ADMIN		
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7	RECRUITMENT DOCUMENTATION INSTITUTIONS AND AGENCIES CONTACTED ADVERTISEMENTS SCHEDULES	P	GREENWOOD ADMIN		
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8	PROFESSIONAL STAFF FILE - DECLINED OFFERS APPLICATIONS FOR EMPLOYMENT RECOMMENDATIONS TRANSCRIPTS OF RECORD CREDENTIALS EVALUATION AND INTERVIEW SHEET CORRESPONDENCE	3	GREENWOOD ADMIN	YES	
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SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - ADMINISTRATION

OFFICE - PERSONNEL

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
	LETTER DECLINING CONTRACT CONTRACT DECLINED				
9	STUDENT TEACHER FILE APPLICATIONS ASSIGNMENTS EVALUATIONS	3	GREENWOOD ADMIN	YES	
10	APPLICANT FILES (MAY CONTAIN ALL OR SOME OF FOLLOWING RECS) APPLICATIONS FOR EMPLOYMENT RECOMMENDATIONS TRANSCRIPTS OF RECORD CREDENTIALS EVALUATION AND INTERVIEW SHEET CORRESPONDENCE REJECTION LETTER	3	ALL PER OFFICES	YES	
11	SUMMER SCHOOL TEACHERS FILE	3	GREENWOOD ADMIN		
12	PERSONNEL REPORTS ACCESSIONS AND WITHDRAWALS RECRUITMENT VACANCIES BLOOD ASSURANCE	3	GREENWOOD ADMIN		
13	BLOOD ASSURANCE GROUP PROGRAM FILE	3	AIGBRTH COTTAGE		
14	VACANCY BOOK	3	GREENWOOD ADMIN		
15	PRE-SERVICE ADMIN TRAINING PROGRAM RECORDS	3	GREENWOOD ADMIN		
16	TB SKIN TEST MICROFILM	3	AIGBRTH COTTAGE		
17	CORRESPONDENCE FILE	3	ALL PER OFFICES		
18	POSITION DESCRIPTION FILE	3/US	GREENWOOD ADMIN		

SPEEDREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HQ FORM 1488T PRINTED IN U.S.A. 17

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BOARD OF EDUCATION OF BALTIMORE COUNTY

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DIVISION - ADMINISTRATION

OFFICE - RESEARCH

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	RESEARCH PROJECT FILE REQUEST FOR APPROVAL OF PROJECT AUTHORIZATION FOR PROJECT RESEARCH DESIGN REPORTS	5	RESEARCH OFFICE	YES	
2	CORRESPONDENCE FILE	3	RESEARCH OFFICE	YES	
3	ANNUAL REPORT TO SUPERINTENDENT	NR(COPY)	SUPT OFFICE		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - ADMINISTRATION

OFFICE - SCHOOL - ELEMENTARY

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
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1	PERMANENT SCHOOL ACCOUNTING RECORDS JOURNAL BEBCO 42-102-60 BUFF PAGES(COLUMNAR) BEBCO 42-103-59 BUFF FLY LEAF PGS(COLUMNAR) AUDIT REPORT LETTER INCLUDING STATEMENT OF CHANGES IN SCHOOL FUNDS BC 42-707-72 JOURNAL VOUCHERS BEBCO 42-105-61 SAVINGS ACCOUNT PASS BOOKS AND/OR STATEMENTS	P	SCHOOL	YES	
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2	CLASS PIANO AGREEMENT	7	SCHOOL		
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3	RETAIL SALES TAX REPORT	4	SCHOOL		
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4	OTHER SCHOOL ACCOUNTING RECORDS	3/UA	SCHOOL		
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RECEIPTS SUMMARY
BEBCO 42-110-65

CHECK VOUCHERS
BEBCO 42-106-63

BANK RECONCILIATION FORMS
BEBCO 42-109-60

OFFICIAL SCHOOL RECEIPTS(BOUND BOOKS) - COPIES
BEBCO 42-108-65

BANK STATEMENTS(CHECKING ACCOUNTS)

DEPOSIT SLIPS, CANCELLED, PAID AND VOIDED CHECKS, BANK CHARGE AND CREDIT MEMOS AND CHECK STUBS

TRIAL BALANCE SHEETS

PAID VENDORS BILLS/INVOICES

DELIVERY/RECEIVING TICKETS

PETTY CASH RECEIPT
BEBCO 68-65

REMITTANCE REPORT
BEBCO 31-30-69

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 77

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OFFICE - SCHOOL - ELEMENTARY

LOCAL RECORDS

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	REIMBURSEMENT REQUEST BEBCO 31-34-61				
	INVOICE - KINDERGARTEN SNACKS BEBCO 42-104-72				
	PETTY CASH SUMMARY ENVELOPES BEBCO 42-107-61				
5	MISCELLANEOUS SCHOOL ACCOUNTING RECORDS				
	MONEY ENVELOPE BEBCO 42-112-72	NR	SCHOOL		
	SCHOOL STORE AND OTHER INVENTORY SHEETS BC 42-725-72	NR(COPY)	SCHL ACCTG OFF		
	SUMMER SCHOOL REGISTRATIONS BC 42-737-72	NR(COPY)	SCHL ACCTG OFF		
	SUMMER SCHOOL REFUND AUTHORIZATIONS BC 42-738-72	NR(COPY)	SCHL ACCTG OFF		
	SUMMER SCHOOL WAIVER AUTHORIZATIONS BC 42-739-72	NR(COPY)	SCHL ACCTG OFF	YES	
	SUMMER SCHOOL TUITION REPORTS BC 42-740-72	NR(COPY)	SCHL ACCTG OFF		
	REPORT OF SCHOOL JOURNAL RECEIPTS AND DISBURSEMENTS BC 42-743-72	NR(COPY)	SCHL ACCTG OFF		
	TRANSMITTAL OF SCHOOL FUNDS TO PAYROLL IN PAYMENT OF OCCASIONAL PERSONNEL SERVICES BEBCO 88-190-70	NR(COPY)	PAYROLL		
	STATEMENTS OF POLICY FROM SCHOOL ACCOUNTING	NR(COPY)	SCHL ACCTG OFF		
6	PUPIL CONFIDENTIAL FILE				
	PSYCHOLOGICAL RECORDS	NR(COPY)	PSYCH SERV OFF	YES	
	TEAM CONFERENCE RECORDS AND ALL OTHER INFORMATION AND REPORTS OF A CONFIDENTIAL NATURE	DA+3	SCHOOL	YES	
7	PUPIL PERSONNEL WORKER CASE FOLDER FILE	NR(COPY)	PUP SER OFFICES	YES	
8	SCHOOL ADMINISTRATIVE RECORDS				

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

R E C O R D S R E T E N T I O N A N D D I S P O S I T I O N S C H E D U L E

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DIVISION - ADMINISTRATION

OFFICE - SCHOOL - ELEMENTARY

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
	TIME CARDS	3/UA	SCHOOL		
	EQUIPMENT REPAIR AND MAINTENANCE RECORDS	L+3	SCHOOL		
	ATTENDANCE SIGN-IN SHEETS	3	SCHOOL		
	ABSENCE CARDS	3	SCHOOL		
	SCHOOL LUNCH PROGRAM INDIVIDUAL APPLICATIONS FOR PARTICIPATION	3	SCHOOL		
	STUDENT RECORD RELEASE FILE	3	SCHOOL		
	BOARD SPONSORED STUDENT ACCIDENT INSURANCE FILE	3	SCHOOL		
	APPLICATION FOR APPROVAL OF SPEAKERS	3	SCHOOL		
	PARENT PERMISSION SLIPS FOR FIELD TRIPS	3	SCHOOL		
	SLIPS FOR PUPILS IN CASES INVOLVING INJURY, ACCIDENT OR COMPLAINT	NR(1 YEAR)			
	SLIPS NOT INVOLVING INJURY, ACCIDENT OR COMPLAINT				
	GENERAL NURSING SERVICES FILE	3	SCHOOL	YES	
	DAILY ADMISSION TO HEALTH SUITE				
	PERMISSION FOR MEDICATION				
	LONG TERM PHYSICAL EDUCATION EXCUSES				
	APPLICATION FOR USE OF SCHOOL FACILITIES	3	SCHOOL		
	TENTH DAY & SEPT 30 ENROLLMENT	NR(COPY)	CHILD ACCTG OFF		
	NUMBER OF PUPILS ELIGIBLE - TRANSPORTATION	NR(COPY)	CHILD ACCTG OFF		
	ACCIDENT RECORD FILE	NR(COPY)	SAFETY OFFICE		
	EQUIPMENT AND TEXTBOOK INVENTORIES	NR(COPY)	CENTRAL OFFICES		
	TEACHER EVALUATIONS	NR(COPY)	PERSONNEL OFF	YES	
	CASE FINDING RECORD(HEALTH)	NR(COPY)	HEALTH SERV OFF	YES	
9	CORRESPONDENCE FILE	3	SCHOOL		
10	PERIODIC SCHOOL ADMINISTRATIVE REPORTS				
	REPORT ON MONTHLY FIRE DRILLS	NR(COPY)	ASSOC SUPT ADM		
	ORGANIZATION REPORT	NR(COPY)	ASSOC SUPT ADM		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17

RECORDS RETENTION AND DISPOSITION SCHEDULE

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OFFICE - SCHOOL - ELEMENTARY

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
	STAFF ORGANIZATION	NR(COPY)	ASSOC SUPT ADM		
	ESTIMATED ENROLLMENT	NR(COPY)	ASSOC SUPT ADM		
	PRINCIPALS SUPERVISORY REPORTS	NR(COPY)	ASSOC SUPT ADM		
	REPORT OF BUILDING DAMAGE	NR(COPY)	BLDG M/O OFFICE		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - ADMINISTRATION

OFFICE - SCHOOL - SECONDARY

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	PERMANENT SCHOOL ACCOUNTING RECORDS GENERAL LEDGER BEBCO 42-101-59 BUFF PAGES AUDIT REPORT LETTER INCLUDING STATEMENT OF CHANGES IN SCHOOL FUNDS BC 42-707-72 GRADUATING CLASS AGREEMENTS SAVINGS ACCOUNT PASS BOOKS AND/OR STATEMENTS	P	SCHOOL	YES	
2	RETAIL SALES TAX REPORT	4	SCHOOL		
3	OTHER SCHOOL ACCOUNTING RECORDS JOURNAL BEBCO 42-99-59 GREEN PAGES(PEG STRIP) BEBCO 42-100-59 BUFF PAGES(PEG STRIP) JOURNAL VOUCHERS BEBCO 42-105-61 CHECK VOUCHERS BEBCO 42-106-63 RECEIPTS SUMMARY BEBCO 42-110-65 BANK RECONCILIATION FORMS BEBCO 42-109-60 REGISTER RECEIPTS - COPIES BEBCO 42-742-72 BANK STATEMENTS(CHECKING ACCOUNTS) DEPOSIT SLIPS, CANCELLED, PAID AND VOIDED CHECKS, BANK CHARGE AND CREDIT MEMOS AND CHECK STUBS TRIAL BALANCE SHEETS PAID VENDORS BILLS/INVOICES DELIVERY/RECEIVING TICKETS PETTY CASH RECEIPT BEBCO 68-65	3/UA	SCHOOL		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HQ FORM 1488T PRINTED IN U.S.A. 17

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LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
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BAND AGREEMENT
BC 91-704-71

REMITTANCE REPORT
BEBCO 31-30-69

REIMBURSEMENT REQUEST
BEBCO 31-34-61

PETTY CASH SUMMARY ENVELOPES
BEBCO 42-107-61

REPAIR AND SERVICE ORDERS
BEBCO 42-115-72

BOOK SALES RECORD - ADULT EDUCATION
BEBCO 42-748-75 (BLUE)

4 MISCELLANEOUS SCHOOL ACCOUNTING RECORDS

MONEY ENVELOPES
BEBCO 42-112-72

NR SCHOOL

SCHOOL STORE AND OTHER INVENTORY SHEETS
BC 42-725-72

NR(COPY) SCHL ACCTG OFF

SUMMER SCHOOL REGISTRATIONS
BC 42-737-72

NR(COPY) SCHL ACCTG OFF

SUMMER SCHOOL REFUND AUTHORIZATIONS
BC 42-738-72

NR(COPY) SCHL ACCTG OFF

SUMMER SCHOOL WAIVER AUTHORIZATIONS
BC 42-739-72

NR(COPY) SCHL ACCTG OFF YES

SUMMER SCHOOL TUITION REPORTS
BC 42-740-72

NR(COPY) SCHL ACCTG OFF

TRANSMITTAL OF SCHOOL FUNDS TO PAYROLL IN
PAYMENT OF OCCASIONAL PERSONNEL SERVICES
BEBCO 88-190-70

NR(COPY) PAYROLL

STATEMENTS OF POLICY FROM SCHOOL ACCOUNTING

NR(COPY) SCHL ACCTG OFF

5 PUPIL CONFIDENTIAL FILE

PSYCHOLOGICAL RECORDS

NR(COPY) PSYCH SERV OFF YES

TEAM CONFERENCE RECORDS AND ALL OTHER
INFORMATION AND REPORTS OF A CONFIDENTIAL
NATURE

DA+3 SCHOOL YES

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 14881 PRINTED IN U.S.A. 17"

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LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
6	PUPIL PERSONNEL WORKER CASE FOLDER FILE	NR(COPY)	PUP SER OFFICES	YES	
7	SCHOOL ADMINISTRATIVE RECORDS				
	TIME CARDS	3/UA	SCHOOL		
	EQUIPMENT REPAIR AND MAINTENANCE RECORDS	L+3	SCHOOL		
	ATTENDANCE SIGN-IN SHEETS	3	SCHOOL		
	ABSENCE CARDS	3	SCHOOL		
	SCHOOL LUNCH PROGRAM INDIVIDUAL APPLICATIONS FOR PARTICIPATION	3	SCHOOL		
	STUDENT RECORD RELEASE FILE	3	SCHOOL		
	BOARD SPONSORED STUDENT ACCIDENT INSURANCE FILE	3	SCHOOL		
	APPLICATION FOR APPROVAL OF SPEAKERS	3	SCHOOL		
	PARENT PERMISSION SLIPS FOR FIELD TRIPS	3	SCHOOL		
	SLIPS FOR PUPILS IN CASES INVOLVING INJURY, ACCIDENT OR COMPLAINT	NR(I YEAR)			
	SLIPS NOT INVOLVING INJURY, ACCIDENT OR COMPLAINT				
	PARENT PERMISSION SLIPS FOR INTERSCHOLASTIC ATHLETICS	3	SCHOOL		
	GENERAL NURSING SERVICES FILE	3	SCHOOL	YES	
	DAILY ADMISSION TO HEALTH SUITE				
	PERMISSION FOR MEDICATION				
	LONG TERM PHYSICAL EDUCATION EXCUSES				
	APPLICATION FOR USE OF SCHOOL FACILITIES	3	SCHOOL		
	MUTUAL EVALUATIONS OF COACHES	3	SCHOOL		
	LIST OF GRADUATES	NR(COPY)	CHILD ACCTG OFF		
	TENTH DAY & SEPT 30 ENROLLMENT	NR(COPY)	CHILD ACCTG OFF		
	NUMBER OF PUPILS ELIGIBLE - TRANSPORTATION	NR(COPY)	CHILD ACCTG OFF		
	ACCIDENT RECORD FILE	NR(COPY)	SAFETY OFFICE		
	ACCREDITATION REPORT - HIGH SCHOOLS	NR(COPY)	ASSOC SUPT ADM		
	TEACHER EVALUATIONS	NR(COPY)	PERSONNEL OFF	YES	

SPEEDREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17

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DIVISION - ADMINISTRATION

OFFICE - SCHOOL - SECONDARY

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
	CASE FINDING RECORD(HEALTH)	NR(COPY)	HEALTH SERV OFF	YES	
	ELIGIBILITY REPORT FOR ATHLETICS	NR(COPY)	PHYS EDUC OFF		
	EQUIPMENT AND TEXTBOOK INVENTORIES	NR(COPY)	CENTRAL OFFICES		
8	CORRESPONDENCE FILE	3	SCHOOL		
9	PERIODIC SCHOOL ADMINISTRATIVE REPORTS				
	REPORT ON MONTHLY FIRE DRILLS	NR(COPY)	ASSOC SUPT ADM		
	ORGANIZATION REPORT	NR(COPY)	ASSOC SUPT ADM		
	STAFF ORGANIZATION	NR(COPY)	ASSOC SUPT ADM		
	ESTIMATED ENROLLMENT	NR(COPY)	ASSOC SUPT ADM		
	PRINCIPALS SUPERVISORY REPORTS	NR(COPY)	ASSOC SUPT ADM		
	REPORT OF BUILDING DAMAGE	NR(COPY)	BLDG M/O OFFICE		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - ADMINISTRATION

OFFICE - STAFF AND COMMUNITY RELATIONS

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	PRESS RELEASES	10	EDUC INFOR OFF		
2	PUBLIC RELATIONS REPORTS AND STUDIES	5	EDUC INFOR OFF		
3	HUMAN RELATIONS RECORDS	3	HUMAN RELAT OFF		
	CURRICULA				
	TRAINING MATERIALS				
	WORKSHOPS				
4	STAFF DEVELOPMENT RECORDS	3	HUMAN RELAT OFF		
5	CORRESPONDENCE FILE	3	ALL OFFICES		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

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DIVISION - INSTRUCTION

OFFICE - ASSOCIATE SUPERINTENDENT - INSTRUCTION

LOCAL RECORDS

ITEM NO.

RECORD TITLE

RETENTION PERIOD (YEARS)

LOCATION OF RECORD COPY

CONFIDENTIAL

UPDATE

1 CORRESPONDENCE FILES

3 ASSOC SUPT OFF

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - INSTRUCTION

OFFICE - ASSISTANT SUPERINTENDENT - CURR & INST SERVICES

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	COPYRIGHT REGISTRATIONS	27	CURR OFFICE		
2	PERMISSION TO AND BY BOARD OF EDUCATION FOR USE OF COPYRIGHT MATERIALS	COPYRIGHT LIFE + 3	CURR OFFICE		
3	CURRICULUM REPORTS AND STUDIES	3	ASST SUPT OFF		
4	CURRICULUM WORKSHOP PROPOSALS	3	ASST SUPT OFF		
5	REQUESTS FOR COURSE APPROVAL	3	ASST SUPT OFF		
6	REQUESTS FOR INTERVISITATION & CURR STUDY	3	ASST SUPT OFF		
7	INSTRUCTIONAL BUDGET PROPOSALS	3	ASST SUPT OFF		
8	INSERVICE COURSE DESCRIPTION CATALOG	3	CURR OFFICE		
9	CURRICULUM WORKSHOP SCHEDULE	3	CURR OFFICE		
10	INSERVICE COURSE FILE	3	CURR OFFICE		
	COURSE APPROVAL FROM STATE DEPARTMENT				
	VITA OF INSTRUCTOR(S)				
	INSERVICE ACTIVITIES REPORT FORMS				
	COLLEGE AFFILIATED INSERVICE ACTIVITIES REPORT FORMS				
	COURSE EVALUATIONS				
11	INSERVICE COURSE ENROLLMENT INFORMATION	3	CURR OFFICE		
12	COLLEGE GRADE SHEETS	3	CURR OFFICE		
13	PROGRAM OF STUDY INFORMATION - JUNIOR AND SENIOR HIGH SCHOOLS	3	CURR OFFICE		
14	CURRICULUM PUBLICATIONS RECORDS - PUBLICATION, SALES AND DISTRIBUTION	3	CURR OFFICE		
15	APPLICATIONS FOR SUMMER CURRICULUM WORKSHOP POSITIONS(AS APPROPRIATE)	3	CURR OFFICE		
16	MINUTES OF ADVISORY AND OTHER CURRICULUM COMMITTEES	3	CURR OFFICE		
17	CACHE CURRICULUM PROJECTS FILE	3	CURR OFFICE		
18	CACHE ADMINISTRATIVE RECORDS,CORRESPONDENCE	3	CURR OFFICE		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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OFFICE - ASSISTANT SUPERINTENDENT - CURR & INST SERVICES

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
19	CORRESPONDENCE FILES	3	ALL OFFICES		
20	INSERVICE ACTIVITIES SALARY WORK SHEET	NR(COPY)	PAYROLL		
21	PERIODIC REPORTS FROM INSTRUCTIONAL OFFICES	3	ASST SUPT OFF		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

R E C O R D S R E T E N T I O N A N D D I S P O S I T I O N S C H E D U L E

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OFFICE - ADULT EDUCATION

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LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	INSTRUCTORS SIGN-IN SHEET	5	ADULT EDUC OFF		
2	ADULT EDUCATION REGISTRATION FILE	3	ADULT EDUC CTR		
3	PERIODIC ADMINISTRATIVE OFFICE REPORTS	3	ADULT EDUC OFF		
4	TEACHER APPLICATION FILE	3	ADULT EDUC OFF		
5	COURSE CATALOG FILE	3	ADULT EDUC OFF		
6	ATTENDANCE REGISTERS	3	ADULT EDUC OFF		
7	CORRESPONDENCE FILES	3	ADULT EDUC OFF		
8	BOOK SALES RECORDS - ADULT EDUCATION	3/UA	ADULT EDUC OFF		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - INSTRUCTION

OFFICE - ELEMENTARY EDUCATION

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	COURSES OF STUDY	3	ELEM EDUC OFF		
2	KINDERGARTEN DEVELOPMENTAL RECORD	3	ELEM EDUC OFF		
3	TEACHER OBSERVATION AND EVALUATION REPORTS	3	ELEM EDUC OFF		
4	ELEMENTARY EDUCATION STUDY COMMITTEE RPTS	3	ELEM EDUC OFF		
5	CORRESPONDENCE FILE	3	ELEM EDUC OFF		
6	ELEMENTARY EDUCATION BUDGET REQUESTS	NR (COPY)	BUDGET OFFICE		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - INSTRUCTION

OFFICE - FEDERAL PROGRAMS

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	POLICY OF BOARD PERTAINING TO SPECIAL PROJECTS	P	FED PROG OFFICE		
2	PROJECT APPLICATIONS	P	FED PROG OFFICE		
3	PROJECT AMENDMENT APPLICATIONS	P	FED PROG OFFICE		
4	NOTIFICATION OF GRANT AWARDS AND ALLOCATIONS / LETTERS OF AGREEMENT	P	FED PROG OFFICE		
5	BUDGETS	P	FED PROG OFFICE		
6	PROJECT FINANCIAL STATEMENTS INCLUDING QUARTERLY REPORTS	P	FED PROG OFFICE		
7	PROJECT EVALUATIONS	P	FED PROG OFFICE		
8	SUB-CONTRACTS OF SPECIAL PROJECTS	5/UA	FED PROG OFFICE		
9	PROPOSALS - NOT FUNDED	5	FED PROG OFFICE		
10	LISTING OF IDENTIFIED CHILDREN IN ESEA TITLE I PROGRAM	5	TITLE I OFFICE		
11	EQUIPMENT INVENTORIES	3/UA	PROJ MANAGERS		
12	CETA MANPOWER MANAGEMENT INFORMATION SYSTEM DAILY AND WEEKLY REPORTS	3	CETA OFFICE		
13	CORRESPONDENCE FILE	3	ALL FED OFFICES		
14	REGULATIONS, GUIDELINES AND PROCEDURES FOR SUPPORTED PROGRAMS	3/US	FED PROG OFFICE		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17

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OFFICE - GUIDANCE

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LOCAL RECORDS

ITEM NO.

RECORD TITLE

RETENTION PERIOD (YEARS)

LOCATION OF RECORD COPY

CONFIDENTIAL

UPDATE

- 1 GUIDANCE COUNSELOR PROFESSIONAL FILES
- 2 STAFFING REPORTS
- 3 COUNSELOR DIRECTORIES
- 4 CORRESPONDENCE FILE

- 3
- 3
- 3
- 3

- GUIDANCE OFFICE
- GUIDANCE OFFICE
- GUIDANCE OFFICE
- GUIDANCE OFFICE

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - INSTRUCTION

OFFICE - HEALTH SERVICES

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	PERSONNEL FILE FOR SUBSTITUTE NURSES	DE+3	HEALTH SERV OFF		
2	ADMINISTRATIVE REPORTS AND RECORDS		HEALTH SERV OFF		
	ANNUAL SUMMARY OF MONTHLY REPORTS	5			
	ANNUAL REPORTS OF CASE FINDING	5			
	ANNUAL REPORTS OF VISION AND HEARING SCREENING PROGRAM, GRADES K-12	5			
	NURSING SERVICES PROCEDURES	3/US			
3	APPLICATIONS FOR HEALTH AIDE POSITIONS	3	HEALTH SERV OFF		
4	CORRESPONDENCE FILE	3	HEALTH SERV OFF		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - INSTRUCTION

OFFICE - INDUSTRIAL AND VOCATIONAL EDUCATION

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	RECORD FILE OF EQUIPMENT TRANSFER	P	IN & VOC ED OFF		
2	TEACHERS GUIDE FOR ORGANIZATION AND ADMINISTRATION OF INDUSTRIAL ARTS	P	IN & VOC ED OFF		
3	ANNUAL AND LONG RANGE VOCATIONAL PLANS	3	IN & VOC ED OFF		
4	SHOP EQUIPMENT MAINTENANCE RECORDS	3	IN & VOC ED OFF		
5	SPECIAL DRIVER EDUCATION RECORDS		IN & VOC ED OFF		
	CERTIFICATE REGISTER	P			
	ACCIDENT AND INSURANCE REPORTS	3			
	CAR AND EQUIPMENT INVENTORIES	3			
	BOARD OF EDUCATION/DEALER AGREEMENT	3			
	INSTRUCTOR REPORTS	3			
6	ADMINISTRATIVE FILES - COOPERATIVE EDUC	3	IN & VOC ED OFF		
7	VOC ED ADVISORY COMMITTEE RECORDS	3	IN & VOC ED OFF		
8	BUDGET AND BUDGET PLANNING RECORDS	3	IN & VOC ED OFF		
9	STAFFING/SUPERVISORY ASSIGNMENTS FOR YEAR	3	IN & VOC ED OFF		
10	SAFETY GLASS PRESCRIPTION FILE (TEACHERS)	3	IN & VOC ED OFF		
11	SUMMER MAINTENANCE RECORDS	3	IN & VOC ED OFF		
12	CORRESPONDENCE FILE	3	IN & VOC ED OFF		
13	TEACHER INTERVISITATION RECORDS	3	IN & VOC ED OFF		
14	JOB DESCRIPTIONS FOR INDUSTRIAL ED STAFF	3/US	IN & VOC ED OFF		
15	INDUSTRIAL ED ACCOUNTING POLICY/PROCEDURES	3/US	IN & VOC ED OFF		
16	EYE SAFETY INSTRUCTIONS AND INFORMATION	3/US	IN & VOC ED OFF		
17	DRAWINGS OF SHOP LAYOUTS	3/US	IN & VOC ED OFF		
18	SHOP ACCIDENT REPORTS	NRT(COPY)	SAFETY OFFICE		

SPEEDI READ WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - INSTRUCTION

OFFICE - INSTRUCTIONAL MATERIALS AND SERVICES

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	EQUIPMENT INVENTORY (AVIS)	P	OIMS		
2	MOBILE EDUCATIONAL TECHNOLOGY(MET) TEACHER QUESTIONNAIRES	3	COCKEYSVLE WHSE		
3	EQUIPMENT ACCOUNTING FILES	3	OIMS		
4	EQUIPMENT MAINTENANCE FILES	3	OIMS		
5	INSTRUCTIONAL MATERIALS CATALOGS INSTRUCTIONAL MEDIA PRINT AND RELATED NON-PRINT	3	OIMS		
6	MEDIA MANUAL	3	OIMS		
7	REQUESTS FOR PRINTING SERVICES	3	OIMS		
8	INSTRUCTIONAL MATERIALS RECORDS EVALUATIONS(PRINT AND RELATED NON-PRINT)	3	OIMS		
9	HANDBOOK - (MET-OIMS)	3	OIMS		
10	CORRESPONDENCE FILE	3	OIMS		
11	PRICE QUOTES INSTRUCTIONAL MEDIA PRINT AND RELATED NON-PRINT	NR(COPY)	PURCHASING OFF		
12	INSTRUCTIONAL MATERIALS EXHIBIT(LETTERS, FORMS AND CHARTS)	NR	OIMS		
13	SOFTWARE INFORMATION(ITEMS STORED IN WHSE) BIDS SPECIFICATIONS ORDER FORMS EVALUATION INFORMATION VENDORS LIST FOR SOFTWARE	NR(COPY)	PURCHASING OFF		
14	HARDWARE INFORMATION BIDS	NR(COPY)	PURCHASING OFF		

SPEEDREAD WITH EYE TRACK PATENT PENDING

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LOCAL RECORDS

ITEM NO.

RECORD TITLE

RETENTION PERIOD (YEARS)

LOCATION OF RECORD COPY

CONFIDENTIAL

UPDATE

SPECIFICATIONS

ORDER FORMS

EVALUATION INFORMATION

VENDORS LIST FOR HARDWARE

15 BUDGET REQUESTS

NR(COPY)

BUDGET OFFICE

16 COMPLETED CHECK REQUEST INFORMATION

NR(COPY)

GEN ACCTG OFF

PATENT PENDING
SPEEDIREAD WITH EYE TRACK

MOORE BUSINESS FORMS, INC. HO FORM 1488T
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DIVISION - INSTRUCTION

OFFICE - MUSIC

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	PIANO TUNING CONTRACTS	DC+3/UA	MUSIC OFFICE		
2	MUSICAL INSTRUMENT RECORDS INVENTORIES EVALUATIONS MAINTENANCE AND REPAIR	L+3	MUSIC OFFICE		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. '77

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DIVISION - INSTRUCTION

OFFICE - PHYSICAL EDUCATION

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	INTERSCHOLASTIC REGULATIONS	3	PHYS EDUC OFF		
2	INTRAMURAL & INTERSCHOLASTIC PARTICIPATION RECORD	3	PHYS EDUC OFF		
3	HIGH SCHOOL CLASSIFICATION FOR INTERSCHOLASTIC COMPETITION	3	PHYS EDUC OFF		
4	SCHEDULES AND RESULTS OF ATHLETIC EVENTS	3	PHYS EDUC OFF		
5	ELIGIBILITY REPORT FOR ATHLETICS	3	PHYS EDUC OFF		
6	RECORDS ON PHYSICAL ED INSERVICE COURSES	3	PHYS EDUC OFF		
7	COACHES ASSIGNMENTS INTERSCHOLASTIC SPORTS	3	PHYS EDUC OFF		
8	ACCIDENT REPORTS	NR(COPY)	SAFETY OFFICE		
9	PARENT PERMISSION SLIPS FOR INTERSCHOLASTIC ATHLETICS	NR(COPY)	SCHOOL		
10	REQUISITION FOR EQUIPMENT AND SUPPLIES	NR(COPY)	PURCHASING OFF		
11	CHECK AND REIMBURSEMENT REQUESTS	NR(COPY)	GEN ACCTG OFF		
12	BOOK AND MEDIA ORDER AND INVENTORY	NR(COPY)	OIMS		
13	PAYMENT FOR OFFICIATING INTERSCHOLASTIC SPORTS	NR(COPY)	PAYROLL OFFICE		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

RECORDS RETENTION AND DISPOSITION SCHEDULE

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DIVISION - INSTRUCTION

OFFICE - PSYCHOLOGICAL SERVICES

LOCAL RECORDS

ITEM NO.

RECORD TITLE

RETENTION PERIOD
(YEARS)

LOCATION OF RECORD
COPY

CONFIDENTIAL

UPDATE

1 PSYCHOLOGICAL SERVICES CASE FILE
REFERRALS
PSYCHOLOGICAL REPORTS
CASE CONFERENCE NOTES
PARENT CONFERENCE NOTES
PSYCHIATRIC REPORTS
REPORTS OF THERAPEUTIC CONTACTS
INDIVIDUAL TEST INSTRUMENTS

DA+3

PSYCH SERV OFF

YES

2 RESEARCH REPORTS AND SURVEYS

5

PSYCH SERV OFF

3 CORRESPONDENCE FILE

3

PSYCH SERV OFF

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - INSTRUCTION

OFFICE - PUPIL PERSONNEL

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	REFERRAL FORMS FOR PUPIL PERSONNEL SERVICES CORRESPONDENCE RELATIVE TO REFERRAL HOME VISIT REPORTS SOCIAL HISTORIES REPORTS TO COMMUNITY AGENCIES PETITIONS AND REPORTS TO DISTRICT COURT	DA+3	PUPIL PERS OFF	YES	
2	INDEFINITE SUSPENSION CASE FILE SCHOOL REPORT FAMILY BACKGROUND REPORTS INTERVIEWS NOTES AND MEMORANDA REPORTS TO COMMUNITY AGENCIES CORRESPONDENCE RELATIVE TO SUSPENSION ANNUAL REPORT OF INDEFINITE SUSPENSION	DA+3	PUPIL PERS OFF	YES	
3	TEMPORARY SUSPENSIONS ANNUAL REPORT OF TEMPORARY SUSPENSIONS	DA+3	PUPIL PERS OFF	YES	
4	NON-RESIDENT PUPIL FILE ENROLLMENT APPLICATION DECISION REGARDING APPLICATION	DA+3	PUPIL PERS OFF	YES	
5	SPECIAL TRANSFER PUPIL FILE APPLICATION FOR TRANSFER DECISION REGARDING APPLICATION NOTES AND MEMORANDA	DA+3	PUPIL PERS OFF	YES	
6	NON-IMMIGRANT (AND NON-RESIDENT) PUPIL FILE APPLICATION FOR I20 FORM DECISION REGARDING APPLICATION	DA+3	PUPIL PERS OFF	YES	

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - INSTRUCTION

OFFICE - PUPIL PERSONNEL

LOCAL RECORDS

ITEM NO.

RECORD TITLE

RETENTION PERIOD
(YEARS)

LOCATION OF RECORD
COPY

CONFIDENTIAL

UPDATE

NOTES AND MEMORANDA

7	STAFF PERSONNEL FOLDER FILE	DE+3	PUPIL PERS OFF	YES
8	MINUTES OF STAFF MEETING	3	PUPIL PERS OFF	
9	CORRESPONDENCE FILE	3	PUPIL PERS OFF	YES

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HQ FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - INSTRUCTION

OFFICE - PUPIL SERVICES

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	PUPIL SERVICES POLICIES AND DIRECTIVES	P	DIRECTORS OFF		
2	SUPERVISORY REPORTS FROM OFFICE HEADS	3	DIRECTORS OFF		
3	CORRESPONDENCE FILE	3	DIRECTORS OFF		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - INSTRUCTION

OFFICE - READING

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	REQUESTS FOR RESOURCE/DIAGNOSTIC SERVICE	P	READ SERV OFF		
2	DIAGNOSTIC PROFILE	P	READ SERV OFF		
3	CRITERIA FOR STATE REIMBURSEMENT	5	READ SERV OFF		
4	SUMMARY REPORT FOR THE YEAR 19XX-19XX(ELEM)	3	READ SERV OFF		
5	SUMMARY REPORT FOR THE YEAR 19XX-19XX(SEC)	3	READ SERV OFF		
6	LOCAL SURVEY OF VOLUNTEERS IN READING PROG	NR(COPY)	READ SERV OFF		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HQ FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - INSTRUCTION

OFFICE - SPECIAL EDUCATION

LOCAL RECORDS

ITEM NO.

RECORD TITLE

RETENTION PERIOD
(YEARS)

LOCATION OF RECORD
COPY

CONFIDENTIAL

UPDATE

- 1 HANDICAPPED CHILDREN CASE FILES
 - APPLICATION FOR SPECIAL EDUCATION
 - PARENT NOTIFICATION OF PROPOSED SPECIAL EDUCATION PLACEMENT
 - PARENT NOTIFICATION OF WITHDRAWAL FROM SPECIAL EDUCATION AND PLACEMENT IN REGULAR CLASS
 - BALTIMORE COUNTY HEALTH DEPT CLINICAL RPTS
 - CORRESPONDENCE WITH PARENTS, TEACHERS, STATE AND COUNTY AGENCIES
 - COUNTY BOARD OF EDUCATION REPORTS
 - REPORT OF PUPIL PROGRESS
 - REQUESTS FOR TUITION ASSISTANCE
 - FINANCIAL STATEMENTS OF EDUCATIONAL COSTS FROM NON-PUBLIC FACILITIES FOR PUPILS ATTENDING NON-PUBLIC FACILITIES
 - EDUCATIONAL MANAGEMENT PLANS FOR PUPILS IN NON-PUBLIC FACILITIES
 - DECISIONS OF ADR COMMITTEE FOR PUPILS IN NON-PUBLIC FACILITIES

DA+3

SPECIAL ED OFF

YES

- 2 ADMINISTRATIVE REPORTS AND RECORDS IN SPECIFIC HANDICAPPED AREAS

3

SPECIAL ED OFF

YES

- 3 GENERAL CORRESPONDENCE FILES

3

SPECIAL ED OFF

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - INSTRUCTION

OFFICE - SUBJECT AREAS

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	EQUIPMENT RECORDS (IF APPLICABLE) INVENTORIES EVALUATIONS MAINTENANCE AGREEMENTS MAINTENANCE AND REPAIR	L+3	SUBJ AREA OFF		
2	COURSES OF STUDY AND HANDBOOKS	3	SUBJ AREA OFF		
3	CORRESPONDENCE FILE	3	SUBJ AREA OFF		
4	SUBJECT AREA ADMINISTRATIVE REPORTS DEPARTMENTAL MEETINGS OBSERVATION SCHEDULES PERIODIC ADMINISTRATIVE REPORTS COURSE ENROLLMENT TABULATIONS EXPENDITURE REPORTS BUDGET REQUESTS	3 3 NR(COPY) NR(COPY) NR(COPY) NR(COPY)	SUBJ AREA OFF SUBJ AREA OFF ASST SUPT OFF CHILD ACCT OFF GEN ACCT OFFICE BUDGET OFFICE		
5	SUBJECT TEACHER INFORMATION FILE	NR(COPY)	PERSONNEL OFF		
6	EVALUATION REPORTS ON NEW PROGRAMS	3	SUBJ AREA OFF		
7	INSTRUCTIONAL MATERIALS RECORDS BUDGET EVALUATIONS(INSTRUCTIONAL MEDIA) INVENTORY APPROVED LISTS SUPPLEMENTAL BOOK ORDERS RECORD OF SCHOOL ORDERS	3	SUBJ AREA OFF		

SPEEDREAD WITH EYE TRACK PATENT PENDING

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DIVISION - INSTRUCTION

OFFICE - TESTING

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	TESTING PROGRAM ADMINISTRATIVE FILE		TESTING OFFICE		
	ANNUAL TEST SCHEDULES	P			
	TEST ADVISORY COMMITTEE RECOMMENDATIONS	5			
	MANUAL FOR THE COUNTY TESTING PROGRAM	3/US			
2	STANDARDIZED TESTING PROGRAM RESULTS		TESTING OFFICE		
	ANNUAL RESULTS REPORT TO STAFF	P			
	COUNTY INDICES CONTINUOUS LOG	P			
	FREQUENCY DISTRIBUTIONS COUNTY ALL SCHOOLS	P P			
	ITEM ANALYSIS, COUNTY	P			
	STATISTICAL ANALYSES COUNTY ALL SCHOOLS	P 10			
	ANNUAL RESULTS REPORT TO MSDE	10			
3	TEST HISTORY TAPES OF PUPIL RESULTS	GRAD+5	COMPUTER ROOM	YES	

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - BUSINESS AND FINANCE OFFICE - ASSOCIATE SUPERINTENDENT - BUSINESS AND FINANCE

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	INSURANCE RECORDS		ASSOC SUPT OFF		
	BUILDING AND CONTENTS INSURANCE CONTROL (DETAILED RECORD)	P			
	REGISTER OF POLICIES	3/UA			
2	RENTALS/LEASES	(DC+3)/UA	ASSOC SUPT OFF		
3	WORKMENS COMPENSATION RECORDS	3	ASSOC SUPT OFF		
	CLAIMS				
	PAYMENTS				
4	GARNISHMENT RECORDS	3	ASSOC SUPT OFF		
	IRS LIENS				
	STATE LIENS				
5	TELEPHONE ORDERS	3	ASSOC SUPT OFF		
6	CORRESPONDENCE FILE	3	ASSOC SUPT OFF		
7	AUDIT REPORT LETTER	NR(COPY)	SCHOOLS		
8	CHECK REQUESTS	NR(COPY)	GEN ACCOUNTING		

SPEEDREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - BUSINESS AND FINANCE OFFICE - BUDGET

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	ANNUAL BUDGET	5	BUDGET OFFICE		
2	EXPENDITURE REPORTS FOR BUDGET CONTROL	5	BUDGET OFFICE		
3	BUDGET PREPARATION RECORDS	5	BUDGET OFFICE		
	REQUESTS				
	ENROLLMENT PROJECTIONS				
	SALARY PROJECTIONS AND SIMULATIONS			YES	
	PRELIMINARY BUDGETS				
	PRESENTATIONS				
	WORK PAPERS AND MEMORANDA				
4	BUDGET AMENDMENTS	5	BUDGET OFFICE		
5	BUDGET FORECASTS	5	BUDGET OFFICE		
6	BUDGET ALLOCATIONS	5	BUDGET OFFICE		
7	REQUEST AND AUTHORIZATION FOR TRANSFER OF FUNDS	5	BUDGET OFFICE		
8	STATEMENT OF TRANSFER OF FUNDS	3	BUDGET OFFICE		
9	REPORT OF NON-RESIDENT PUPILS	3	BUDGET OFFICE		
10	CORRESPONDENCE FILES	3	BUDGET OFFICE		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - BUSINESS AND FINANCE OFFICE - CHILD ACCOUNTING

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	MICROFILM FILES OF ACHIEVEMENT AND ATTENDANCE RECORDS(CR-1 AND CR-5 OR EQUIV) FOR GRADUATES AND WITHDRAWALS	P	CHILD ACCTG OFF	YES	
2	MICROFILM FILE OF INDIVIDUAL PUPIL ENROLLMENT IN BALTIMORE COUNTY SCHOOLS	P	CHILD ACCTG OFF	YES	
3	MICROFILM FILES OF PUPILS RECORDS IN DEFUNCT SCHOOLS	P	CHILD ACCTG OFF	YES	
4	LIST OF GRADUATES	P	CHILD ACCTG OFF		
5	CHILD ACCOUNTING ANNUAL REPORTS BY RACE, SEX, GRADE, SCHOOL, SYSTEM ETC	P	CHILD ACCTG OFF		
6	PUPIL-PARENT SURVEY QUESTIONNAIRE FILE FOR IMPACT AID	3/UA	CHILD ACCTG OFF		
7	SUMMER SCHOOL ENROLLMENT AND ATTENDANCE	3	CHILD ACCTG OFF		
8	REPORT OF TEMPORARY QUARTERS	3	CHILD ACCTG OFF		
9	NO OF PUPILS ELIGIBLE FOR TRANSPORTATION	3	CHILD ACCTG OFF		
10	CORRESPONDENCE FILE	3	CHILD ACCTG OFF		
11	PUPIL ATTENDANCE TAPE(END OF SCHOOL YEAR)	P	COMPUTER ROOM		
12	PUPIL ENROLLMENT TAPE(END OF SCHOOL YEAR)	P	COMPUTER ROOM		
13	TENTH DAY & SEPT 30 ENROLLMENT TABULATIONS	3	CHILD ACCTG OFF		
14	COURSE ENROLLMENT TABULATIONS	3	CHILD ACCTG OFF		

SPEEDREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - BUSINESS AND FINANCE OFFICE - DATA PROCESSING

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	EQUIPMENT SELECTION, OPERATION, AND MAINTENANCE RECORD FILES	1+3	DATA PROC OFF		
2	OPERATIONAL AND ADMINISTRATIVE CONTROL RECS	3	DATA PROC OFF		
3	SUPPLIES INVENTORY AND UTILIZATION RECORDS	3	DATA PROC OFF		
4	LIBRARY CONTROL RECORDS	3	DATA PROC OFF		
5	CORRESPONDENCE FILES	3	DATA PROC OFF		
6	SYSTEMS DOCUMENTATION	3/US	DATA PROC OFF		
7	PROGRAMS AND PROGRAM DOCUMENTATION	3/US	DATA PROC OFF		
8	POLICIES, PROCEDURES AND OPERATIONAL MEMORANDA	3/US	DATA PROC OFF		
9	FORMS CONTROL REGISTER	3/US	DATA PROC OFF		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - BUSINESS AND FINANCE OFFICE - FOOD SERVICES

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	FOOD SERVICES STAFF PERSONNEL FILE (MAY CONTAIN ALL OR SOME OF FOLLOWING RECS) APPLICATIONS FOR EMPLOYMENT HEALTH CERTIFICATES AND EXAMINATION REPORTS PERSONNEL ACTION FORMS SCHOOL ASSIGNMENTS SUPERVISORS REPORTS CORRESPONDENCE RESIGNATIONS	P	MR REGANS OFF	YES	
2	PROGRAM AGREEMENTS AND AMENDMENTS SCHOOL LUNCH SCHOOL LUNCH MILK DIRECT DISTRIBUTION COMMODITY	P	FOOD SERV OFF		
3	EQUIPMENT INVENTORY AND REPAIR RECORDS	4/LIFE EQ	FOOD SERV OFF		
4	DIRECT DISTRIBUTION COMMODITY RECORDS(USDA) COMMODITY INVENTORIES BY COMMODITY RECEIPTS AND ACKNOWLEDGMENTS RECEIPTS AND INVENTORY RECORD REPORTS ON DIRECT DISTRIBUTION AVAILABLE COMMODITY REPORTS NOTIFICATIONS OF AVAILABLE COMMODITIES	4/UA 4/UA 4/UA 4/UA 3 3	FOOD SERV OFF		
5	SPECIAL SCHOOL LUNCH MILK RECORDS SCHOOL APPLICATION FOR PARTICIPATION ANNUAL MILK PURCHASE AND COST REPORTS	4/UA	FOOD SERV OFF		
6	ORDERS AND BIDS FOR FOOD AND EQUIPMENT	4/UA	FOOD SERV OFF		
7	SURPLUS FOOD TRANSFER RECEIPTS AND ACKNOWLEDGMENTS	4/UA	FOOD SERV OFF		

SPEEDREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HQ FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - BUSINESS AND FINANCE OFFICE - FOOD SERVICES

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
8	SCHOOL LUNCH PROGRAM RECORDS		FOOD SERV OFF		
	SCHOOL APPLICATION FOR PARTICIPATION	4/UA			
	ADMINISTRATIVE REPORTS ON PROGRAM OPERATION	3			
	MENU FILES	3			
9	PURCHASED FOOD AND SUPPLIES INVENTORY	3/UA	FOOD SERV OFF		
10	FOOD SERVICES REPORTS	3/UA	FOOD SERV OFF		
	MONTHLY PROFIT AND LOSS STATEMENTS				
	ANNUAL RPT ON EXPENDITURES & REIMBURSEMENTS				
	CAFETERIA DAILY REPORTS				
11	FOOD SERVICES BUDGET CONTROL FILE	3	FOOD SERV OFF		
12	CORRESPONDENCE FILE	3	FOOD SERV OFF		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - BUSINESS AND FINANCE OFFICE - GENERAL ACCOUNTING

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	GENERAL LEDGER	P	GEN ACCTG OFF		
2	AUDITS AND AUDIT REPORTS	P	GEN ACCTG OFF		
3	PERIODIC FINANCIAL REPORTS	3/UA	GEN ACCTG OFF		
4	GENERAL ACCOUNTING RECORDS	3/UA	GEN ACCTG OFF		
	RECEIPTS AND DISBURSEMENTS JOURNALS				
	BANKBOOKS, STATEMENTS AND DEPOSIT SLIPS				
	CANCELLED CHECKS, CHECK COPIES AND CHECK STUBS				
	CHECK REGISTER				
	RECONCILIATION AND TRIAL BALANCE SHEETS				
	PURCHASE ORDERS				
	VOUCHERS, INVOICES AND PAID BILLS				
	DELIVERY ORDERS AND RECEIPTS, RECEIVING RPT				
	RECEIPT BOOKS AND RECEIPT COPIES				
	MACHINE TAPES AND TRANSMITTAL SHEETS				
	GASOLINE TICKETS				
5	MISCELLANEOUS ACCOUNTING RECORDS	3/UA	GEN ACCTG OFF		
	REMITTANCE TO BOARD OF EDUCATION				
	VENDOR DISBURSEMENTS VOUCHER				
	PERSONAL AND OTHER EXPENSE DISTRIBUTION				
	MATERIALS RECEIVED WITHOUT INVOICE				
6	INCOME TAX EXCLUSION OF SICK LEAVE PAYMENTS	3/UA	ACCTG DIR OFF		
7	CORRESPONDENCE FILE	3	GEN ACCTG OFF		
8	ANNUITIES CONTRACTS	DC+3	ACCTG DIR OFF		
9	ANNUAL SUMMARY TAPE FROM MONTHLY FINANCE HISTORY TAPES	5	COMPUTER ROOM		
10	INSURANCE POLICIES	10	GEN ACCTG OFF		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

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DIVISION - BUSINESS AND FINANCE

OFFICE - OCCUPATIONAL SAFETY AND HEALTH

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	STUDENT ACCIDENT REPORT FILE BY SCHOOL	5	SAFETY OFFICE		
2	EMPLOYEE ACCIDENT REPORT FILE BY FACILITY	5	SAFETY OFFICE		
3	ANNUAL SAFETY REPORTS	5	SAFETY OFFICE		
4	CORRESPONDENCE FILE	3	SAFETY OFFICE		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - BUSINESS AND FINANCE OFFICE - PAYROLL

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	PAYROLL JOURNAL	P	PAYROLL OFFICE		
2	PAYROLL MICROFILM FILES		PAYROLL OFFICE		
	SOCIAL SECURITY QUARTERLY REPORT	7/UA			
	YTD PAYROLL RECORDS	5			
	LEAVE ACCOUNTING RECORDS	5			
	ADDRESS RECORDS	4			
3	PAYROLL INFORMATION REPORTS, TIME SHEETS AND EXCEPTIONS TIME REPORTS	4/UA	PAYROLL OFFICE		
4	PERSONNEL ACTION NOTICE FILE(ENTRIES, CUT-OFFS AND CHANGES)	4/UA	PAYROLL OFFICE		
5	ANNUAL W-2 DETAIL	4/UA	PAYROLL OFFICE		
6	MISCELLANEOUS PAYROLL RECORDS	4/UA	PAYROLL OFFICE		
	JOURNAL ENTRY COPIES AND WORKSHEETS				
	AUDIT TRAILS				
	FILE MAINTENANCE KEYPUNCH CHARTS				
	PAYROLL CHANGE MEMORANDA				
	TRANSMITTAL AUTHORIZATION				
	DISCREPANCY FORM				
	NOTIFICATION OF ABSENCE				
7	WITHHOLDING FORMS AND STATEMENTS(FEDERAL AND STATE)	US/UA MIN4	PAYROLL OFFICE		
8	PAYROLL DEDUCTION AUTHORIZATION FORMS	US/UA MIN4	PAYROLL OFFICE		
9	PAYROLL REPORTS		PAYROLL OFFICE		
	RETIREMENT	4			
	OVERTIME	4			
	DEDUCTION	4			
	LONGEVITY	4			

SPEEDREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17

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DIVISION - BUSINESS AND FINANCE OFFICE - PAYROLL

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
	SAVINGS BONDS	4			
	INSURANCE TERMINATION	4			
	INSURANCE PREMIUM REPORT	4			
	LEAVE ACCOUNTING(HARD COPY)	NR(COPY)			
10	CORRESPONDENCE FILE	3	PAYROLL OFFICE		
11	SOCIAL SECURITY QUARTERLY REPORT(HARD COPY)	NR(COPY)	PAYROLL OFFICE		
12	SALARY SCHEDULES	NR(COPY)	PERSONNEL		
13	SAVINGS BOND CONTRACTS	DC+3	ACCTG DIR OFF		

PATENT PENDING
SPEEDREAD WITH EYE TRACK

MOORE BUSINESS FORMS, INC. HO FORM 1488T
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DIVISION - BUSINESS AND FINANCE OFFICE - PURCHASING

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	BID FILES ADVERTISEMENTS SPECIFICATIONS PROPOSALS BIDS LETTERS OF AWARD	10	PURCHASING OFF		
2	SPECIAL CONTRACTS/AGREEMENTS PREVENTIVE MAINTENANCE EQUIPMENT RENTAL PIANO TUNING PEST CONTROL BURGLAR ALARM PROGRAMMED CLOCK AND BELL	DC+3 DC+3 NR(COPY) NR(COPY) NR(COPY) NR(COPY)	PURCHASING OFF PURCHASING OFF MUSIC OFFICE BLDG M/O OFFICE BLDG M/O OFFICE BLDG M/O OFFICE		
3	WAREHOUSE ACCOUNTING RECORDS REQUISITIONS INVENTORIES DELIVERY AND RECEIVING SLIPS	3/UA	WAREHOUSE		
4	REQUISITIONS	3	PURCHASING OFF		
5	MISCELLANEOUS RECORDS CANCELLATION OF ORDER REQUISITION DISCREPANCY REPORT REQUEST FOR CHANGE OF PRICE BY VENDOR VENDORS RECORDS OF PAID AND UNPAID BILLS AND ENCUMBRANCES	3'	PURCHASING OFF		
6	FURNITURE & EQUIPMENT LIST(STATE APPROVED)	3	PURCHASING OFF		
7	CORRESPONDENCE FILE	3	PURCHASING OFF		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HQ FORM 1488T PRINTED IN U.S.A. 17"

RECORDS RETENTION AND DISPOSITION SCHEDULE

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DIVISION - BUSINESS AND FINANCE OFFICE - PURCHASING

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
8	PURCHASE ORDERS	NR(COPY)	GEN ACCTG OFF		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - BUSINESS AND FINANCE OFFICE - SCHOOL ACCOUNTING

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	MANUAL FOR RECEIPTS AND DISBURSEMENTS ACCOUNTING OF SCHOOL FUNDS	P	SCML ACCTG OFF		
2	STATEMENTS OF POLICY FROM SCHOOL ACCOUNTING	P	SCHL ACCTG OFF		
3	AUDIT REPORT LETTERS	P	SCHL ACCTG OFF		
4	STATEMENT OF CHANGES IN SCHOOL FUNDS	P	SCHL ACCTG OFF		
5	GENERAL SCHOOL ACCOUNTING RECORDS	3/UA	SCHL ACCTG OFF		
	CASH AUDIT PROGRAM				
	CASH COUNT SHEET				
	ADVISORS CONFIRMATION REQUEST				
	INTERIM VERIFICATION OF CASH BALANCE				
	CONFIRMATION OF BANK BALANCE REQUEST				
	SUMMARY OF JOURNAL VOUCHERS				
	PROOF OF CASH				
	SUMMARY OF CHECK EXCEPTIONS				
	SUMMARY OF RECEIPTS EXCEPTIONS				
	SUMMARY OF CHECKS WITHOUT SUPPORTING DATA				
	UNPAID VENDORS BILLS SCHEDULES				
	PROFIT ANALYSIS, SHOPS AND OTHER ACCOUNTS				
	PROFIT ANALYSIS, SCHOOL STORE				
	SCHOOL STORE AND OTHER INVENTORY SHEET				
	INTERNAL CONTROL MEMORANDUM				
	CASH PROFILE SHEET				
	STAFF TIME RECORD - SCHOOL ACCOUNTING				
	COMMENTS SHEET - SCHOOL ACCOUNTING				
	ANNUAL REPT WORKSHEET - FINANCIAL STATEMENT				
	SUMMER SCHOOL REGISTRATION FORMS				

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - BUSINESS AND FINANCE OFFICE - SCHOOL ACCOUNTING

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
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SUMMER SCHOOL REFUND AUTHORIZATION FORMS

SUMMER SCHOOL WAIVER AUTHORIZATION FORMS

YES

SUMMER SCHOOL TUITION REPORTS

AUDIT PROGRAM - OTHER FUNCTIONS

REPORT OF SCHOOL JOURNAL RECEIPTS AND
DISBURSEMENTS

VERIFICATION OF RECEIPTS AND DISBURSEMENTS
WORKSHEET - ELEMENTARY SCHOOLS

ADJUSTMENTS TO RECORDS IN THE PREPARATION
OF REPORTS

TRANSMITTAL FORM - ADULT EDUCATION

OFFICE MEMOS TO AUDITORS

AUDIT PROGRAMS TO AUDITORS

6	CORRESPONDENCE FILES	3	SCHL ACCTG OFF		
7	SCHOOL ACCOUNTING REPORT TO SUPERINTENDENT	NR(COPY)	SUPT OFFICE		
8	SUMMER SCHOOL - ATTENDANCE CARDS	NR	SCHL ACCTG OFF		
9	REGISTRATION FORM - ADULT EDUCATION	NR(COPY)	ADULT EDUC CTR		

SPEEDREAD WITH EYE TRACK PATENT PENDING

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DIVISION - BUSINESS AND FINANCE OFFICE - TRANSPORTATION

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
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1	COUNTY BUS DRIVERS PERSONNEL FILE (MAY CONTAIN ALL OR SOME OF FOLLOWING RECS)	P	TRANSPORT OFF	YES	
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- APPLICATIONS FOR EMPLOYMENT
- PERSONNEL ACTION FORMS
- ASSIGNED BUS ROUTES AND TIME SCHEDULES
- SUPERVISORS REPORTS
- PHYSICAL EXAM(SEE STATE SCHEDULE)
- RESIGNATIONS

2	CONTRACT BUS DRIVERS PERSONNEL FILE	DC+3	TRANSPORT OFF	YES	
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3	PURCHASE AND SALE OF MOTOR VEHICLES AND EQUIPMENT	L+3	TRANSPORT OFF		
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- BID ADVERTISEMENT COPY
- BIDS AND ACCEPTANCES
- DEALERS CERTIFICATES OF SALES
- PROPOSAL AND SPECIFICATION SHEETS
- TITLE AND TRANSFER RECORDS

4	COUNTY-OWNED MOTOR VEHICLE & EQUIPMENT FILE	L+3	TRANSPORT OFF		
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- ACCIDENT REPORTS
- DEPRECIATION RECORDS
- MASTER VEHICLE FILE AND INDICES
- SUBSIDIARY INSURANCE RECORDS
- INSPECTION RECORDS
- INVENTORIES
- MAINTENANCE AND OPERATION RECORDS
- MONTHLY LOGS AND DRIVERS REPORTS
- MISCELLANEOUS STAFF CAR AND TRUCK ACCOUNTING RECORDS

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HQ FORM 1488T PRINTED IN U.S.A. 17

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DIVISION - BUSINESS AND FINANCE OFFICE - TRANSPORTATION

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
5	CONTRACTORS AND BUSES UNDER CONTRACT ACCIDENT REPORTS CONTRACTS CONTRACT INFORMATION SHEETS QUARTERLY LOGS AND DRIVERS REPORTS	DC+3	TRANSPORT OFF		
6	SCHOOL FILES PLANS REPORTS ROUTES SCHEDULES ASSIGNMENT ROSTERS LIST OF HANDICAPPED PUPILS REQUEST FOR SPECIAL EDUCATION PUPIL TRANSPORTATION	3	TRANSPORT OFF		
7	BUDGET DATA FILE	3	TRANSPORT OFF		
8	SUBSTITUTE BUS DRIVERS ROSTER	3	TRANSPORT OFF		
9	CORRESPONDENCE FILE	3	TRANSPORT OFF		
10	TRANSPORTATION REGULATIONS	3/US	TRANSPORT OFF		

SPEEDREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

R E C O R D S R E T E N T I O N A N D D I S P O S I T I O N S C H E D U L E

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DIVISION - PHYSICAL FACILITIES

OFFICE - ASSOCIATE SUPERINTENDENT - PHYSICAL FACILITIES

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	IAC MINUTES	NR(COPY)	IAC/PSC OFF		
2	CONTRACTS(ARCHITECTS)	P	ASSOC SUPT OFF		
3	CONTRACTORS BIDS(ACCEPTED)	P	ASSOC SUPT OFF		
4	BOARD EXHIBIT(RECOMMENDATION OF CONTRACT AWARD)	P	ASSOC SUPT OFF		
5	CONTRACTORS BIDS(SECOND AND THIRD LOW BIDS)	3	ASSOC SUPT OFF		
6	CORRESPONDENCE FILE	3	ASSOC SUPT OFF		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HQ FORM 1488T

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DIVISION - PHYSICAL FACILITIES OFFICE - ARCHITECTURAL PLANNING

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	PROJECT FILE RECORDS & MINUTES OF PLANNING SESSIONS AT ALL LEVELS ENGINEERING OBSERVATIONS - BUREAU OF PUBLIC SERVICES CORRESPONDENCE WITH ALL CONCERNED PARTIES	BLDG LIFE	ARCH PLAN OFF		
2	EDUCATIONAL SPECIFICATIONS FOR EACH PROJECT	BLDG LIFE	ARCH PLAN OFF		
3	SCHEMATIC DRAWINGS	COMP+3	ARCH PLAN OFF		
4	DESIGN DEVELOPMENT DRAWINGS	COMP+3	ARCH PLAN OFF		
5	SCHOOLS AND ARCHITECTS	3/US	ARCH PLAN OFF		
6	CONSTRUCTION COST DATA	3/US	ARCH PLAN OFF		
7	ALPHABETICAL LIST OF SCHOOL CONSTRUCTION	3/US	ARCH PLAN OFF		
8	ALPHABETICAL LIST OF ARCHITECTS & PROJECTS	3/US	ARCH PLAN OFF		
9	ALPHABETICAL LIST OF SCHOOL AREAS	3/US	ARCH PLAN OFF		
10	SPECIFICATIONS FOR VARIOUS FACILITIES (ART, MUSIC ETC)	3/US	ARCH PLAN OFF		
11	CONSTRUCTION DRAWINGS	NR(COPY)	CONSTRUCT OFF		
12	ARCHITECTURAL REVIEW BOARD MINUTES	NR(COPY)	COUNTY OFF BLDG		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - PHYSICAL FACILITIES OFFICE - BUILDING MAINTENANCE AND OPERATIONS

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	CUSTODIAL STAFF PERSONNEL FILES (MAY CONTAIN ALL OR SOME OF FOLLOWING RECS) APPLICATIONS FOR EMPLOYMENT RECOMMENDATIONS HEALTH CERTIFICATES AND EXAMINATION REPORTS NOTICES OF APPOINTMENT PERSONNEL ACTION FORMS SUPERVISORS REPORTS CORRESPONDENCE RESIGNATIONS	P	BLDG M/O OFFICE	YES	
2	SPECIFICATIONS AND BIDS	P	BLDG M/O OFFICE		
3	MAINTENANCE AND OPERATIONS RECORDS BOILER REGISTRATION FILE (REGISTERED WITH HEALTH DEPARTMENT) BOILER INSPECTION REPORTS ELECTRICAL INSPECTION CERTIFICATES INSURANCE INSPECTION REPORTS FIRE INSPECTION REPORTS SCHOOL WATER ANALYSES CUSTODIAL WORK SCHEDULES CUSTODIAL SUPPLIES SPECIFICATIONS TIME CARDS REPORT OF WILLFUL-MALICIOUS DESTRUCTION AND/OR UNAUTHORIZED REMOVAL OF PROPERTY COPIES OF BOILER CERTIFICATES CERTIFICATE OF INSURANCE FILE ON CONTRACTORS	L+3 L+3 L+3 L+3 6 3 3 3/US 3 3 3/US 3/US	BLDG M/O OFFICE BLDG M/O OFFICE		
4	WORK ORDER FILE	3	BLDG M/O OFFICE		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17

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DIVISION - PHYSICAL FACILITIES OFFICE - BUILDING MAINTENANCE AND OPERATIONS

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
5	CORRESPONDENCE FILE	3	BLDG M/O OFFICE		
6	ROOM LAYOUTS OF ALL BUILDINGS	NR	BLDG M/O OFFICE		
7	RECORD OF VISITS OF MAINTENANCE PERSONNEL (BOARD OF EDUCATION EMPLOYEES AND/OR CONTRACTUAL REPRESENTATIVES)	NR	BLDG M/O OFFICE		
8	SPECIAL CONTRACTS/AGREEMENTS	DC+3/UA	BLDG M/O OFFICE		
	PEST CONTROL				
	BURGLAR ALARM				
	PROGRAMMED CLOCK AND BELL				
9	APPLICATION FOR USE OF SCHOOL FACILITIES	NR (COPY)	SCHOOL		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - PHYSICAL FACILITIES OFFICE - CAPITOL PROGRAM PLANNING

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	FACILITY PROJECT FILE	5	CAP PROG PL OFF		
2	BOUNDARY RECORDS	US+3	CAP PROG PL OFF		
3	CAPITAL PROGRAM PLANNING REPORTS PREDICTIONS OF ENROLLMENT SHORT TERM PEAK ENROLLMENT FORECAST CAPACITY OF SCHOOL STUDY ANALYSIS OF EFFECT OF HOUSING DEVELOPMENT ANNUAL TEMPORARY QUARTERS REPORT	3	CAP PROG PL OFF		
4	CORRESPONDENCE FILE	3	CAP PROG PL OFF		
5	PRELIMINARY AND FINAL STATE & COUNTY BUDGET	NR(REFER)	CAP PROG PL OFF		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - PHYSICAL FACILITIES OFFICE - CONSTRUCTION

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	BIDS - ACCEPTED AGREEMENTS BIDS ESTIMATES PROPOSALS SPECIFICATIONS	P	CONSTRUCT OFF		
2	CONTRACTS AND CHANGE ORDERS	P	CONSTRUCT OFF		
3	ORIGINAL TRACINGS AND TRACING COPIES BLUEPRINTS AND COPIES CONSTRUCTION TRACINGS AND COPIES ELEVATIONS ORIGINAL DRAWINGS AND SKETCHES PROPERTY TRACINGS AND COPIES	P	CONSTRUCT OFF		
4	PROJECT FILES ARCHITECTS AND ENGINEERS FEES CONTRACTORS REQUISITION FOR PAYMENT INSURANCE ROADS AND UTILITIES GENERAL CORRESPONDENCE ARCHITECTS ENGINEERS CONTRACTORS PRINCIPAL PARENT-TEACHERS ASSOCIATION COUNTY AND STATE GOVERNMENT PROGRESS MEETINGS PUNCH LIST	3/UA 3/UA 3 3 3 3	CONSTRUCT OFF		
5	QUARTERLY BUILDING CONSTRUCTION REPORT	3	CONSTRUCT OFF		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - PHYSICAL FACILITIES OFFICE - GROUNDS MAINTENANCE AND OPERATIONS

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	GROUNDS PERSONNEL FILES (MAY CONTAIN ALL OR SOME OF FOLLOWING RECS) APPLICATIONS FOR EMPLOYMENT RECOMMENDATIONS HEALTH CERTIFICATES AND EXAMINATION REPORTS PERSONNEL ACTION FORMS SUPERVISORS REPORTS CORRESPONDENCE RESIGNATIONS	P	GROUNDS M/O OFF	YES	
2	GROUNDS PERSONNEL TIME CARDS	3/UA	GROUNDS M/O OFF		
3	GROUNDS INSPECTION REPORTS	3	GROUNDS M/O OFF		
4	CORRESPONDENCE FILE	3	GROUNDS M/O OFF		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

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DIVISION - PHYSICAL FACILITIES OFFICE - SITE ACQUISITION

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	PROPERTY RECORD BY FACILITY DEEDS AGREEMENTS EASEMENTS AND RIGHTS OF WAY MAPS AND PLATS TITLE REPORTS	P	SITE ACQ OFF		
2	RENTAL RECORDS	DC*3/UA	SITE ACQ OFF		
3	CORRESPONDENCE FILE	3	SITE ACQ OFF		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17"

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DIVISION - PHYSICAL FACILITIES OFFICE - SITE DEVELOPMENT

LOCAL RECORDS

ITEM NO.	RECORD TITLE	RETENTION PERIOD (YEARS)	LOCATION OF RECORD COPY	CONFIDENTIAL	UPDATE
1	SITE DEVELOPMENT CONTRACTS	P	SITE DEV OFF		
2	PERMITS	P	SITE DEV OFF		
	BUILDING				
	GROUND WATER APPLICATION				
	POLLUTANT DISCHARGE				
3	CORRESPONDENCE FILE	3	SITE DEV OFF		

SPEEDIREAD WITH EYE TRACK PATENT PENDING

MOORE BUSINESS FORMS, INC. HO FORM 1488T PRINTED IN U.S.A. 17